

IC Minutes 02/10/23

Northland Pioneer College
Instructional Council (IC) Meeting Minutes

[Agenda Packet](#) • [Task List](#)

Voting Members Present:

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

Advisory Members Present:

Michael Solomonson, Michael Broyles, Donna Krieser, Luann Crosby, Josh Rogers, Frank Orona, Cassie Dows

Guests:

Allison Landy, Melody Niesen, Lorie Hendershot, Tamara Osborne, Harshika Bhatt, Judy Yip-Reyes, Magda Gluszek, Desirae Silvers, James Gil, Marletha Baloo, Lia Keenan, Shanna Kukla

1. Roll Call
2. Approval of 01/27/23 IC Minutes (02) – Pat Lopez – (action)
 - a. 3.ix. stated DGB, but it should have been Shared Governance groups and high school partners
 - b. 10.a.ii. Should have said like the future bachelor's degrees to lead to a dual teaching certification
 - c. **MOTION** by Jeremy
 - d. **SECOND** by Xander
 - e. **ABSTAIN** by Brian Gardner as proxy for Michelle Prentice
 - f. **APPROVED** by majority vote
3. IC Subcommittees (action)
 - a. AS (03)
 - i. AS report – Xander Henderson – (action)
 1. **MOTION** by Jeremy Raisor to accept the Academic Standards report
 2. **SECOND** by Susan Hoffman
 3. **APPROVED** by unanimous vote
 - ii. Directed self-placement (DSP) (03) – Xander Henderson – (action)
 1. A question was asked regarding whether we have looked at the pass rates of DSP to see if they have been affected.
 - a. It has not been formally reviewed
 - b. Success seems to vary by department
 - c. A suggestion was made that we sunset the directed self-placement that was put in place during the pandemic and

instead let each department decide on how and if they implement it

- d. One consideration is the timing of the upcoming registration start dates of March 27th for SU23 and April 24th for FA23, which require a decision be made quickly.
 - i. This could be handled by requesting that each department have their proposals to IC by the next meeting.
- e. The Math department has had some issues with the high school students taking courses out of sequence, for instance taking MAT 189 and then taking MAT 142.
 - i. Some renaming and updating placement guidelines to help clear this up.
- f. The HELP department had created a directed self-placement quiz that was shared with advisors to assist with this.
 - i. It was used for one semester only.
 - ii. Experience has shown that directed self-placement has not made a huge difference for the ENG 101 courses.
- g. GPA is not always a good indicator for placement.
- h. There has been some inconsistency among the Early College Advisors with some using Accuplacer and some using student GPA for placement.
- i. The best time for sunseting this emergency procedure would be SU23.

2. **MOTION** by Eleanore Hempsey to sunset directed self-placement as it was designed for pandemic response

3. **SECOND** by Jeremy Raisor

4. **DISCUSSION**

- a. Placement options without directed self-placement
 - i. GPA within the last five years
 - ii. ACT or SAT scores within the last five years
 - iii. ACCUPLACER within the last five years
 - iv. **GED within the last five years (places into ENG101 and MAT109)**
- b. After we approve the sunset of the emergency response directed self-placement, we need to contact all departments to have them decide what directed self-placement looks like for them, emphasizing the necessity for the “directed” aspect of it.

5. **APPROVED** by unanimous vote

iii. **TASK** – to research the extension of directed self-placement in minutes archives – Pat Lopez

iv. **TASK** – to contact all departments to let them know they need to submit what changes they want regarding directed self-placement to be added into the Placement Handbook by April 1st – Michael Solomonson

b. ASK (04) – Michael Broyles – (discussion/action)

- i. Dialogue Day (virtual meeting) is February 24th from 2:00-4:00pm.
- ii. **MOTION** by Jeremy Raisor to accept the ASK report
- iii. **SECOND** by Wes King

- iv. **APPROVED** by unanimous vote
- v. Two members of ASK requested that IC revisit the stipulation that assessments and research be focused on institutional learning outcomes
 - 1. After attending an HLC conference last year, in which Judy Yip-Reyes sat in on a panel discussing learning outcomes, it was discovered that HLC believes that Program Learning Outcomes are more important than Institutional Learning Outcomes as related to student knowledge assessment.
 - 2. With this being a future action item that will be brought to IC, ASK is requesting input before moving forward.
 - 3. Further discussion revealed that HLC is not necessarily mandating specific things but asking that we use an assessment model that is meaningful to the college.
 - a. They do require that we have meaningful program learning outcomes as their minimum expectation.
 - 4. Something we need to remember is that these outcomes need to align with our strategic planning process as this was something that we were called out on during our last HLC review.
 - 5. From an integrated strategic planning process point of view: course outcomes align with program outcomes which align with institutional learning outcomes
 - 6. This all comes down to ASK's reevaluation of the template to make sure that the connections are clear
 - 7. One thing that might help in this process is to put together training related to assessment, starting at the basics and working up to alignment as related to assessment.
 - a. Be it at Convocation or Division Day or done through a recording, this could be a major key to us moving forward with assessment.
 - b. It might be beneficial to do this at every Convocation/Division Day.
 - 8. Main data that will indicate the success of ASK in implementing what reforms need to happen and keeping what has worked well over the next five years will be our retention and completion rates, not exclusive to assessment and implementation, but in collaboration with other initiatives.
 - a. As ASK leadership operates on a two-year cycle, IC will need to be the consistent standard in looking at the connections and in guiding future ASK leaders.
- c. BA/BS/BAM AdHoc – none
- d. DE – none
- e. LT (05) – Harshika Bhatt – (action)
 - i. Clarification was requested as to whether QM certifications for LT members was required or encouraged.
 - 1. There is nothing requiring this certification for LT members.
 - 2. Reaching out to content experts and QM certified individuals even if they are not LT members is acceptable and encouraged.

3. QM Workshop will be offered by QM certified instructor, but there is a small fee of \$35.00/per attendee for materials.
 - a. An application has been submitted to PD committee to cover these fees.
 - ii. Clarification was also requested on where the funds for course review compensation are supposed to come from.
 1. ITCS has a small budget for staff development that could be used to fund three or four course reviews.
 - a. Any more than that would require adjustments to the budget.
 2. Wei Ma, LaTonya Motley, and Harshika Bhatt will meet to discuss budget availability.
 - iii. A request was made for ongoing comments and feedback on the Distance Education Guidelines draft throughout the semester.
 - iv. A question was asked about new laptops that may have been acquired recently as an option for faculty being able to use Class Technologies for Zoom which has a lot of teacher-inspired tools.
 1. The library has laptops available for checkout by students or faculty.
 2. Not all of them have been distributed to the centers yet, but once they are the faculty will be notified that these are available.
 - v. Moodle upgrade will be going to 3.10 instead of the most recent version as the current ERP will not support anything above 3.10.
 1. Will be discussing a realistic timeline to avoid any interruption in instruction.
 - vi. Clarification was given on the Zoom vs. WebEx survey that will be going out being only from a perspective of conferencing and other uses as opposed to as a teaching tool.
 - vii. **MOTION** by Wes King to accept the LT report
 - viii. **SECOND** by Jeremy Raisor
 - ix. **ABSTAIN** by Ruth Creek
 - x. **APPROVED** by majority vote
- f. PD
- i. PD report (06) – Magda Gluszek – (action)
 1. Correction – there was a miscommunication regarding the budget cut.
 - a. There was no budget cut to the PD funds of approximately \$25,000.00.
 2. **MOTION** by Eleanore Hempsey to accept the PD report
 3. **SECOND** by Xander Henderson
 4. **ABSTAIN** by Ruth Creek
 5. **APPROVED** by majority vote
 - ii. In-House Training form (07) – Magda Gluszek – (action)
 1. This form has been updated and needs to be housed somewhere for better access than MyNPC.
 2. **TASK – to figure out the best place to house this form – Pat Lopez**
 3. Susan Hoffman will post a shortcut on Faculty Association’s SharePoint page
 4. PD is looking for feedback on the Faculty Professional Development for In-House Training Application Guidelines.

5. **TASK** – reduce opacity of the Approved watermark on the form – Cassie Dows
 6. **MOTION** by Eleanore Hempsey approve the introductory language to be added to the In-House PD Training form
 7. **SECOND** by Wes King
 8. **ABSTAIN** by Ruth Creek
 9. **APPROVED** by majority vote
4. Curriculum
 - a. ACRES
 - i. Discussion on ACRES Forms Edits (08) – Michael Broyles – (discussion)
 1. Every year, the form is reviewed for changes, and a question was posed as to whether IC had any suggested changes to the ACRES form aside from updating the year.
 2. No changes were suggested during the meeting.
 - b. New Programs – none
 - c. Program Modifications – none
 - d. Program Deletions – none
 - e. Program Suspensions – none
 - f. Misc. Curriculum – none
 5. Old Business (not related to curriculum) – none
 6. New Business (not related to curriculum)
 - a. Leadership Council – Procedure 2125 – Pat Lopez – (discussion/information)
 - i. Reminder that Leadership Council membership was updated and removed IC from the required membership as previously discussed.
 7. Announcements & Reporting of Previous Tasks
 - a. Be sure to get into ACRES and vote on curriculum.
 8. Future Agenda Items
 9. Adjournment