Instructional Affairs Council Meeting
1/14/2022 1:00 PM - 2:30 PM

Location
Zoom

Participants
Samantha Latham *(Organizer)*, Amy Latham, Angela Dortch, Audrie McCann, Carla Townsend, Carolyn Wiley, Daphne O'neill, Denise Willis, Don Jones, Dwayne Casey, Ebone Dukes, Ginger Robbins, JACOB MARSHALL, Jeff Triplett, Katie Broadway, Keith Reed, Leslie Legendre, Lori Philley, Matthew Domas, Melissa Wright, Michael Heindl, NOAH FRASER, Phillip Correro, Phyllis Johnson, Stacy W. Taylor, Stephanie Mullins

1.   Call to order/Agenda Review
Dr. Carolyn Wiley

Meeting called to order 1:05pm.

2.   Approval of Minutes
Dr. Carolyn Wiley

No amendments to the previous meeting minutes.

Decisions
- Don Jones motioned. Katie Broadway, second. Motion Approved

Attachments
Instructional Affairs Council Meeting - 2021-11-19.pdf

3.   Academic Instruction
Dr. Carolyn Wiley

3.1.   CSC1123 - Computer Applications

Requesting approval to remove the pre-requisite from Computer Applications.

The reason Applications was labeled with a prereq was because we were treating applications as a follow up course. If students take applications, they get more information and it also transfers over to other colleges for credit. Computer Concepts **sometimes only** transfers over as a tech class and Computer Applications transfers over as an academic class.
We ask that advisors push students to take Applications as it is more beneficial. This will not affect instructor loads.

Daphne O'Neill - Concern for students who register themselves. They may get confused because these courses mimics comp 1 and 2, with prereqs. Students think they have to take 1113 before 1123. Could we change/add verbiage to the course descriptions/degree plans to clarify for students that they do not have to take these in order.
Dr. Wiley - Yes.

Denise Willis - Over time, computer concepts will be removed as an option. Applications is the preferred course for students and there will no longer be a need for Concepts.

Decisions

- Denise Willis motioned. Carla Townsend, second. Motion Approved.

Attachments

CSC1123 Computer Applications FL21.pdf

4.   Other Business

4.1.   Substantive Change Policy

Appoint someone to replace Dan Smith.

TABLED until next meeting, when Dr. Domas returns.

4.2.   ebook Policy

Policy is being rewritten, review the 1st bullet point for IAC approval.

Phyllis Johnson - "Courses utilizing digital technology are selected and approved by full time faculty who teach the specified course and the **Directors of Instruction** for their area of study.

Every faculty member teaching the selected course is required to use **some part of the Inclusive Access including ebooks or other digital components that have been** approved."

Some students have the option to opt out of the ebooks, but if we are truly using the ebook, then students can't actually opt out unless they buy a code to get into the my math lab or other digital components.

If the policy is adopted by the subject area matter, then we need to that something from the ebook is being used, otherwise the students are paying the fee and not utilizing the option.
Motion to accept the first bullet of the policy as it has been revised (additions in bold/underlining).

Dwayne Casey - We don't have directors of instruction to approve of which books are used. The lead instructors choose the books.
Phyllis Johnson - We can add the verbiage "Directors of Instruction **or Lead Instructors**", to make the policy accurate.

Dr. Wiley - This motion is for IAC to approve the change made to the first bullet point. All other changes highlighted on the presented document are textual changes.

Daphne O'Neill - Some classes (English) have been in the QEP and have stayed away from ebooks to keep everything standard. Typically we're given a choice of a few books to teach from, which are traditionally not ebooks. Will ebooks be required?

Dr. Wiley - If the faculty pick an ebook, all faculty teaching that course have to use the chosen ebook. Instructors could use the inclusive access part of the book , or you could just use the ebook and not the inclusive access, OR you can use both. Instructors need to use some part of the electronic component in the courses since we're making the students pay for the electronic component. This policy doesn't limit humanities from deciding that they're not going to use an ebook. Keep in mind, each division decides per course. Once the full time faculty adopt a book for a particular course regardless of location or modality, including online/dual/hybrid, that's the book for that course. Faculty can supplement additionally, but they cannot require less.

Don Jones- Bullet point #8 states that there is a black and white loose bound book available in the bookstore, but I don't think that is true for all book that we offer.
Phyllis Johnson - NWCC can get them from the company.

Daphne O'Neill - A lot of literature courses have students annotating. This is more difficult if an ebook is chosen. Some students may not have access to technology.
Dr. Wiley - There are so many different options with Technology now, that an ebook will not

hinder students from physically annotating for their courses. If you still feel that a traditional book is the best option, you can advocate your opinion to the division before the course book is chosen. Students can access ebooks on their phones, secondary devices are not necessary; however the libraries at each campus have devices that students can check out per semester.

The motion presented is for IAC to approve the wording in the first bullet point of the Ebook - IA Policy before it is passed on to NWCC Finance Council.

Decisions

- Phyllis Johnson motioned. Melissa Wright, second. Motion approved.

Attachments
Policy - eBooks 2022.docx

4.3.   Additional Questions

Lori Philley- When copying over my canvas courses and modules, the system is copying all of the old covid-19 policies over too. Is there a way to stop the old covid information to be removed so that it does not copy over?
Phyllis Johnson - Yes, there is an option to choose in the system so that the old info does not copy. I can show you. We are continuously adding the new covid-19 information as it changes, and we have a new program called TIDYUP that helps to review old info and remove it all.

5.   Adjournment
Dr. Carolyn Wiley

Meeting adjourned at 1:33pm.