Northland Pioneer College

Instructional Council (IC)

03-23-12

Voting Members Present:	Janice Cortina, Eric Henderson, Rickey Jackson, Kenny Keith, Michael Lawson, Ryan Rademacher, Carol Stewart, Mark Vest and Ken Wilk
Non-Voting Members Present:	Trudy Bender, Cindy Hildebrand, Jake Hinton-Rivera, Wei Ma and Hallie Lucas (recorder)
Guests:	Deb Holbrook, Ryan Jones, Shannon Newman and Leslie Wasson

I. Roll Call
II. Approval of 03-09-12 IC Minutes
  a. Ryan **MOVED** to approve the minutes of 03-09-12; **SECOND** by Kenny.
    i. Motion **APPROVED** by majority vote.
    ii. Michael **ABSTAINED**.
III. IC Subcommittees
  a. Assessment of Student Knowledge (ASK) Subcommittee Report to IC – Shannon Newman
    i. 04-13-12 - Dialog Day, SCC, Performing Arts Center, 9:30 a.m.-12:00 p.m.
    ii. A question for discussion will be how we will use the data collected to improve instruction and learning.
    iii. As we look at exiting the HLC Assessment Academy, we will continue to assess general education.
    iv. Dr. Michael Solomonson has agreed to Chair the ASK Subcommittee for FA12, as Shannon will be on sabbatical.
    v. Ryan **MOVED** to accept the ASK Subcommittee Report to IC as presented; **SECOND** by Carol.
      1. Motion **APPROVED** by unanimous vote.
  b. Learning Technology (LT) Subcommittee Report to IC – Deb Holbrook
    i. If your MyNPC times out in less than 180 minutes, let the Support Center know.
    ii. Wei tailors one-on-one Faculty Technology Training.
    The Subcommittee should reach their goal of completing 10 online course reviews.
    iii. Model Classrooms Update by Mark:
      1. We will invite Campus/Center Managers to next Deans' Meeting to discuss scheduling, with regional needs in mind, to enhance flexibility and take into consideration long-term and short-term goals.
      2. **Task**: Mark will talk to Eric Bishop regarding his desire to have the Library Staff trained on model classroom use.
    iv. Quality Matters Rubric (QMR)
      1. LT is looking into the best way to evaluate a publisher's site course using the QMR. Our current Distance Education Guidelines only support the

use of Moodle and JICS (Eraser) platforms, although some platforms are importable into Moodle.

    2. There are new standards for the QMR, and LT will bring a recommendation to IC regarding needed changes.

    v. Leslie will send out and e-mail regarding survey software Webinars.

    vi. On behalf of Mark, IC and the Faculty, Deb was asked to thank the Faculty who serve on LT.

    vii. Eric **MOVED** to accept the LT Subcommittee Report to IC as presented; **SECOND** by Michael.

        1. Motion **APPROVED** by unanimous vote.

  c. Professional Development (PD) Subcommittee Report to IC – Ryan Jones

    i. Requests for professional development have increased, and there are several that are currently being reviewed.

        1. Ryan will send out another reminder memo to Faculty regarding this opportunity.

    ii. Instead of taking an official role to identify wide-spread professional development opportunities, the PD Subcommittee believes that the best participation has been when Faculty members have brought a specific interest to them.

    iii. Ryan **MOVED** to accept the PD Subcommittee Report to IC as presented; **SECOND** by Carol.

        1. Motion **APPROVED** by unanimous vote.

IV. Curriculum (IC approved that these items be taken out of order from original agenda)

  a. Program Modifications - none

  b. New Programs - none

  c. ACRES

    i. CIS 113 Course Modification

        1. Eric **MOVED** that we accept this course change; **SECOND** by Rickey.

            a. Motion **APPROVED** by unanimous vote.

    ii. LIB 106 Course Deletion

        1. Carol **MOVED** that we accept this deletion from the catalog and retention in the course bank; **SECOND** by Janice.

            a. Motion **APPROVED** by unanimous vote.

    iii. LIB 112 Course Deletion

        1. Ken **MOVED** that we accept this deletion from the catalog and retention in the course bank; **SECOND** by Ryan.

            a. Motion **APPROVED** by unanimous vote.

    iv. LIB 101, 102, 103, 107, 108, 111, 120, 145, 205, 207, 209, 210, 218, 220, 221, 236 Course Deletions

        1. Ryan **MOVED** that we delete these courses, as a block, from the catalog and from the course bank; **SECOND** by Carol.

            a. Motion **APPROVED** by unanimous vote.

    v. AJS 102 New Course

        1. Rickey **MOVED** that we do not approve this course in its current configuration; **SECOND** by Ryan.

            a. **DISCUSSION**: IC expressed concerns about the number of credits in course and lab/lecture loading. If this is approved, will it set precedence?

    b. Motion **APPROVED** by unanimous vote.
 vi. AJS 202 New Course
   1. Ryan **MOVED** that we do not approve this course in its current configuration; **SECOND** by Ken.
    a. Motion **APPROVED** by unanimous vote.
 vii. Certificate of Proficiency Software Quality (CIS) Deletion of Existing Program Form
   1. Eric **MOVED** that we return this as "Needs Revision" and ask that the implementation date be changed to FA13; **SECOND** by Michael.
    a. Motion **APPROVED** by unanimous vote.
 viii. CIS 251, 252 and 253 Course Deletions
   1. Eric **MOVED** that we return these as "Needs Revision" and ask that the implementation date be changed to FA13, pending approval of the program deletion; **SECOND** by Ryan.
    a. Motion **APPROVED** by unanimous vote.
 ix. PHT 102 New Course
   1. Ryan **MOVED** that we table this until someone from Nursing and Allied Health can attend an IC Meeting to address specific questions; **SECOND** by Janice.
    a. Motion **APPROVED** by unanimous vote.
    b. **Task**: Hallie will invite Peg Erdman and Karen Hanson to come to the next IC meeting to answer questions and give input regarding the new/proposed PHT 102 course.
 x. TLC 068 Course Deletion
   1. Rickey explained that we are streamlining the TLC curriculum to make it easier for students to complete TLC.
   2. Ken **MOVED** that we approve this course; **SECOND** by Ryan.
    a. Motion **APPROVED** by unanimous vote.
 xi. TLC 069 Course Deletion
   1. Ken **MOVED** that we approve this course; **SECOND** by Kenny.
    a. Motion **APPROVED** by unanimous vote.
 xii. TLC 074 and 076 Course Deletions
   1. Eric **MOVED** that we delete these courses; **SECOND** by Ryan.
    a. Motion **APPROVED** by unanimous vote.
 xiii. TLC 078 and 079 New Courses
   1. Rickey explained if these courses are approved, it would be a substantial change and they would replace the current TLC 070 and 080 (writing courses). The State has rewritten the standards for adult education to match up with Common Course Standards and we will need to redesign some of the curriculum to include some of the new standards.
   2. Kenny **MOVED** that we accept these courses; **SECOND** by Michael.
    a. Motion **APPROVED** by unanimous vote.
 xiv. ART 289 New Course
   1. Ryan **MOVED** that we approve this course; **SECOND** by Rickey.
    a. Motion **APPROVED** by unanimous vote.
 xv. FRS 129 New Course
   1. Kenny **MOVED** that we approve this course; **SECOND** by Ken.
    a. Kenny **WITHDREW** his motion.

2. Ryan **MOVED** that we not approve this course; **MOTION DIED** for lack of a **SECOND**.
3. Eric **MOVED** that we mark this course as "needs revision" to correct the lecture/lab loading and return it to the Dean; **SECOND** by Ryan.
   a. Motion **APPROVED** by unanimous vote.

xvi. FRS 141 Course Modification
1. Rickey **MOVED** that we do not approve this course because it is missing goals, objectives and outline. In addition, there are concerns about the prerequisite; **SECOND** by Ryan.
   a. **DISCUSSION**: Part of the problem may be systemic in ACRES.
   b. Rickey **WITHDREW** the motion.
   c. **Task**: Since there were concerns regarding FRS 141 that there are no goals or objectives listed, there is no course outline and there were concerns about the prerequisite. Mark will speak with Peggy Belknap regarding this course.

d. New Courses - none
e. Course Modifications
   i. MUS 200 – Approval needed to append in ACRES (add "repeatable" for credit) – Eric Henderson
      1. This brings up bigger questions/concerns:
         a. Should ACRES contain a line that asks if the course is repeatable for credit?
         b. Should students be limited in the number of times they can repeat a course?
         c. Consistency is needed for all courses where this is applicable.
      2. Rickey **MOVED** that we amend the approved MUS 200 catalog description to add the "Course may be repeated for credit"; **SECOND** by Carol.
         a. Motion **APPROVED** by unanimous vote.
         b. **Task**: Since this course has already been approved in ACRES, Wei will speak with Rebecca McKay at ASU regarding how this change can be accomplished.
         c. **Task**: Cindy will make sure this change is made for the upcoming catalog.

f. Course Deletions
   i. COS 140, 141, 150, 151, 160, 161, 170, 171 (need deleted from catalog, but not course bank)
      1. Immediately following Spring Break, COS will submit course deletions (removed from catalog) to ACRES; however, the deadline for catalog information to go to Marketing is today (College Catalog Schedule 2012 was approved by IC 09-23-12); and, anything done after today will simply go into an addendum.
      2. Ryan **MOVED** that these courses be kept in the course bank and deleted from the catalog; **SECOND** by Carol.
         a. Motion **APPROVED** by majority vote.
         b. Eric **ABSTAINED**.
         c. **Task**: Hallie will notify the Marketing that COS 140, 141, 150, 151, 160, 161, 170 and 171 will be deleted from the catalog, but

not from the course bank. In addition, she will notify the COS/CTE that these deletions must go into ACRES immediately following Spring Break.

      g. Program Deletions - none

      h. Program Suspensions - none

V. Old Business Not Related to Curriculum (IC approved that this item be taken out of order from original agenda)

      a. Three Recommendation Approvals by Dr. Swarthout – Mark Vest

            i. DRA Formula Cards (Sandy Manor is thankful to IC for taking this on and agrees with the recommendation.)

            ii. Student Orientation (hopefully there will be money in the budget to help cover this)

            iii. Technology Competency Testing (John Chapin and Wei are working on an implementation timeline/plan.)

VI. New Business Not Related to Curriculum (IC approved that these items be taken out of order from original agenda)

      a. Impact Software Survey Will Have on Course Evaluations – Leslie Wasson

            i. New survey software would allow for surveys to be done online, if desired.

                1. When done online, generally only the very happy students or the disgruntled students participate in the survey, which are really the students we need to hear from.

                2. This is a stellar opportunity to rebuild the course evaluation instrument, which will provide almost immediate results.

                3. We will probably consider piloting this FA12, with a few courses.

            ii. Recruit Faculty Group/Academic Administrators

                1. Volunteers include Ryan, Carol, Leslie (if committee would like her assistance) and Michael.

                2. **Task**: Mark will send out an all Faculty e-mail regarding the need for volunteers to review the current survey/process and make recommendations to IC. We need Faculty representation from a variety of disciplines including CTE and TLC, and it was suggested that some online instructors also be included.

      b. Formula for Contact Time/Credit Hour – Eric Henderson

            i. We will begin to pull together information regarding how different organizations handle lecture hours, lab hours, contact time, etc. IC will likely address this issue FA12.

            ii. **Task**: Eric will contact Linda Elliott-Nelson and ask if we can get a copy of the spreadsheet/list of instructional time formulas that different colleges use per credit hour and the background reference used for that foundation (assuming that they create some type of documentation regarding this research).

      c. Recommendation Needed Regarding Late Registrations – Mark Vest

            i. IC approved that this item be pulled from the agenda, pending more information.

VII. Adjournment

      a. Eric **MOVED** the meeting be adjourned; **SECOND** by Ryan.

            i. Motion to adjourn **APPROVED** unanimously.