Northland Pioneer College

Instructional Council (IC)

04-12-19

Voting Members Present:	Eric Bishop (IC Chair), Ruth Creek-Rhoades, Brian Gardner, Eric Henderson, Dawn Johnson, Pat Lopez, Wei Ma, Deb McGinty, Gary Santillanes, Ken Wilk (proxy for Wes King) and Ruth Zimmerman
Non-Voting Members Present:	Mary Burkart, Rickey Jackson, Jeremy Raisor, Josh Rogers and Hallie Lucas (recorder)
Guests:	Amy Grey, Anne Lang, Madilyn Marshall and Amelinda Webb

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

I. Roll Call

II. Approval of 03-22-19 Minutes
   a. For VI, a, ii, 20) Pat suggested changing the language to "...~~move it forward~~ move forward with the revised document with or without their help"
   b. Dawn **MOVED** to approve the minutes of 03-22-19 with above mentioned change; **SECOND** by Eric H.
      i. Motion **APPROVED** by majority vote.
      ii. Deb **ABSTAINED**.

III. IC Subcommittees/Task Forces
   a. Academic Standards – no report
   b. Assessment of Student Knowledge – no report
   c. Learning Technology (LT)
      i. Distance Education Guidelines (draft 04-08-19) – Ruth Creek-Rhoades
         1. Ruth C.-R. gave an overview of the proposed changes. She noted that Appendix A has a replacement for the Quality Matters Rubric, which can be used for Moodle aspects of all of our courses; and, it defines standards that must be met for NPC courses to be compliant with Americans with Disability Act (ADA) requirements. After two semesters of a course being taught, the Department Chair or Division Dean may request for a course in Moodle to be evaluated by the LT Subcommittee.
         2. Some of the discussion included: 1) concern about the phrasing in 2.5 - "All distance education courses will be designed under close consultation..." – this seems to change the scope from Internet or hybrid courses to all classes taught on distance education system; 2) another concern in 2.5 - "Beginning Fall 2019 all Moodle course shells will use the NPC Course Quality Rubric..." – seems to be overreaching; 3) Ruth C.-R. clarified that using the rubric is voluntary, unless requested by the Department Chair or Division Dean; 4) some language in the document seems to be contradictory; 5) definitions need to be

reexamined; 6) LT has done a lot of work on the document; 7) we need more resources available to support Faculty and students in distance education environments – do we need to consider a recommendation – we are moving forward in this area, but we do not see the supporting resources to make this successful; 8) possibly hire an instructional designer; 9) free up people's time to do the work (such as Faculty Tech mentors); 10) should we put a list together for the new Vice President for Learning and Student Services to consider? 11) articulate our priorities for a possible restructure; 12) Rickey believes that it is appropriate for LT to make a recommendation regarding the needs of the institution to assure that Faculty have the tools to deliver instruction in the best way possible; 13) Moodle is being used to communicate a variety of information to students – should it primarily be an educational tool or a communication tool? 14) standardization is not necessarily in the best interest of students; 15) there was consensus that we have a retreat to discuss one or two big topics; 16) concern about how departmental Facebook pages are being used – multiple user accesses; 17) conflicting communications going out to our students.

    ii. **Task**: Eric B. will post the Distance Education Guidelines in Google Docs and will notify IC members when it is ready for IC Members to make comments.

        1. **Task**: IC Members will review the Distance Education Guidelines in Google Docs and post their comments.

    iii. **Task**: Hallie will add an agenda item for the next IC Meeting (under old business) as action if needed:

        1. Discussion on IC Matters (address any that we currently can)
           a. Distance Education Support
           b. Moodle as a College Communication Tool
           c. Schedule IC Retreat (and identify specific topics)
           d. Other
        2. **Task**: Rickey will make inquiries regarding information that was posted in Moodle about the bookstore survey and HLC visit preparation.

d. Proctored Testing Ad Hoc Committee Report (draft 04-08-19) – Amelinda Webb

    i. Amelinda noted that the first table on the report is a summary of the committee's findings, as they looked at three vendors.   They all meet the need for identification of students who take tests online, which is particularly important for classes offered entirely online (federal requirement). They also offer many customization options (including only using the lockdown browser option). Amelinda stated that the committee's recommendation is to go with Proctorio; and, she went over the pricing choices and described the recommended pilot plan. Discussion followed; and, Amelinda stated that the hope is also to be able to deeply supplement testing that is currently being done in the libraries. The committee also wants to conduct a Qualtrics survey to determine who is currently doing online testing and who is interested in online proctoring options. Rickey stated that he can cover the funding for the SP and SU pilots; he can also allocate some funding for FA for a small student group. He also noted that a final recommendation needs to be made before the end of the FA semester.

ii. Pat **MOVED** to conduct a pilot with the committee's first choice Proctorio, have a testing period that includes FA (possibly even beginning the pilot with the SU semester), expand the pilot pool (at the discretion of the committee) and send the Qualtrics survey; **SECOND** by Dawn.
1. Motion **APPROVED** by majority vote.
2. Wei **ABSTAINED**.
e. Subcommittee Charges/Compositions for 2019-2020 (draft 04-08-19)
i. Academic Standards (AS) – Amy Grey
1. There was discussion regarding the AS charge/composition for next year; and, it was noted that they should evaluate current placement scores, as they have been in place since at least Spring of 2000.
2. For 2019-2020, IC agreed upon the following for AS:
a. <u>Charge</u>
i. Communicate with PASS, Department Heads, and Institutional Effectiveness to continue to evaluate the placement mechanism and make recommendations as needed.
b. <u>Composition</u>
i. 6 Faculty voting members with a minimum of 1 from each division – (Arts and Sciences (A&S), Career and Technical Education (CTE), Nursing and Allied Health (N&AH))
ii. Advisory members (Library Services and Academic Adviser) (non-voting members)
3. Ruth Z. **MOVED** to approve the charge and composition (as stated above) for the AS Subcommittee for 2019-2020; **SECOND** by Pat.
a. Motion **APPROVED** by unanimous vote.
ii. Learning Technology – Ruth C.-R.
1. There was discussion about the LT charge for next year and it was noted that the Title III grant will end in September, 2020.
2. For 2019-2020, IC agreed upon the following for LT:
a. <u>Charge</u>
i. Priority - Work with Information Services to evaluate Title III grant data and make recommendations on sustainability
ii. Meet with Information Services staff on a regular basis to improve facilitated communications between Faculty and IS
iii. Give recommendations for best practice trainings
iv. Conduct reviews for online courses
v. Update Distance Education Guidelines document
vi. Continue to develop a process for evaluating instructional technology
b. <u>Composition</u>
i. 6 Faculty voting members who are interested in non-traditional teaching modalities with a minimum of one from each division (A&S, CTE and N&AH); one

representative from Library Services (voting member); one representative from IS (voting member)

3. Ken **MOVED** to approve the charge (as stated above) for the LT Subcommittee for 2019-2020; **SECOND** by Dawn.
    a. **DISCUSSION** – we reviewed the composition of the Subcommittee.
    b. Ken **AMENDED** his motion to include the composition (as stated above); **SECOND** by Dawn.
        i. Motion **APPROVED** by majority vote.
        ii. Ruth C.-R. **ABSTAINED**.
4. **Task**: Amy Grey will send updated information to Hallie regarding LT's current membership.

IV. Curriculum
   a. ACRES
      i. EMT 134
         1. Eric B. explained that EMT 135 replaced EMT 134, because the credit hours changed. We need to delete EMT 134.
            a. Ken **MOVED** that Eric B. submit a Course Deletion Form for EMT 134, on IC's behalf, and keep it in the course bank; **SECOND** by Pat.
                i. Motion **APPROVED** by majority vote.
                ii. Deb **ABSTAINED**.
         2. **Task**: Eric B. will create a Course Deletion Form in ACRES for EMT 134, indicate that it will remain in the Course Bank and will move it forward.
   b. New Programs – none
   c. Program Modifications – none
   d. Program Deletions – none
   e. Program Suspensions – none
   f. Misc. Curriculum
      i. Course Deletions – How to Handle when Course is Replaced by Another Course – no need to discuss this item, since it was taken care of through the Instructional Council Calendar.
      ii. Instructional Council Calendar 2019-2020 (draft 04-10-19) – Eric Bishop
         1. Eric B. gave an overview of the changes to the calendar, including moving the date for Program Deletions to occur; this would allow time for the Course Deletions to be approved after the program is deleted. Some of the information was removed from this document and placed into the Instructions for Course Forms in ACRES.
         2. Ken **MOVED** to approve the Instructional Council Calendar 2019-2020 (draft 04-10-19); **SECOND** by Ruth Z.
            a. Motion **APPROVED** by unanimous vote.
      iii. Instructions for Course Forms in ACRES (draft 04-10-19) – Eric Bishop
         1. Eric B. gave an overview of the suggested changes to the Instructions for Course Forms in ACRES.
         2. Josh explained the issue of the bottleneck that is created to get degree check-sheets; and, so far, they have not been able to have them ready in time to advise students for registration. Could there be some type of verbiage added to the Instructions for Course Forms in ACRES that a

degree check-sheet would be submitted at the time the program is submitted?

3. Another item to be considered for the Instructions for Course Forms in ACRES is how a course receives the designation of Contemporary Global, International or Historical Awareness.

4. Pat **MOVED** to table the Instructions for Course Forms in ACRES until the next IC Meeting; **SECOND** by Ken.
   a. Motion **APPROVED** by unanimous vote.

5. **Task**: Hallie will make the changes that Eric B. sent her for the Instructions for Course Forms in ACRES. She will repost it in MyNPC and will add it to the agenda for the next IC Meeting.
   a. **Task**: IC Members will carefully review the Instructions for Course Forms in ACRES and be prepared to discuss it at the next IC Meeting.

6. **Task**: Hallie will add agenda items for the next IC Meeting to discuss Degree Checklists and Contemporary Global, International or Historical Awareness. They should be discussed before the Instructions for Course Forms in ACRES.

V. Old Business Not Related to Curriculum
   a. 2021-2022 Academic Calendar Update – Eric Bishop
      i. IC previously approved the 2021-2022 Academic Calendar contingent upon approval by the Faculty Association, which has sense been received. CASO also reviewed it.

VI. New Business Not Related to Curriculum
   a. IC Chair Performance - Eric Bishop
      i. Eric B. stated that as Chair of IC he serves the committee. He asked the group to let him know if they have suggestions how he could be a better chair.
      ii. **Task**: IC Members will notify Eric B. if they have any suggestions or input regarding his performance as IC Chair. If they wish to remain anonymous, they can send it to Hallie and she will relay the information to Eric B.
      iii. Jenzabar-Moodle Upgrade – (this item will be moved to our next IC Meeting)
      iv. IC Membership Interest for 2019-2020 – (this item will be moved to our next IC Meeting)
   b. **Task**: There were several agenda topics that we were not able to cover in today's IC Meeting. Hallie will add them to the next IC Agenda.

VII. ACRES Work as a Group – none

VIII. Adjournment – Eric Bishop
   a. Pat **MOVED** the meeting be adjourned; **SECOND** by Ken.
      i. Motion **APPROVED** by unanimous vote.