Instructional Council Meeting
3/13/20, CC2, 8:00-10:45 a.m.
Agenda

I.   Roll Call

II.   Approval of IC Minutes (action)

      A.   Approval of the Minutes from 1/24/2020

https://drive.google.com/file/d/1z_Zm2AFZh9mj7XOmDDhxtyIo22dCbV48/view?usp=sharing

      B.   Approval of the Minutes from 2/14/2020

https://drive.google.com/file/d/1KGOPQnKwz-Fot9xxKlzgicjvzjdmem8f/view?usp=sharing

      C.   Approval of the Minutes from 2/28/2020

https://drive.google.com/file/d/1f9U2Sq-li7O-lTkGqZqApJrJote4mqjV/view?usp=sharing

III.   IC Subcommittees/Task Forces Reports (action as needed)

      A.   Academic Standards-No Report

      B.   ASK-Reported Last Meeting

      C.   LT-Amelinda Webb

IV.   Curriculum (action as needed)

      A.   ACRES –

      B.   New Programs

            1.   Program Modifications - none

            2.   Program Deletions – none

            3.   Program Suspensions – none

            4.   Request to Proceed - none

            5.   Misc. Curriculum - none

V.   Old Business Not Related to Curriculum (action as needed)

      A.   Academic Probation Plan - Donna Krieser

      B.   Academic Misconduct Procedure - Pat Lopez

      C.   Academic Advisor Access to ACRES

VI.   New Business Not Related to Curriculum (action as needed)
   A.   Report on the 2020 Arizona Regional OER Conference - Pat Lopez
   B.   Planning the remaining IC Meetings of the Academic Year
   C.   Announcements and reporting of previous tasks

VII.   Other (action as needed)
   A.   Coordinator Curriculum Interview Invitation-Jessica Clark

VIII.   Future Agenda Items

IX.   Adjournment - (action)

Northland Pioneer College Instructional Council (IC) 3-13-20
Meeting Minutes

Voting Members Present: Eric Bishop, Ruth Creek-Rhodes, Brian Gardner, Rickey Jackson, Dawn Johnson, Wes King, Pat Lopez, Madilyn Marshall proxy for Deb McGinty, Ryan Jones proxy for Gary Santillanes, and Ruth Zimmerman

Non-Voting Members Present: Jessica Clark, Jeremy Raisor, Josh Rogers, Rebekah Wilson, and Anne Lang (recorder)

Guests: Harshika Bhatt, Cassie Dows, Scott Estes, Susan Hoffman, Donna Krieser, Lia Keenan, and Amelinda Webb

I.   Roll Call
II. Approval of meeting minutes for 1/24/20, 2/14/20, and 2/28/20-Eric Bishop
   a. Pat Lopez **MOVED** to approve the 1-24-20 Minutes.
   b. **SECOND** by Ruth Creek-Rhodes.
   c. Ryan Jones **ABSTAINED**.
   d. Motion **APPROVED** by majority vote.
   e. 2-14-20 Minutes-Madilyn Marshall on behalf of Dr. McGinty suggested a grammatical correction regarding "the collecting to collect" error in old business. Approval was tabled momentarily allowing Anne Lang to step out and review recording to find corrections. After reviewing the recording, the correction is "regardless Dr. Clark indicated that she will support online proctoring for online classes."
   f. Ruth Creek-Rhodes **MOVED** to approve the 2/14/20 Minutes with said corrections.
   g. **SECOND** by Ruth Zimmerman.
   h. Ryan Jones ABSTAINED.
   i. Motion **APPROVED** by majority vote.
   j. Wes King **MOVED** to approve the 2-28-20 Minutes.
   k. **SECOND** by Ruth Zimmerman.
   l. Ryan Jones, Pat Lopez, and Ruth Creek-Rhodes **ABSTAINED**.
   m. Motion **APPROVED** by majority vote.
III. IC Subcommittees/Task Forces
   a. Academic Standards-No Report
   b. ASK-No Report

c. LT-Amelinda Webb
   i. Charge I-No changes
   ii. Charge II-LTC has made changes to document, and now they need feedback on how to move forward with the online course review. Victor is giving updates from when LTC meets, the current plans for the update to TCP audio and model are to do them over the summer, however, there are issues with shipping the materials, prioritize model classroom 1st, then Audio, then CCP. Setup will be similar to the Connected classroom. Won't have a telepresence, but will have Zoom and WebEx. Moodle is going from 3.6 to 3.8. Wei Ma and TAS are working on making sure that the connection between Jenzabar and Moodle stays stable.
   iii. Charge III-Continuing online testing pilots. First exam should be in early April, but we have training going on. Still talking about the training for WebEx use in the classroom. Upcoming fourth Friday training for that will be very helpful especially with the Coronavirus and the change in operations. It is strongly recommended that people attend those fourth Friday training.
   iv. Charge IV-No changes
   v. Charge V-Distance Education Guidelines-Amelinda is asking that you don't make comments on Google Docs. Instead, download it and then make changes as Microsoft does not transfer formatting well if done that way. All comments made on the previous version were resolved and approved by the majority. It has been shortened up a bit and some clarifications were made to the language, but the big change is in online course review. Appendix A is now shorter than the previous version focusing on just essential standards. Shorter, more pointed rubric is more flexible, the feedback from it was that the previous rubric was overly prescriptive and restrictive. This is focusing on the essential, most important standards. What came out of ATPQMR training is that Quality Matters is not supposed to be a pass/fail, it is meant to be a Peer Review for the courses. The idea is to give instructors the freedom to proceed as they prefer as long as essential standards are met.
      1. Eric Bishop recapped some of the discussions held on this in the past.
      2. Pat commented on the asynchronous definition-what that means? The difficulty of reading that long sentence. Options were discussed to shorten the definition. Amelinda stated that it is a

question of whether the student or the professor is facilitating the instruction.

3. Ruth Creek-Rhodes pointed out the checklist, they have put into a google form to streamline.

vi. Pat Lopez **MOVED** to accept the LT report.

vii. **SECOND** by Dawn Johnson.

viii. Motion **APPROVED** by unanimous vote.

IV. Curriculum – Eric Bishop-NONE
   a. Courses in ACRES-Eric Bishop
   b. Program Modification-None
   c. Program Deletions-None
   d. Program Suspensions-None
   e. Request to Proceed-None
   f. Misc. Curriculum-None

V. Old Business Not Related to Curriculum
   a. Academic Probation Plan-Donna Krieser
      i. Changed Academic Success Plan to Academic Probation Plan, Academic Standards committee is asking for approval to begin using, advisement is very happy with form, checked with faculty they are good with it.
      ii. Pat Lopez **MOVED** to approve the Academic Probation Plan.
      iii. **SECOND** by Dawn Johnson.
      iv. Discussion: Madilyn Marshall for Deb McGinty-under the success strategies- get help, meet with disability resources "if you believe you could be eligible." Add another bullet under Get Help that says "Meet with faculty to learn ways in which other students have succeeded." Donna pointed out that is inapplicable as this form is filled out before the start of classes. Also suggested strike "challenging classes" bullet point, Ruth Creek-Rhodes-Request/attend tutoring instead of enroll, Harshika-Create/join a study group under Get Help.
      v. Motion **FAILED** unanimously.
      vi. Dawn Johnson **MOTION** to revisit once changes are made at next meeting 3/27/20.
      vii. **SECOND** by Ruth Creek Rhodes.
      viii. Motion **APPROVED** by unanimous vote.
   b. Academic Misconduct Procedure-Pat Lopez
      i. Pat expressed concern about rumors that suggested changes to the Academic Misconduct procedure were being discussed and asked for clarification from Dr. Clark on what is taking place
      ii. Dr. Clark stated that she wants to look at the appeals piece. It is something that she and President Vest believe should not be escalated all the way to the President's office, and there was an initial discussion back in August or September that it should be revisited to consider that

change. It is not anything in the works by any means, it was merely a conversation. She was hoping to have it be something that was addressed this year, but with COVID-19 demanding all of her focus right now, a timeline is unclear. Any possible changes would come to IC. Pat-just wanted clarification, hoping it will be this year.

    c. Academic Advisor Access to ACRES
- i. Discussed back in December, tabled by Eric Henderson.
- ii. Rickey Jackson expressed concern of multiple advisors being able to view and comment. Josh Rogers assured everyone that only the Advisor representative for IC would have access.
- iii. Wes King **MOVED** to approve Donna Krieser to have view only access. **SECOND** by Pat Lopez.
- iv. Motion **APPROVED** unanimously.
- v. **TASK:** Eric Bishop to give Donna Krieser access ACRES.

VI. New Business Not Related to Curriculum

    a. Report on the 2020 Arizona Regional OER Conference-Pat Lopez
- i. There were a lots of hands-on workshops.
- ii. Fascinating in terms of open pedagogy being part of open educational resources, things like non-expiring assignments, and truly being student centered in the sense that students are responsible for their own learning.
- iii. There are about 40 completely deconstructed textbooks that are available online for free, or you can get a print version for about $30.
- iv. It is about more than just textbooks. It is open to peer review.
- v. Kristen Becker has identified a connection between OERs and completion rates.
- vi. More than half of Community Colleges show that students don't even buy the textbook at all because they cannot afford it.
- vii. It is super important to recognize that students are often not buying textbooks because they're making choices between textbooks, or food or bills.
- viii. We don't have to go "all in" right away.
- ix. OERs have been around for 7 or 8 years and are backed by Rice University.
- x. A lot of the things we are already doing are considered OERs.
- xi. Susan Hoffman is helping Dr. Clark research options.
- xii. Pat Lopez, Ryan Jones and Gary Santillanes to give a presentation on OERs at Division Day.

    b. Planning the remaining IC Meetings of the Academic Year
- i. 3/27-Updated IC calendar, Instructional modalities, academic calendar
- ii. 4/10-Co-requisites and Student Success Alliance (prev Guided Pathways), Update instructions for course forms in ACRES, Membership review, Subcommittee charges and composition.

        iii.   Task update Gen Ed definition

        iv.   CC classroom scheduling/naming convention

         v.   Codifying what happens after IC

        vi.   Distance Ed guidelines

   c. Announcements and reports of previous tasks

         i.   Rickey-no update on the General Ed Definition at this time.

        ii.   Dr. Clark-email about Coronavirus, working on decisions, be flexible about modalities going forward, email Dr. Clark with questions or suggestions. Eric Bishop volunteered to help with the transition.

VII.   Other (action as needed)

   a. Curriculum Coordinator Interview Invitation-Jessica Clark

         i.   An applicant has been invited to campus for an on campus interview.

        ii.   Anne Lang will be sending out an Webex invite for IC to meet the applicant at 3:15pm-4:00pm.

VIII.   Future Agenda items

   a. Nothing at this time.

IX.   Adjournment – Eric Bishop

   a. Dawn Johnson **MOVED** the meeting to be adjourned

   b. **SECOND** by Ruth Creek-Rhodes.

   c. Motion **APPROVED** by unanimous vote.

Northland Pioneer College provides, supports and promotes lifelong learning.

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    B.   Approval of the Minutes from 2/14/2020
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    C.   Approval of the Minutes from 2/28/2020
https://drive.google.com/file/d/1f9U2Sq-li7O-lTkGqZqApJrJote4mqjV/view?usp=sharing

III.   IC Subcommittees/Task Forces Reports (action as needed)
    A.   Academic Standards-No Report
    B.   ASK-Reported Last Meeting
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    B.   New Programs
        1.   Program Modifications - none
        2.   Program Deletions – none
        3.   Program Suspensions – none
        4.   Request to Proceed - none
        5.   Misc. Curriculum - none

V.   Old Business Not Related to Curriculum (action as needed)
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Chair: Amelinda Webb, WMC - Sciences

Voting Members:
Harshika Bhatt, PDC – CCP
Michael Collier, SCC – Psychology
Madilyn Marshall, SCC – Math
Candy Lee Martinez, WMC – NAH
Kevin Westfall, PDC – CTE
Victor Love, PDC – Information Services
Denise Rominger –Library

Consulting members (non-voting):
Wei Ma – Ed. Technologist, EDU
Sandy Manor – DRA Coordinator
Ruth Creek-Rhodes, PDC – Education,
CCP

LTC Meetings: 2/25, 3/10

IC Charges to LTC for 2019/2020: (progress on charges 2, 3, and 6)

II. Meet with Chief Information Services Officer on a regular basis to improve facilitated
   communications between Faculty and IS
   - A. Victor reports that IS plans to update CCP, Audio, and Model classrooms over
        the summer, with the caveat that there may be issues with equipment shipments.
        - a. Model classrooms will be prioritized, followed by Audio, and then CCP.
        - b. Similar set-up to Connected Classrooms, but with Smart panels instead
             of In-Focus.
        - c. Zoom and WebEx should work equally well.
   - B. Moodle will be updated at the end of July after summer session.
III. Give recommendations for best practice trainings
   - A. Quality Matters training on 2/28 was very successful.
   - B. Another online course workshop is being planned for April with the same
        facilitators.
   - C. Trainings for Online Testing Pilot are ongoing, with the pilot starting 3/23.
   - D. Planned: Schedule trainings on WebEx and Zoom use in the classroom.
V. Update Distance Education Guidelines document
   - A. **FOR REVIEW:** Updated Distance Education Guidelines Document:
        https://drive.google.com/open?id=1SzBaipd-9F1o-qmaHGCEo8qw6b7SYT5l
   - B. Please make any comments using Google Documents HERE:
        https://drive.google.com/open?id=17QnNySsnd8IAZr0mziwsVXq72sWKRQdJ
   - C. **ACTION:** LTC is waiting for guidance from IC on how to update the online
        course review process. A revised rubric for review is presented in the updated
        guidelines.
VI. Continue to develop a process for evaluating instructional technology
   - A. An updated pre-semester checklist is linked in the updated Distance Education
        Guidelines and available here: https://forms.gle/36gPQnS8GcYxccFVA