

LOWER COLUMBIA COLLEGE
INSTRUCTIONAL COUNCIL MINUTES
19 October 2004

Attending: George Dennis, Allan Evald, Brendan Glaser, Geary Greenleaf, Debbie Knight (student representative), Rhonda Meyers, Dennis Shaw Jim Stanley, Mary Stone, Alex Whitman, Laurel Williamson, Erin Wilson (recorder), Fran Zarubick, and Jerry Zimmerman

Members Absent: Mike Gabriel and Mary Harding.

Guests Present: Don Derkacht, Dawn Draus, Joan Herman, Klint Hull, David Rosi, and Kit Wilson.

Laurel Williamson called the meeting to order at 3:00 p.m.

Consensus Agenda	Highlights/Action Taken
Minutes of 18 May 2004 meeting approved.	None

Program Needs Assessment and Evaluation	Highlights/Action Taken
<p>Laurel presented the Council with handouts concerning program needs and evaluation, a summary of course efficiency ratios, and cost data. It was explained that the State Board now uses the verbiage <i>program needs assessment</i> and evaluates programs in terms of what a program needs to make it become a healthy program instead of whether or not it is a viable program. The summary of course efficiency ratios displays percentage ratios based on the number of filled seats vs. capacity. The Committee agreed that the prompt to be used in determining the need for a course analysis will be a course demonstrating less than a 70% efficiency ratio but will consider other factors to allow for exceptions. The information and/or deciding factors which prompt an evaluation will be refined as this evaluation process evolves. The cost data handout shows cost data and trends for six courses. This type of information can be used as a guide as to what categories of information could be considered when performing a program needs assessment. The Program Needs Assessment and Evaluation handout outlines the objectives and guidelines for program assessment. A committee will be formed for each program that has been identified as needing evaluation. Each committee will be chaired by Laurel and will also include the appropriate dean, the appropriate department chair, a department chair from another discipline, the full-time faculty member(s) in the program, student representation, and a program advisory committee member or a member of the community at large. Wendy Hall will be a resource for each committee.</p>	<p>Discussion.</p> <p>The Committee reviewed the course efficiency ratios and determined six areas of curriculum to be evaluated: Business Technology, Computer Info. Systems, Electronics Technology, Machine Trades, Medical Assisting, and Music.</p> <p>Department chair volunteers are: Business Tech, Jerry Zimmerman; CIS, Dennis Shaw; Electronics Technology, Mary Stone; Machine Trades, Rhonda Meyers; Medical Assisting, Alex Whitman; and Music, George Dennis.</p>

Bachelor's Degrees Offered at University Centers on two-year college campuses	Highlights/Action Taken
Handout -- informational only. Mary Stone mentioned that WSU-V degrees are not listed. Laurel will look into this.	Information Only.

<u>Annual Class Schedule</u>	<u>Highlights/Action Taken</u>
Laurel briefly talked about the annual class schedule. The schedule includes a class free hour on Tuesdays from noon to 1:00 pm beginning Winter Quarter. The class-free hour should give students and faculty flexibility when scheduling events and meetings.	Information only.

<u>Professional Partnering</u>	<u>Highlights/Action Taken</u>
George Dennis reported that he has been approached with requests for providing professional partners for new full-time, tenure track faculty members. He explained that the current faculty contract does not contain a provision to provide mentoring for these new hires. It was the consensus of the Committee that a new faculty member could be provided a mentor through professional partnering. Professional partners are paid a stipend and will need prior approved.	Discussion A new full-time, tenure-track faculty member can request a professional partner. The new faculty member should make the request through their department chair, the dept. chair will contact George, and George will take the matter to the appropriate dean.

<u>Reports from Committees</u>	<u>Highlights/Action Taken</u>
<i>Curriculum Committee:</i> Fran Zarubick stated that the subject of class caps was briefly discussed at the meeting. Laurel stated that decisions from the Curriculum Committee are to be approved by the Instructional Council before implementation.	Information only.
<i>Faculty Development Committee:</i> Laurel reported the committee will have their first meeting of the year this week to review by-laws and guidelines and establish application deadlines for the year.	Information only.

<u>Reports from Instructional Administrators</u>	<u>Highlights/Action Taken</u>
Brendan Glaser reported that, based on an assessment of the Business and Industry program, LCC no longer has a B&I Center. Services are still offered but are now coordinated from different locations on campus. Lynell Amundson continues B&I activities, Chere Weiss is now the Coordinator for the Woodland Center, and Jenny Smith will coordinate community and senior education classes.	Information only.
Brendan also reported that he and Ralph Benefiel recently attended a Pulp and Paper Conference. Ralph is the coordinator for the Pulp and Paper NSF grant. A teaching effectiveness plan is currently being developed for the Professional/Technical certification.	Information only.
Geary Greenleaf reported on a number of items that were discussed at an Articulation and Transfer Group meeting he recently attended: -Distribution Transfer Agreement (DTA) and Majors Ready DTA: It has been proposed that restricted and unrestricted course lists no longer be utilized. This proposal must be approved by the Instruction Commission before it can be implemented.	Information only.

<p>(Geary Greenleaf continued)</p> <p>--Majors Ready: Major-specific transfer degrees that can provide clearer pathways than general transfer degrees for smoother transitions from community or technical colleges to baccalaureate institutions.</p> <p>-Transfer Credits: Another issue discussed would allow baccalaureate seeking transfer students to transfer more than 90 credits from a community college. The remainder of the 180 credit hours would be fulfilled at the baccalaureate institution.</p> <p>-WAOL: Fall enrollment is up 22%. An upper division capacity study has shown there are a large number of openings needed at the Junior level. There is discussion of possibly expanding the advanced technical degree offerings at the community college level.</p> <p>--Transfer numbers: LCC transferred: 189 students to public BIs; 64 to private BIs; 79 to WSU-V; 51 transferred to WSU-Pullman; and 43 to University of Phoenix. Overall there were 15,000+ total system transfers.</p> <p>--There is desire to see an increase of 10 – 11% in the number of Associate of Specialized Technology degrees over the next four years.</p> <p>--There is discussion of a reciprocity agreement for general education requirements among Washington colleges and universities so that DTA requirements are universally accepted.</p> <p>--A common course numbering system in the works that will include: an A List for courses uniformly accepted across the State Board system; a B List for courses similar in structure but not equivalent in baccalaureate institutions but equivalent in community and technical colleges; and a C List for courses that nearly meet the guidelines. A panel of content experts will decide if these classes will be accepted and how they will be numbered. LCC faculty could possibly be called upon by the State Board to serve on the panel.</p>	
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Reports from Council Members or Guests	<u>Highlights/Action Taken</u>
<p>--Geary Greenleaf stated the <i>Teaching Professor</i> conference will be in March 2005.</p> <p>--Dennis Shaw shared that the Vest Lecture is scheduled for February 10, 2005. The lecture will feature Ronald Takaki. This is the 20th Anniversary for the lecture.</p> <p>--Jerry Zimmerman reported nursing faculty are working on curriculum and delineating a mission statement for the nursing department. At a recent department meeting instructors mentioned they would like sessions to be repeated during the Fall Orientation in-service day and would also like a free day during the orientation week for planning. Also, book discussions are planned for Winter and Spring Quarter. Winter Quarter's book will be <i>Strangers from a Different Shore</i> by Ronald Takaki; and Spring Quarter's book will be <i>The Secret Life of Bees</i>. PDUs are available for eligible faculty.</p> <p>Laurel Williamson stated the book for the Fall Quarter book discussion is <i>Undaunted Courage</i>. An accompanying field trip to Ft. Clatsop is planned for December 2, 2004. PDUs are also available for participation in these activities.</p> <p>Allan Evald stated the Industrial Technology department plans a campus-wide clean-up of their areas.</p>	

<p>Mary Stone reported a college degree showcase featuring Earth Science will take place October 22nd. Math-related careers will be featured November 16th and medical lab degrees will be featured in January 2005.</p>	
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Meeting Adjourned 5:15p.m.