

Instructional Council Meeting
04/28/23, WebEx Meeting, 8:30-11:30 a.m.
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Agenda motion

Voting Members Present:

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

Advisory Members Present:

Michael Solomonson, Luann Crosby, Michael Broyles, Donna Krieser, AJ De La Cruz

Guest Present:

Harshika Bhatt, Allison Landy, Lorie Hendershot, Cathleen Burson, Andi De Bellis, Melody Niesen, Lia Keenan, Susan Jensen, Jodie Humphrey, Morgan Hancock, Janalda Nash

1. Roll Call
2. Approval of 04/14/23 IC Minutes (02) – Pat Lopez – (action)
 - a. **MOTION** – Xander Henderson, approve 04/14/23 IC Minutes
 - b. **SECOND** – Rachel Arroyo-Townsend
 - c. **ABSTAIN** – *Brian Garden* proxy for Michelle Prentice
 - d. **APPROVED** – majority
3. IC Subcommittee
 - a. LT
 - i. [Distance Education Guidelines Draft](#) – Harshika Bhatt – (action)
 1. **MOTION** – Susan Hoffman, accept DEG Draft for 2023-2024
 2. **SECOND** – Xander Henderson
 3. **DISCUSSION** – Some suggestions/edits are still pending. Most suggestions that were made were resolved by Harshika pre-today's meeting. Remaining suggestions are editorial (grammatical, punctuation, etc.)
 4. **AMENDED** – Susan Hoffman, moved to accept DEG Draft with editorial changes
 5. **SECOND** – Xander Henderson
 6. **APPROVED** – majority
 - ii. Charges and Composition (03) – (action)
 1. Charges
 - a. Current Charge-C
 - i. *Current Charge-C Definition: “Facilitate peer reviews of technology-facilitated courses”*
 - ii. A point was made for now having ITCS take the charge as NPC now has an ITCS Chair and an Instructional Designer trained in this specific area. Furthermore, the ITCS department has grown significantly. Reiteration

that this Charge has historically been a collaborative effort between faculty due to lack of support/staffing.

1. The request is now to originate in ITCS, with the understanding that LTC will assist when needed
- iii. The inclusion of “best practices trainings” was suggested to be included in Current Charge-C by LTC Chair.
 1. The inclusion of the language was suggested to be a separate charge. Agreement from the Dean of DII. Suggestion from the Instructional Designer, language to go in Proposed Charge-E
 - a. *Proposed Charge-E Definition: “Assist in the evaluation and best practice trainings of instructional technology software and hardware for potential adoption.”*
 - b. The concern of time allotted for faculty on ITCS was brought up (workload, funding and others).
 - c. The Instructional Designer proposed taking Current Charge-A and Current Charge-B from LTC to ITCS as now ITCS is fully staffed and trained. This will alleviate the LTC workload.
 - i. *Current Charge-A Definition: “Meet with Technology Advancement and Support (TAS) staff on a regular basis to facilitate communication.”*
 - ii. *Current Charge-B Definition: “Give recommendations for best practice trainings.”*
 - d. Question on Proposed Charge-B regarding “IT Governance (ITG)” and its meaning.
 - i. *Proposed Charge-B Definition: “In collaboration with ITCS, participate in the development of a framework for IT governance as it pertains to instruction.”*
 - ii. *ITG Definition: the processes that ensure the effective and efficient use of IT in enabling an organization to achieve its goals. -Gartner*
 - iii. Across other state campuses, ITG was a separate committee as it is a time consuming and large charge. NPC had Change Advisory Board but disbanded. It is the view of IC that the issue of "IT governance" covers much more than instruction. Therefore, IC recommends the creation of a broader IT governance committee to which LTC members could contribute.
 1. LTC is a to be advisory and support to ITCS and faculty, hence the shifting in charges
- iv. **TASK – Address the creation of an ITG with President with/out the collaboration of LTC and ITCS – Dr. Mike**

- e. Proposed Charge-A: A deliberation on what group should handle this charge ensued. Moving of this charge to ITCS was supported by the LTC Chair and Instructional Designer; however, LTC being is a shared governance group and the point was reiterated that faculty plays a major role in the functionality of LTC. Hence, this charge will remain a duty of LTC with the understanding that ITCS will assist in the completion of this task.
 - i. “[ITCS] will serve as the mechanism by which the research and proposals are put” - Instructional Designer
 - ii. *Proposed Charge-A: “By November, and in collaboration with ITCS, develop a list of guidelines and recommendations on what faculty need in the way of distance learning technologies.”*
- f. Proposed Charges “D, F, G” reassigned to ITCS per Instructional Designer and LTC Chair.
 - i. *Proposed Charge-D: “Maintain the Distance Education Guidelines document and covert it to web page to be housed on the e-resources site”*
 - ii. *Proposed Charge-F: “Maintain a shareable database of instructional software and technology tools that are: Institutionally supported, Faculty-adopted”*
 - iii. *Proposed Charge-G: “Ensure the Instructional Council stays well-informed related to Learning Management System (LMS)”*

2. Composition

- a. The lack of clarity of who is faculty and who was not had to be addressed.
 - b. Per Associate Dean of Educator Preparation Programs, removed EPP rep
 - c. The removal of “non-traditional teaching modalities” due to the use of programs like Moodle (pre-pandemic)
 - d. The discussion of the Nursing Department lack of faculty and staff was brought up. Removal of rep, per IC Chair
3. **MOTION** – Eleanore Hempsey, accept charges and composition for LTC as written
4. **SECOND** – Xander Henderson
5. **DISCUSSION** – the point that CCP and ED Prep under A&S, one rep is enough for some but not all committees.
- a. LTC Chair, would like to make Director of Library Services and OAI Coordinator voting members (currently advisory members). OAI Coordinator would like to be a voting member as integration/accessibility of tech is a large part of instruction.
 - b. The structure of voting members should be considered as this is a Faculty Shared Governance. The voting count will be seven (instead of nine) due to the lack of Nursing and EPP reps.

- c. The concern of advisory members not having a voice versus being a voting member was brought up. The importance of the advisory members' voice is what is needed in the committee.
 - 6. **AMENDED** – Eleanore Hempsey, accept charges and composition for LTC as amended
 - 7. **SECOND** – Xander Henderson
 - 8. **APPROVED** – majority
- b. ASK
 - i. Report *(04)* – Michael Broyles – (action)
 - 1. Reporting Conclusions to the college seem to be an open loop. Departments are reporting to ASK but the information does not get reported to the college as whole. This reporting was historically done by the departments on Dialogue Day.
 - a. The goal for the committee is to close the loop by hopefully having departments report independently on recommendation of disseminating data to be on Dialogue Day, Convocation, or Division Day. This will allow them to share findings, implementations, etc. With the entire college.
 - i. Invitation of departments to report on Dialogue Day was well taken by the IC Council.
 - 2. Collected data is a guide of which department should be represented. This also allows for obtaining rough estimates of which percentage of disciplines are represented.
 - a. Roughly 58% of received Reading Day Reports (7 of 12) used the Value Rubric. Currently the rubric is optional but ASK is seeing if it should be required for all departments to use.
 - i. Sciences expressed they don't benefit from this rubric. Voice against making it mandatory. CTE voice similar thoughts.
 - ii. A suggestion that some other training may be needed before making the rubric mandatory. If more accessible training were to be provided, reevaluation may be addressed.
 - 3. **MOTION** – Xander Henderson, accept the report as is
 - 4. **SECOND** – Eleanore Hempsey
 - 5. **APPROVED** – majority
 - ii. Charges and Composition *(03)* – (action)
 - 1. **MOTION** – Xander Henderson, accept charges and composition as written
 - 2. **SECOND** – Rachel Arroyo-Townsend
 - 3. **DISCUSSION** – The reason for adding ILOs/PLOs to charges was due to the higher level of engagement of this committee.
 - a. Under composition, Nursing and Allied Health is changed to "or" per the restructuring of CTE and medical programs. As long as the medical field is represented, it meets Procedure & HLC requirements.

- b. The definition of “division” was under consideration as other colleges may define “division” differently. The importance of representation of disciples should be the top concern.
 - 4. **AMENDED** – Xander Henderson, accept report with amended changes to the charges and composition of ASK
 - 5. **SECOND** – Rachel Arroyo-Townsend
 - 6. **APPROVED** – majority
 - c. BA/BS/BAM AdHoc
 - i. Report (05) – Allison Landy – (action)
 - 1. HLC visit is scheduled June 26th-27th, 2023
 - 2. **MOTION** – Xander Henderson, accept report as written
 - 3. **SECOND** – Susan Hoffman
 - 4. **DISCUSSION** – AED Application will be prioritized and hopefully get approval for EPP in July 2023.
 - 5. **APPROVED** – majority
 - ii. Charges and Composition (03) – (action)
 - 1. **MOTION** – Eleanore Hempsey, accept charges and composition as written
 - 2. **SECOND** – Wes King
 - 3. **APPROVED** – majority
 - d. DE
 - i. Report (06) – Lorie Hendershot– (action)
 - a. A correction on Charge-A, Dean of Instructional Innovation was unable to attend.
 - 2. **MOTION** – Xander Henderson, accept report as written
 - 3. **SECOND** – Eleanore Hempsey
 - 4. **ABSTAIN** – Wei Ma
 - 5. **APPROVED** – majority
 - ii. Charges and Composition (03) – (action)
 - 1. **MOTION** – Eleanore Hempsey, accept charges and composition as written
 - 2. **SECOND** – Susan Hoffman
 - 3. **DISCUSSION** – Similarities of DE and Faculty Liaison Enrollment (mirroring ITCS and LTC)
 - a. Charge-B: E-handbook is to be updated (currently by Dr. Chris Green) in compliance with DE, HLC and state regulations.
 - i. E-handbook is outdated and hence its current revision
 - b. Charge-C: CCP – to what extent do they overlap in DE. The inclusion of their membership was in question.
 - i. In the prep of DE courses, hence their inclusion
 - c. HDE will likely not be offered as DE courses.
 - 4. **AMENDED** – Eleanore Hempsey, accept charges and composition as amended
 - 5. **SECOND** – Susan Hoffman
 - 6. **ABSTAIN** – Wei Ma
 - 7. **APPROVED** – majority
- 4. Updates
 - a. DEI – none

- b. SSA – none
 - c. TAS – none
 - d. DII (07) – Wei Ma – (information)
- 5. Curriculum
 - a. ACRES
 - i. Instructions for Course Forms in ACRES (08) – Michael Broyles – (action)
 - a. Amended would be the **sections regarding** credit hours and contact hours and
 - 2. **MOTION** – Eleanore accept as changed
 - 3. **SECOND** – Xander Henderson
 - 4. **APPROVED** – majority
 - ii. Clerical error in Business MOA Program – Michael Broyles – (information)
 - 1. MOA program modification strike-through left out BUS-183, will be updating in ACRES
 - b. New Programs
 - i. Bachelor's of Arts: Elementary Education (BAEE) Feasibility Study (09) – Cathleen Burson – (action)
 - a. Synchronize and a-synchronized technology, possible inclusion of Moodle
 - b. State number and recent/school data is considered for local districts. Direct feedback from High schools say they struggle for student engagement.
 - c. Some clerical errors were brought up, but consensus is positive
 - 2. **MOTION** – Eleanore
 - 3. **SECOND** – Susan Hoffman
 - 4. **APPROVED** – majority
 - ii. [BAEE Course Outline](#) – Cathleen Burson – (information)
 - c. Program Modifications – none
 - d. Program Deletions – none
 - e. Program Suspensions – none
 - f. Misc. Curriculum
 - i. AGECE Redesign Update – Michael Broyles – (information)
 - 1. AZ Transfer received plenty of feedback, criteria groups
 - 2. The AZ Transfer Steering Committee will be extending their vote
 - 3. AZ Transfer is a facilitating enterprise not a voting committee.
- 6. Old Business (not related to curriculum)
 - a. Testing Task Force Update (10) – Wei Ma – (discussion)
 - i. Dedicated center under Student Services in PDC and WMC. The development of appointment software, national testing association guidelines.
 - ii. For the time being, testing will continue as operated until further notice.
- 7. New Business (not related to curriculum) – none
- 8. Announcements & Reporting of Previous Tasks
 - a. Dean Melody Neisen (A&S) will be replacing Dean Wei Ma (DII) on Instructional Council, per the VPLSS Council
- 9. Future Agenda Items
- 10. Adjournment – (action)