Northland Pioneer College

Instructional Council (IC)

10-12-18

Voting Members Present: Eric Bishop (Chair), Ruth Creek-Rhoades, Mark Ford, Brian

Gardner, Amy Grey (proxy for Deb McGinty), Eleanore Hempsey (proxy for Gary Santillanes), Eric Henderson, Dawn Johnson, Wes

King, Wei Ma, and Ruth Zimmerman

Non-Voting Members Present: Mary Burkart, Cindy Hildebrand, Rickey Jackson, Jeremy Raisor,

Josh Rogers, Ken Wilk and Hallie Lucas (recorder)

Guests: Kathy Bentley, Gail Campbell, Allison Landy, Frank Pinnell and

Everett Robinson

(NOTE: Some items were taken out of order from original agenda.)

I. Roll Call

- II. Approval of 09-28-18 IC Minutes Eric Bishop
 - a. Ruth Z. MOVED to approve the IC Minutes of 09-28-18; SECOND by Dawn.
 - i. Motion APPROVED by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Assessment of Student Knowledge Report to IC (draft 10-08-18) Allison Landy
 - i. Allison gave an overview of the report and a great deal of discussion followed.
 - ii. Dawn MOVED that we change the 2018-2019 ASK Subcommittee Charge a. to: Implement a plan to help the individual departments assess student learning across modalities; SECOND by Wes.
 - Dawn AMENDED her motion to include "as applicable" at the end of the charge a; SECOND by Wes.
 - a. Motion **APPROVED** by majority vote.
 - b. Mark **ABSTAINED**.
 - c. <u>Task</u>: Hallie will change the ASK Subcommittee charge to reflect the change made in today's motion.
 - iii. Allison summarized the ASK Subcommittee recommendations, which are in the report: the college will move toward creating institutional level outcomes and will start these discussions right away (the hope is that Dialog Day can be used to codify this).
 - Rickey noted that the 11-09-18 IC/SPASC Meeting will provide the opportunity to have this discussion; the ASK Subcommittee, VPLSS and Institutional Effectiveness Director will make plans to facilitate the discussion.
 - a. <u>Task</u>: For the 11-09-18 IC/SPASC Meeting, Mary will work with Judy Yip-Reyes to provide examples of institutional learning outcomes from other institutions.

- iv. Dawn MOVED to approve the ASK Subcommittee recommendations, as presented in the ASK Subcommittee Report to IC (draft 10-08-18); SECOND by Mark.
 - 1. Motion **APPROVED** by unanimous vote.
- v. For the Planning Day template (attached to the ASK Subcommittee Report to IC (draft 10-08-18), Allison will make a note, for the future, that #8, Diversity, should be changed to "natural environments".
- vi. Wes **MOVED** to accept the ASK Subcommittee Report (draft 10-08-18); **SECOND** by Ruth Z.
 - 1. Motion **APPROVED** by unanimous vote.
- b. Academic Standards (AS) Subcommittee Report to IC (draft 10-08-18)
 - i. Amy explained that AS is seeking clarification for the 2018-1019 AS Charge from IC, charge b Develop a process to evaluate Dual Enrollment courses in comparison to non-Dual Enrollment courses. A lengthy discussion followed. It was clear that there are some concerns with discrepancies; how can we be confident that the courses offered at the high schools are the same as we offer here? IC requested that the AS Subcommittee compile a list of how DE courses are the same as we offer them at NPC and how they are different (look at our internal processes for Moodle shells, course evaluations, e-mail, etc.).
 - ii. Brian **MOVED** to accept the Academic Standards Subcommittee Report to IC (draft 10-08-18); **SECOND** by Ruth Z.
 - 1. Motion **APPROVED** by unanimous vote.
- c. Learning Technology (LT) Subcommittee Report to IC (draft 10-08-18) Ruth Creek-Rhoades
 - i. Ruth C.-R. gave an overview of the report. Discussion followed. LT was asked to see if Information Services can provide a proxy for the LT Meetings, if Curtis cannot attend. It was noted that IC would need to approve the new 6th Edition of the Quality Matters (QM) Rubric; also, courses that are currently in the QM process (for the 5th edition) should be given a designated amount of time to finish them. If the 6th edition is approved by IC, there would need to be training for Faculty. In addition, our reviewers need to be properly trained on the new edition. Should QM reviewers be paid?
 - ii. There was discussion about standards for learning outcomes in QM, as it compares to IC's standards for learning outcomes. Eric B. noted that we are the only member of the QM consortium, in Arizona, that requires courses go through the QM review process.
 - iii. Dawn **MOVED** that we accept the Learning Technology Subcommittee Report to IC (draft 10-08-18); **SECOND** by Brian.
 - 1. Motion **APPROVED** by majority vote.
 - 2. Ruth C.R. ABSTAINED.

IV. Curriculum

- a. ACRES
 - i. Modification to an Existing Course Form/SOC 121 Eric Henderson
 - 1. Eric H. noted that this is simply a revision to an old 3035, and it is the same course. A title change will need to be noted in programs and in the General Education Course Options list.
 - Wes MOVED to approve the Modification to an Existing Course Form SOC 121, as presented in ACRES; SECOND by Ruth C.R.

- a. **DISCUSSION** should IC have a broader discussion about measurable outcomes? There was discussion about the term "understand", as it was used in the SOC 121 course.
- b. Motion **APPROVED** by majority vote.
- c. Wei and Eric H. ABSTAINED.
- 3. Task: Eric B. will move SOC 121 forward in ACRES, per today's IC vote.
- b. New Programs none
- c. Program Modifications
 - i. ATO Request to Proceed (draft 09-20-18) Frank Pinnell
 - 1. Frank noted that the ATO courses are on old 3035s; and, they want to get them into ACRES. He noted that the technology has changed a lot; and updates will be made accordingly.
 - Eric H. MOVED to approve the ATO Request to Proceed (draft 09-20-18);SECOND by Wes.
 - a. **DISCUSSION** a teach-out plan will be provided. The five current CPs will be deleted and will be replaced by two new CPs, which will qualify for Financial Aid funding. It was clarified that this is definitely a restructure of the ATO program, but the department is the same and the course prefixes are the same; therefore, it is a Modification to an Existing Program.
 - b. Motion **APPROVED** by unanimous vote.
 - ii. EDU Request to Proceed (draft 10-03-18) Gail Campbell
 - 1. Eric H. **MOVED** to approve the EDU Request to Proceed (draft 10-03-18); **SECOND** by Wes.
 - a. **DISCUSSION** Gail noted that the proposed changes should; 1) provide a more usable degree plan; 2) better prepare students for either direct to work or transfer to a university; 3) lay the groundwork for the AAEE (through the Education Professions CP); 4) bring the degrees up-to-date, reflecting best practices and current practices.
 - Suggested changes 1) change Social and Behavioral language;
 consider making EDU 276 and EDU 250 requirements in the AAEE;
 consider adjusting the layout of the degree to make it easier to understand;
 consider revising the Required Electives section/terminology.
 - c. Motion APPROVED by majority vote.
 - d. Eric H. and Wei ABSTAINED.
 - iii. AAEC Catalog Strike-through (draft 10-05-18)
 - 1. Allison gave an overview of this program modification.
 - 2. Wes **MOVED** to approve the AAEC Catalog Strike-through document (draft 10-05-18); **SECOND** by Dawn.
 - a. DISCUSSION needed changes include: 1) typo under MAT 162 (should be Roman numeral II); 2) move MAT 161 & 162 to Core Requirements; 3) strike through Required Electives; 4) change Core Requirements total to 25 credits; 5) change CIS 105 font to match Discipline Studies or Core requirements.
 - b. Wes **AMENDED** his motion to include the changes listed under discussion; **SECOND** by Dawn.

- i. Motion APPROVED by majority vote.
- ii. Wei ABSTAINED.
- 3. <u>Task</u>: Hallie will change the AAEC catalog strike-through document to reflect the changes made in today's IC Meeting and will let Allison check them before moving them forward.
- iv. CON Request to Proceed (draft 10-03-18)
 - Ken said that the proposed changes will add a Masonry CP, which will
 primarily be used for DOC students. The changes will also decrease the
 Core Requirements and add more electives, which will give students
 more flexibility and more power to transfer courses that they will need
 for the universities.
 - Brian MOVED to approve the CON Request to Proceed (draft 10-03-18);SECOND by Mark.
 - a. **DISCUSSION** suggestion to change Electives to Unrestricted Electives:
 - b. Brian **AMENDED** his motion to include the term Unrestricted Electives (instead of Electives); **SECOND** by Mark.
 - i. Motion APPROVED by unanimous vote.
- d. Program Deletions none
- e. Program Suspensions none
- f. Misc. Curriculum
 - i. Concurrent Requisite vs. Co-Requisite (System Capabilities) [item moved to next IC Agenda]
 - ii. Satisfactory Placement [item moved to next IC Agenda]
 - iii. <u>Task</u>: Jeremy will bring a document forward, to IC, with suggestions regarding standardizing language in programs.
- V. Old Business Not Related to Curriculum none
- VI. New Business Not Related to Curriculum
 - Online Student Readiness Update and Completion Tracking [item moved to next IC Agenda]
 - b. Online Student Readiness/Exemption Request Mark Burkart, Kathy Bentley and Gail Campbell
 - Gail explained that, for the courses in question, there is no need for students to complete the Online Student Readiness prior to taking them. The courses concentrate on very basic skills.
 - ii. Brian **MOVED** that CCP 055X, 077, 087 and 098 be given exemption from the Online Student Readiness requirement; **SECOND** by Eric H.
 - 1. **DISCUSSION** a lab aid assists the students at a location where computers are accessible. The Online Student Readiness actually occurs during the course.
 - 2. Motion **APPROVED** by majority vote.
 - 3. Wei, Ruth C.-R. and Dawn ABSTAINED.
 - c. Issues between IS and Instructional Environments [item moved to next IC Agenda]
 - d. Quality Matters Rubric/6th Edition [item moved to next IC Agenda]
- VII. Other
 - a. <u>Task</u>: For today's IC agenda items, that we did not have time to discuss, Hallie will move them to the next IC meeting agenda.

b. Eric B. reminded IC voting members to either vote or make comments on curriculum in ACRES.

VIII. Adjournment – Eric Bishop

- a. Dawn MOVED the meeting be adjourned; SECOND by Ruth Z.
 - i. Motion **APPROVED** by unanimous vote.

approved by IC 10-26-18