IC Minutes 03/10/23

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, Candy Canter as proxy for Renee Freese, Jeremy Raisor, Shan Qin as proxy for Susan Hoffman, Kurry Klingel as proxy for Rachel Arroyo-Townsend, Ruth Creek, Michelle Prentice

Advisory Members Present:

> Michael Solomonson, Michael Broyles, Donna Krieser, Luann Crosby, Frank Orona, Cassie Dows, AJ De La Cruz

Guests:

> Allison Landy, Melody Niesen, Lia Keenan, Shanna Kukla, Lynn Johnson, Susan Jensen, Harshika Bhatt, Lorie Hendershot, Modonna Huma-Dawasevaya, Ruth Zimmerman, Magda Gluszek, Janalda Nash, Morgan Hancock

1. Roll Call
2. Approval of 02/24/23 IC Minutes (02) – Pat Lopez – (action)
   a. **MOTION** by Xander Henderson to approve the 02/24/23 meeting minutes
   b. **SECOND** by Michelle Prentice
   c. **APPROVED** by unanimous vote
3. IC Subcommittees (action)
   a. AS (03) – Xander Henderson – (action)
      i. Plagiarism Software
         1. Turnitin has been sending out information that they are working on being able to detect ChatGPT.
         2. ChatGPT is something that we need to be thinking about as well as generative AI as a whole, and what role we would like it to play in the classroom in the future; is it a threat or is it a learning tool.
            a. Policies & Procedures team needs to be involved in making the decision as to which it is at NPC.
            b. The VPLSS Council is currently discussing this along the lines of academic integrity.
            c. There needs to be a concerted effort to educate faculty about ChatGPT and other AI.
            d. We should add this to our efforts to educate students on plagiarism as well.

   e. ITCS department has put together a guide of best practices on how to make course design more effective in terms of plagiarism and detection and how to respond to AI tools such as ChatGPT.

     i. They are also working on workshops focusing on this issue.

   f. A suggestion was made that this be incorporated into Division Day to ensure that all faculty get this information and not just the select few who choose to attend workshops/trainings.

  ii. Departmental approval –

   1. Question was posed regarding courses using "departmental approval" for prerequisite

    a. Not entirely different from Satisfactory Placement, but it puts more of the responsibility on the specific department

    b. Listing "departmental approval" could cause confusion for students as they would not know exactly where to start getting approval.

     i. Listing "department chair approval" would be more specific and help point them in the right direction.

     ii. Something to keep in mind is that not all departments have chairs, some have associate deans.

   2. Concern was posed about the use of "department approval" because it sounds a lot like "department chair approval" and the chairs do not have Jenzabar access to do approvals.

    a. There is a process for "instructor approval" and "dean approval," so we need to make sure that we have the process in place as to who the advisor would contact.

    b. Advisors would prefer "departmental approval" as there are times when the instructor is not available when approval is needed, and it delays the process.

    c. Concern was expressed that another instructor approving a class would be an infringement upon academic freedom

   3. Michael Broyles will work with the Math department into the next AY on crafting a definition of "departmental approval".

   4. Concern was voiced that a lot of advising happens over the summer when faculty are off contract.

  iii. Placement Handbook

   1. Currently listed on the DII Admin Asst's job description

   2. Shifting this to the VPLSS Executive Asst's job description

    a. Both positions will be added to the ACRES reporting

   3. Some concern was expressed about the timeline listed in the report as the February 1st due date occurs around a lot of other constraints on the departments/associate deans/deans and it might overwhelm people

    a. Requesting extensions might be a way to get around this issue.

    b. Also, this timeline is more of a roadmap than a law, so there is some wiggle room.

  iv. +/- grading scheme

1. **MOTION** by Eleanore Hempsey not to proceed with a +/- grading scheme, but review this again in three years
2. **SECOND** by Jeremy Raisor
3. **DISCUSSION**
   a. AS has actually completed their charge which was to research this issue.
   b. Their report was comprehensive and would be beneficial for the IC to review in three years time when reviewing this charge again.
   c. That will also allow time for a new ERP to be in place that will likely be able to handle a +/- grading scheme.
4. **APPROVED** by unanimous vote
   v. **MOTION** by Eleanore Hempsey to accept the AS report
   vi. **SECOND** by Wei Ma
   vii. **APPROVED** by unanimous vote

b. ASK (04) – Michael Broyles – (action)
   i. Request was made that the next ASK report be given at the April 28th meeting due to the chair being at the AZTransfer Summit during the April 14th meeting.
      1. This request was approved.
   ii. **MOTION** by Eleanore Hempsey to accept the ASK report
   iii. **SECOND** by Xander Henderson
   iv. **APPROVED** by majority vote

c. BA/BS/BAM AdHoc (05) – Allison Landy – (action)
   i. HLC response has already been received requesting three sets of dates that would work for site visit, but it could not be less than three months from the date of the email request.
      1. One set of dates in June and two sets of dates in July were submitted.
      2. A request was made for IC attendance at the site visit.
   ii. Suggestion was made that this AdHoc group be considered by IC as possibly becoming a permanent subcommittee or disbanded and the charges absorbed by another subcommittee.
   iii. **MOTION** by Wes King to accept the BA/BS/BAM AdHoc report
   iv. **SECOND** by Jeremy Raisor
   v. **DISCUSSION**
      1. Appreciation was voiced for the mention of guiding principles and its strategic planning aspect.
   vi. **APPROVED** by majority vote

d. DE (06) – Lorie Hendershot – (action)
   i. **MOTION** by Wes King to accept the DE report
   ii. **SECOND** by Michelle Prentice
   iii. **DISCUSSION**
      1. Melody Niesen, Wei Ma, Chris Green, and Brian Burson will meet with Blue Ridge High School the week after Spring Break to discuss standards.
      2. HS Partners' Convocation, which was rescheduled to April 12th due to the school closure, to address some of the concerns expressed in the report.
   iv. **ABSTAIN** by Wei Ma
   v. **APPROVED** by majority vote

e. LT (07) – Harshika Bhatt – (action)
   i. Victor Love will move from consulting member to voting member to fill the vacant TAS voting spot
   ii. Clarification was requested on the course review follow-up process, if there was a process, and if not, should one be created?
      1. In the past, the QM Consortium requirements were followed and a three-person peer review was done, recommendations were made, and then the instructor could request assistance from the Faculty in Ed Tech with incorporating the changes needed.
      2. We need to remember that these are recommendations not requirements.
      3. The requirement was that a subject expert be on the review team.
      4. This is not a punitive process, but a support process.
      5. We should make the recommendation, but also give the information of the resource or expert to assist with implementing the recommendations if so desired by the instructor.
      6. There isn't a need for LTC to be involved in the follow-up process.
   iii. President Hazelbaker presented LTC with a problem statement that NPC has a lot of distance delivery technology and asked them to work on a project to make a recommendation on the future of these technologies by November 15, 2023.
      1. Concern was posed that assigning what is essentially a charge to LTC being out of his purview.
      2. Suggestion was made for IC to invite President Hazelbaker to the March 24th meeting to discuss this request.
   iv. **TASK** – to invite President Hazelbaker to the next meeting he would be available to attend – Pat Lopez
   v. Request for feedback from IC was requested on the Distance Education Guidelines.
      1. Comment was made that the working draft is not sufficient to comment on as the track changes usage makes it difficult to follow.
      2. This should have been reviewed back in December and needs to be edited and voted on soon in order to be ready for Fall '23.
      3. Request was made for more information on the purpose and audience for the DE Guidelines.
         a. LTC was referred back to the minutes from 04/08/22 IC meeting which contain an in-depth discussion of this document.
   vi. **MOTION** by Eleanore Hempsey to approve the LT report
   vii. **SECOND** by Jeremy Raisor
   viii. **ABSTAIN** by Ruth Creek
   ix. **APPROVED** by majority vote
f. PD – none

4. Curriculum
   a. ACRES
      i. Courses with Labs offered Asynchronously – Michael Broyles – (discussion)
         1. Language in the *Instructions for Course Forms in ACRES* currently states that laboratories must be offered synchronously.
         2. There are some courses that do not require a synchronous laboratory.

3. Universities refer to ART courses, for instance, as studios rather than labs.
4. This would relate to ART courses, such as Digital Photography, where the student would do work at home and then in class time would focus on critique, or critique could even take place asynchronously through Moodle.
   a. There are other courses this would also work for, such as certain music courses.
5. Support was shown for the option of adding a new definition of Studio to the *Instruction for Course Forms in ACRES*.
6. Based on the feedback given, Michael will complete some extensive research over the next few months regarding studio components, load factor, etc. and bring it back to IC to continue the discussion.

ii. Approval of outstanding HPE courses – Michael Broyles – (action)
   1. HPE 112
      a. **MOTION** by Michelle Prentice to approve HPE 112 new course form in session
      b. **SECOND** by Ruth Creek
      c. **ABSTAIN** by Jeremy Raisor
      d. **APPROVED** by majority vote
   2. HPE 210
      a. Changes were made to the outcomes
      b. **MOTION** by Xander Henderson to approve HPE 210 new course form in session
      c. **SECOND** by Wes King
      d. **ABSTAIN** by Jeremy Raisor
      e. **APPROVED** by majority vote

b. New Programs
   i. CP in Sports Medicine; CP in Personal Training and Rehabilitation; CAS and AAS in Physical Health and Performance – Lynn Johnson – (action pending results of 4.a.ii)
      1. **MOTION** by Wes King to approve the CP in Sports Medicine; CP in Personal Training and Rehabilitation; CAS and AAS in Physical Health and Performance program
      2. **SECOND** by Xander Henderson
      3. **DISCUSSION**
         a. Comment was made that there is still some redundancy in courses created as part of this program
         b. The intent is to continue to review this program for overlap and redundancy.
         c. Question was posed as to whether Biology should come before Chemistry.
            i. Suggestion was made to swap BIO classes and CHM classes, because it would potentially allow the students to move through the classes more smoothly.
            ii. There are some math requirements to be considered from a prerequisite standpoint.

iii. There are varied opinions on this across different institutions.
d. No change will be made to the strikethrough.
4. **ABSTAIN** by Jeremy Raisor
5. **APPROVED** by majority vote
ii. CP in Behavioral Health, CAS in Behavioral Health Technician, and AAS in Behavioral Health Studies – Rachel Channell – (action)
1. **MOTION** by Eleanore Hempsey to approve the CP in Behavioral Health, CAS in Behavioral Health Technician, and AAS in Behavioral Health Studies program
2. **SECOND** by Ruth Creek
3. **ABSTAIN** by Jeremy Raisor
4. **APPROVED** by majority vote
c. Program Modifications – none
d. Program Deletions – none
e. Program Suspensions – none
f. Misc. Curriculum – none
5. Old Business (not related to curriculum)
a. New Digital Catalog Presentation – Michael Broyles – (information)
i. A tour of the new digital catalog was given both from the desktop as well as the mobile view.
1. Concern was expressed about being able to view the entire screen when opening the link in desktop version.
a. Zooming in or out was recommended to remedy this issue.
2. Concern was voiced about being able to print the catalog.
a. It was recommended that those with concern regarding printing get in touch with Lia Keenan who is currently working on that issue.
3. A question was posed as to whether things could be exported as opposed to printed.
a. There is an option to Print to PDF as a form of exporting.
6. New Business (not related to curriculum)
a. 25/26 Academic Calendar (08) – Wei Ma – (action)
i. **MOTION** by Xander Henderson to approve the 25/26 Academic Calendar
ii. **SECOND** by Michelle Prentice
iii. **DISCUSSION**
1. A Tuesday and a Thursday class are missing from the Fall semester due to the Veteran's and Thanksgiving Holidays.
2. 9-month contracts are a big factor in the creation of this calendar.
3. A change in contact hours from 48 to 45 might be a solution.
4. Concern was posed that the calendar does not meet the federal requirement of 15 weeks.
a. We try to build in a 16th week, but this doesn't always fix the problem due to repeated days missed due to holidays.
b. There are ways around the loss of instruction, such as using links and instruction in Moodle, or introducing an extra week of class or Saturday classes.

5. Suggestion was made that the Fall semester end on December 9th.
6. Concern was expressed that starting the semester on Monday, January 5th due to the work required to organize and prepare for Convocation/Division Day/Department meetings.
7. The Academic Calendar has always been, and most likely will always be, a struggle due to the 9-month contract restrictions.
    iv. **NAY** by Xander Henderson
    v. **ABSTAIN** by Wei Ma
    vi. **APPROVED** by majority vote
7. Announcements & Reporting of Previous Tasks
8. Future Agenda Items
9. Adjournment