

IC Minutes 09/09/22

## Northland Pioneer College

### Instructional Council (IC)

09/09/22

### Meeting Minutes

[Agenda Packet](#)

[Task List](#)

#### Voting Members Present:

Pat Lopez, Wes King, Ruth Creek, Xander Henderson, Eleanore Hempsey, Wei Ma, Renee Freese, Jeremy Raisor, Shan Qin proxy for Susan Hoffman, Rachel Arroyo-Townsend, Michelle Prentice

#### Advisory Members Present:

Michael Solomonson, Cassie Dows, Josh Rogers, Michael Broyles, Donna Krieser, Rebekah Wilson

#### Guests:

Allison Landy, Andi De Bellis, Lorie Hendershot, Melody Niesen, Kathleen Berlyn

1. Roll Call
2. Approval of 05/06/22 IC Minutes (02) – Pat Lopez – (action)
  - a. **MOTION** by Wes King to approve the 05/06/22 IC meeting minutes
  - b. **SECOND** by Rachel Arroyo-Townsend
  - c. **ABSTAIN** by Jeremy Raisor
  - d. **APPROVED** by majority vote
3. IC Housekeeping
  - a. Membership update (03) – Pat Lopez – (action)
    - i. Susan Hoffman and Xander Henderson were added to IC voting membership to fill two vacant (faculty at large) positions.
    - ii. Composition changes – this year involving advisory membership - must be changed through Procedure 2125
      1. **MOTION** by Jeremy Raisor to approve the membership update as presented
      2. **SECOND** by Rachel Arroyo-Townsend
      3. **APPROVED** by unanimous vote

- iii. Procedure 2125 update (04) – Pat Lopez – (discussion)
    - 1. Last spring, it was voted to remove the department chair of ITCS and the Schedule and Records Specialist
    - 2. BA/BS/BAM faculty representation should be added
      - a. **TASK – to work on wordsmithing this proposal regarding the BA/BS/BAM faculty representation and bring back for a vote – Allison Landy and Pat Lopez**
    - 3. It was suggested that this change be noted as a temporary and/or transitional change that will need to be revisited every 2 to 3 years
      - a. As programs evolve, this could possibly become a permanent change
      - b. Policy and Procedure team is working on creating a fast track for procedure modification for technical (less substantial) issues like membership
  - b. IC Calendar update (05) – Pat Lopez – (information)
  - c. Operations Documents – (information)
    - i. Meeting etiquette – in person/remote
      - 1. Pat requested that:
        - a. Those who reside in the district attend in-person meetings travel to SCC to attend
        - b. Chat be used for voting or urgent need only and that comments, questions, etc. be shared vocally
        - c. Videos are always turned on due to the personal cues that make managing the meeting easier
      - 2. Mobile devices need to be brought to the in-person meetings as voting members need them in order to record votes in chat
    - ii. Roles and responsibilities
      - 1. Robert's Rules of Order
        - a. IC does not adhere strictly to these rules; however, they are a good basis for keeping order in the meeting and for ensuring that things are recorded as accurately as possible
    - iii. Document organization
- 4. IC Subcommittees – updates to charges, composition (06), and membership (07) – (action)
  - a. AS
  - b. ASK
    - i. Mathew Moore has joined and was added to the membership list as an NAH member
    - ii. Xander Henderson has joined as an A&S member
  - c. BA/BS/BAM
    - i. There is a need for someone from Financial Aid to join the team at least until the Director position is filled
  - d. DE
    - i. Lorie Hendershot and Jorge Meza have stepped up to co-chair the DE committee
    - ii. There was a recommendation last year by April Horne that the chair of the DE committee be a two-year commitment due to the depth of information and learning required to effectively chair this committee

## e. LT

## i. Composition

1.

## ii. Charges

## 1. Regarding Charge d) Rewrite the Distance Education Guidelines document...

a. This proposal was for a complete rewrite of this document to clarify what it is for

b. This document is needed when applying for grants and for HLC purposes

c. It needs to have a narrower scope; what is it for, who is it for, etc.

d. Concern was reiterated from the 5/6/22 meeting regarding the definitions housed in this document and that they do not align with the reality of the modalities or the catalog definitions

i. A request was made that the committee clearly define the modalities in alignment with the catalog definitions

ii. A discussion/revision of the Hybrid modality definition will be brought back at a future meeting

iii. Concern was expressed that defining these modalities would not be problematic, but it was noted that these definitions are needed for things such as financial aid

iv. These definitions can cause confusion for students, especially the difference between online and internet courses and whether they are synchronous or asynchronous

e. There was a question as to where the defining of these terms should be done; IC, LT, or LC

i. The capacity of Jenzabar needs to be taken into consideration in the defining of these terms and for that reason, Records and Registration should be included in that process

## 2. Regarding the suggested combination of f) Facilitate joint collaboration in making decisions concerning the LMS as it is used for instruction and

## i) Evaluate LMS options:

a. Charge f) was to look at options for moving away from Moodle as NPC's LMS

i. Concern was expressed that our current Moodle version is out of date due to the incompatibility of new versions with Jenzabar due to the Jenzabar version we are currently using being about five years out of date

ii. The college will be unable to update Moodle until there is a new ERP in place (which is several years out)

iii. ITCS and TAS may need to collaborate on managing this

iv. IC chair requests an update from LT on what the current state of LMS is.

- v. Add charge – h) Ensure Instructional Council stays well-informed related to Learning Management System (LMS) and Enterprise Resource Planning (ERP)
- b. Charge i) had some history of college communication creeping into the course landing pages which caused some tension
- c. Regarding the two charges related to instructional software and technology tools, these are very similar, but the difference comes in as to whether the software/tools is supported (paid for) by the college or whether it is something a faculty member/dept has adopted (be it free or paid for by individual faculty member or dept)
  - i. Combine to read:
    - 1. Develop and maintain a database of instructional software and technology tools that are:
      - a. Institutionally supported
      - b. Faculty adopted
- d. Regarding the last charge, Evaluate the future of online proctored testing and library testing services for distance and online students
  - i. There was some concern expressed regarding the court case related to the pre-exam environment check.
  - ii. This is a requirement that can be turned off before using this online proctoring service
- e. There was agreement that we need to get back to having an in person proctored testing option
- f. The Nursing department and the Business department are currently adding budget funds to the Tech Hubs due to their use of these services.
  - i. If other departments want to also use these resources, those departments need to consider contributing budget funds to the Tech Hubs
- g. We also need to consider the qualifications we require from Tech Hub Aides at this point and whether that fits what we would require from test proctors.
- h. Some of the test proctoring rooms across the college are being repurposed, which also needs to be considered.
- i. CTE does have minimum qualifications and responsibilities for proctoring exams that can be shared as a starting point
- j. This is a financial issue and will need to be looked at from a budget standpoint soon
- k. The decision was made to move the online proctoring charge to Academic Standards and replace “online” with “physical and virtual environments”

3. **TASK** – to communicate with FA regarding the online proctoring court case in Ohio – Pat Lopez

4. **TASK** – to discuss this with the VPLSS council – Michael Solomonson

- i. David Smith is an incoming member of the PD committee
  - g. **MOTION** by Eleanore Hempsey to accept the subcommittee compositions & charges
  - h. **SECOND** by Wes King
  - i. **APPROVED** by unanimous vote
- 5. Curriculum
  - a. ACRES
    - i. IC overview – Michael Broyles – (information)
      - 1. Due to the short time remaining in the meeting, Michael will create a video to send out next week to cover this overview
    - ii. 3035 Project Update – Michael Broyles – (information)
      - 1. This project is taking old 3035 paper forms and digitizing them into ACRES
      - 2. 76 forms still need to be updated
        - a. 69 are from A&S
        - b. 7 are from CTE
        - c. 56 of these have no content expert
      - 3. Without content expert, IC members will be assessing these in two ways:
        - a. The transfer of information from the 3035 to the ACRES form along with checking that it matches the course catalog
        - b. Checking to be sure that any clerical changes make sense
        - c. We are avoiding making any content changes at this time
        - d. If you want to assess the form, please note what you would like to share with a faculty content expert and Michael will collect those notes to share with that future expert
          - i. To clarify, approve the form and then in the comments share your notes.
      - 4. Be sure to watch for Michael's notes in the ACRES form to see the particular guidance he is providing
    - iii. Clarification on how "Needs Revision" works – Michael Broyles – (information)
      - 1. When "needs revision" is chosen, it does not automatically mean that it has to all the way back through the chain of approval unless that option is chosen
  - b. New Programs – none
  - c. Program Modifications – none
  - d. Program Deletions – none
  - e. Program Suspensions – none
  - f. Misc. Curriculum – Michael Broyles – (information)
    - i. [AGEC Reimagination link](#)
    - ii. Michael Solomonson is the CAO and member of the AZ Transfer Steering Committee
      - 1. He is the main representative focusing on the AGECE Reimagination, however, Michael Broyles is on the General Education committee, so any feedback on the criteria should be sent to both
    - iii. It would be helpful to bookmark the link above as this is the best place to get the most recent information on the AGECE reimagination

- iv. The three major universities have already changed their Gen Ed requirements
- 6. Old Business (not related to curriculum)
- 7. New Business (not related to curriculum)
  - a. Clarification on LDA definition (08) – Josh Rogers (action if needed)
    - i. Josh shared a draft of a definition for Last Date of Attendance (LDA) to help specify what counts as attendance
    - ii. At times on the 45<sup>th</sup> day, there are students who might have a “U” grade and they get dropped and their LDA will be before the 45<sup>th</sup> day. The auditor then looks at that and says “no” they were dropped before the 45<sup>th</sup> day.
    - iii. The request was made that this definition be added to the Faculty Handbook and possibly the catalog.
      - 1. Also, this definition should go out with FTSE grade instructions
      - 2. According to auditors, students who stop coming to class before the 45<sup>th</sup> day should get dropped at that time. The problem is that, for any student who stops progressing in their course before the 45<sup>th</sup> day, it’s impossible to know if it really is their “last date of attendance” or if they’re just going through a rough spell. So, faculty often just assign a grade of “U” at the 45<sup>th</sup> day, then drop the student, and enter the appropriate LDA, even if it falls before day 45. Specifying a range of activities that count as an LDA (=progress in the course) can help reduce instances like that.
  - iv. **MOTION** by Xander Henderson
  - v. **SECOND** by Michelle Prentice
- b. IC operations Q and A
- 8. Announcements & Reporting of Previous Tasks
- 9. Future Agenda Items
- 10. Adjournment – (action)
  - a. **MOTION** by Rachel Arroyo-Townsend
  - b. **SECOND** by Xander Henderson