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Northland Pioneer College Instructional Council (IC) 5-8-20
Meeting Minutes

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

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

Guests: Rachel Arroyo-Townsend, Gail Campbell, Cassie Dows, Scott Estes, Eleanor Hempsey, Susan Hoffman, Susan Jamison, Donna Krieser, Lia Keenan, Allison Landy, Madilyn Marshall, Melody Niesen, and Judy Yip-Reyes

I. Roll Call
II. Approval of meeting minutes for 4/24/20-Eric Bishop
    a. Amelinda Webb **MOVED** to approve the IC Minutes from the 4/24/20 Meeting.
    b. **SECOND** by Ruth Zimmerman.
    c. Motion **APPROVED** by unanimous vote.
III. Subcommittee Charges/Compositions for 2020-2021 (draft 04-20-2020)
    a. Dual Enrollment
        i. Change-Composition: Dual Enrollment Operations Specialist to Early College Advisor, Coordinator of High School Programs Recruiting to Early College Program Coordinator, and Project Director for Title III Talon to Dean of Instructional Innovation.
        ii. Change- Composition: 1 A&S, 1 CTE, 1 CCP/EDU, and 1 N&AH
        iii. Change- Composition: Change "minimum" to "with at least one from each area…"
        iv. Change- Composition: Members: Susan Hoffman, Kurry Klingel, Amy Grey, Jeff Strong, Elizabeth Oliphant, Frank Pinnell, Rich Harris, and Jennifer Bishop (for one year).
        v. Remove: Jennifer Bishop.
        vi. Ask existing members if they would like to stay on the committee.
        vii. **TASK**-Eric-will send a memo to President Vest, with no specifics, to let him know that the IC Committee has made recommendations for adjustments to the Dual Enrollment Subcommittee's composition and the sub-committee will need a new chair. IC will provide recommendations at the beginning of the Fall Semester.
        viii. Add above Charges: Statutory Language: Assist in course selection and implementation in the high schools and to review and report at least annually to the chief executive officer whether the course goals and standards are understood, the course guidelines are followed and the same standards of

expectation and assessment are applied to these courses as though they were being offered at the community college.

    ix.   Change-Charge: a) Assist the Early College Department and Deans in coordination Dual enrollment.

    x.   Change- Charge: f) Work to form resolution regarding continued membership in National Alliance of Concurrent Enrollment Partnership (NACEP).

    xi.   Change- Add: second paragraph of statutory language: Assist in the selection, orientation, ongoing professional development and evaluation of faculty who are teaching college courses in conjunction with the high schools.

    xii.   Change-Composition: change six to seven.

    xiii.   Pat Lopez **MOVED** to approve the charges and composition for the Dual Enrollment Subcommittee for the academic year 2020-2021.

    xiv.   **SECOND** by Wes King.

    xv.   Motion **APPROVED** by unanimous vote.

b. Learning Technologies

    i.   Change-Change IS (Information Services) to TAS.

    ii.   Change-Composition: six to seven.

    iii.   Change-Composition: Rep from Library Services to the Division of Instructional Innovation.

    iv.   Change-Composition: Add Consulting as Non-Members: Faculty of Educational Technology, DRA Coordinator, and Instructional Designer.

    v.   Change-Charges: a) remove

    vi.   Change-b) Take out faculty and TAS.

    vii.   Change-c) remove: online and add: technology-facilitated

    viii.   Change-c) "Peer" in front of review.

    ix.   Change-e) "Assist in the evaluation…"

    x.   Change-f) Develop and maintain a standardized list of supported instructional software and technology tools.

    xi.   Change-g) Develop and maintain a database of faculty adopted instruction software and technology tools.

    xii.   Change-h) Evaluate Learning Management System (LMS) options.

    xiii.   **TASK**-Eric-to meet with Dr. Clark, someone from EDU/CCP, Scott Estes, Wei Ma, and Harshika Bhatt to discuss evaluating student readiness and supporting student technology capabilities and draft a collaboration plan.

    xiv.   Amelinda Webb to remain Chair.

    xv.   Add: a member from CCP/EDU.

    xvi.   Ruth Zimmerman **MOVED** to approve the charges, composition, and Chair for Learning Technologies Subcommittee for the academic year 2020-2021.

    xvii.   **SECOND** by Eric Bishop.

    xviii.   Motion **APPROVED** by unanimous vote.

c. Online Proctored Testing Ad Hoc Committee

    i.   Composition: Change: Luann to Shannon Motter and add Gary Reyes and Instructional Designer and TAS Representative.

        ii. <u>Add</u>: second charge. B) Extend the Respondous pilot and evaluate the future of online proctoring testing.

        iii. <u>Change</u>: A) Explore and recommend…

        iv. Pat Lopez **MOVED** to approve the new charges and composition for the Proctored Testing Ad Hoc Committee for the academic year 2020-2021.

        v. **SECOND** by Brian Gardner.

        vi. Motion **APPROVED** by unanimous vote

IV. Curriculum
- a. ACRES-None
- b. New Programs-None
- c. Program Modification-None
- d. Program Deletions-None
- e. Program Suspensions-None
- f. Request to Proceed-None
- g. Misc. Curriculum-None

V. Old Business Not Related to Curriculum
- a. 2022-2023 Alternative Academic Calendar-Rickey Jackson

        i. Our HS Partners take off President's Day and the day before Thanksgiving, we are trying to align for all students.

        ii. Correction: 10-month faculty should return on the August 9th instead of the 2nd.

        iii. Spring Break will be bumped down a week later.

        iv. Faculty have an extra Monday, Personal Day, HR will need to be consulted on how this will be handled for faculty.

        v. Wes King **MOVED** to approve the alternate 2022-2023 Calendar with the one correction.

        vi. **SECOND** by Amelinda Webb.

        vii. Motion **APPROVED** by majority vote.

        viii. Rickey Jackson **ABSTAINED**.

- b. COVID-19 Student Survey - Judy Yip-Reyes

        i. Thank you for the faculty support.

        ii. There have been over 300 student responses.

        iii. Current level of concern: 1/3 worried about their success with the modality change.

        iv. Concern about completing their degree.

        v. Concern about mental health.

        vi. Concern about concentration.

        vii. Concern about access to a printer.

        viii. Asynchronous classes very helpful.

        ix. Recorded lectures are helpful.

        x. 9 out of 10 students preferred Zoom over WebEx.

        xi. Students are appreciative of the college having timely communication and the ways of communication.

        xii. Students would like the campus open to access the library.

        xiii. Final survey summary could be available early June.

        xiv. It would be nice if the college could see the whole report.

- c. Alternative Scheduling for Fall 2020 Recommendation- Rickey Jackson

i. President Vest would like a recommendation, possible with a Plan A and Plan B.
ii. Setting an example in our community by being a little more conservative.
iii. Consider that instruction is not necessarily the priority at this time.
iv. We need to start disseminating information as soon as possible and as often as possible.
v. We need to have multiple plans for Fall Semester.
vi. Before we can talk about reopening, we need to understand our threshold assumptions. We have to have a baseline assumption on when we will open.
vii. There is a long-standing approach in how we make our decisions in bad scenarios. Maximize the best possible worst solution.
viii. Nursing and Allied Health, cannot teach all of the skills that the students need online and they cannot teach in 8-Week Courses.
ix. For those who have to do face-to-face courses they might have to cancel.
x. This cannot be a "one size fits all" situation.
xi. Ryan Jones is will to create more online opportunities.
xii. Departments need to schedule in a way that best serves them and their needs.
xiii. Yavapai College is taking a similar approach with about 80% online, with 20% of the courses that need to be face-to-face continuing on campus.
xiv. Institute a "fall back" system from the beginning; this would have less destruction as the students change over.
xv. If a change needs to be made; students need to be notified in advance, on what technology will be required.
xvi. We need a written statement of if we go back to course on the campus that students cannot come back with why "can't this course be online as it was before."
xvii. Pat Lopez's summarization: Each individually area needs to plan conservatively, as conservatively as possible. With understand that anything they do face-to-face, any kind of scheduling they do face-to-face, has to take into account social distancing and mask wearing. There has to be lack of tolerance for not wearing a mask. Not wearing a mask is not an option. Scheduling within each area, each area is responsible for having a backup plan for what happens if infection rates rise at any point in the semester. We need to think as an institute how we prioritize programs that have a face-to-face component, if it means bringing a large number of people at a campus or center at the same time. Which is what we want to avoid. We need to have a baseline threshold on when we offer any kind of face-to-face teaching component. We need to set an example to our community and that messaging needs to be strong. The message includes aggressive front loading, in other words letting students know that whatever they start the semester with, it is subject to change. Letting students know what is required for them to do to adjust to that change.
xviii. What if there is a conflict in scheduling the amount of student we can have on campus?
xix. Distinguish need to be between amount of students on a building vs on campus.
xx. Staggered start times to reduce congestion.

xxi. There is concern for students that do not have access to internet; we need to offer ways around this.

xxii. IC might not be the most qualified to make medical decisions about reopening.

xxiii. We should look at the CDC's recommendations on reopening campuses.

xxiv. Pat Lopez's statement will be relayed to the Executive Team.

    d. 2020-2021 IC Membership Term Lengths and Interest - Eric Bishop

        i. Eric Bishop has presented two options.

        ii. Ruth Zimmerman's membership will be extending to 2021.

        iii. VPLSS appoints Dean of II and Dean of Arts and Science for three-year term.

        iv. Pat Lopez **MOVED** to accept the proposed IC composition for the coming 2020-2021 year.

        v. **SECOND** by Amelinda Webb.

        vi. Motion **APPROVED** by unanimous vote.

VI. New Business Not Related to Curriculum

    a. Election of IC Chair and Vice Chair - Eric Bishop

        i. Mike Solomonson **MOVED** to open for nominations for IC Chair.

        ii. **SECOND** by Pat Lopez.

        iii. Pat Lopez nominated Michael Solomonson to be IC Chair.

        iv. Michael Solomonson nominated Pat Lopez to be IC Chair.

        v. Michael Solomonson withdraws from nomination due to his short membership with IC.

        vi. Pat Lopez nominated Gary Santillanes to be IC Chair.

        vii. Michael Solomonson **MOVED** to close nominations.

        viii. **SECOND** by Wes King.

        ix. Discussion: this is just for the Chair positon.

        x. Vote count:

            A. Pat Lopez: Gary Deb McGinty, Wes King, Michael Solomonson, Brian Gardner, and Eric Bishop.

            B. Gary Santillanes: Ruth Zimmerman, Ryan Jones for Dawn Johnson, Rickey Jackson, Amelinda Webb for Ruth Creek, and Pat Lopez.

        xi. Motion **APPROVED** by majority vote, for Pat to be Chair for IC for the 20-21 year.

        xii. Pat Lopez **MOVED** to open for nominations for IC Vice Chair.

        xiii. **SECOND** by Gary Santillanes.

        xiv. Amelinda Webb nominated Gary Santillanes.

        xv. Gary Santillanes approves of this nomination.

        xvi. Michael Solomonson **MOVED** to close nomination.

        xvii. **SECOND** by Ruth Zimmerman.

        xviii. One nominee for IC Vice Chair, Gary Santillanes.

        xix. Motion **APPROVED** by unanimous vote, for Gary Santillanes for IC Vice Chair for the 20-21 year.

    b. Instructions for Course Forms in ACRES

        i. Proposed Changes are on a separate document, due to formatting issues in original document.

        ii. <u>Change to Draft</u>: 4. a. "Prerequisite courses within a prefix…"

        iii. <u>Change to Draft</u>: 5. a., 5. b., 5. c. Curriculum Specialist to Curriculum Coordinator

       iv. <u>Change to Draft</u>: 5. a. After curriculum changes are fully approved (courses and programs), the Curriculum Specialist will generate an Approved Curriculum Changes Report from ACRES consisting of all approved changes from May 1st of the preceding calendar year to the current date. This report must be generated and distributed on an incremental basis at the end of January, February, and March.

       v. Pat Lopez **MOVED** to approve the changes to the Instructions for Course Forms in ACRES.

      vi. **SECOND** by Michael Solomonson.

     vii. Motion **APPROVED** by majority vote.

    viii. Eric Bishop **ABSTAINED**.

     ix. **TASK**: Eric-will work on the updates and distribute of the Instructions for Course Forms in ACRES by the end of May.

VII. Other (action as needed)

VIII. Announcements and reporting of previous tasks

       i. Pat Lopez, Gary Santillanes, and Eric Bishop will work on a hand off for transition of new IC Chair and Vice Chair.

IX. Future Agenda Items

       i. Post Pandemic Planning

      ii. Retreat Item: Sending out call for IC Agenda and IC Packet to be sent to ALL NPC starting next year.

X. Adjournment – Eric Bishop

   a. Michael Solomonson **MOVED** the meeting to be adjourned.

   b. **SECOND** by Wes King.

   c. Motion **APPROVED** unanimously.