

LOWER COLUMBIA COLLEGE
INSTRUCTIONAL COUNCIL MINUTES
16 November 2004

Attending: George Dennis, Allan Evald, Mary Harding, Rhonda Meyers, Jim Stanley, Mary Stone, Alex Whitman, Laurel Williamson, Erin Wilson (recorder), Jerry Zimmerman, and Javin Bakke, student representative.

Members Absent: Mike Gabriel, Brendan Glaser, Geary Greenleaf, Dennis Shaw, and Fran Zarubick.

Guests: Richard Kelley, Lynn Lawrence, Carmen Robinson, and Adam Wolfer.

Laurel Williamson called the meeting to order at 3:05 p.m.

| Consensus Agenda | Highlights/Action Taken |
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| Minutes of 19 October 2004 meeting approved. | None |

| Program Needs Assessment and Evaluation | Highlights/Action Taken |
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| <p>Title III: Adam Wolfer handed out a flyer that outlines upcoming Brown Bag Discussions and spoke about new Title III technology and activity. Participation in the brown bag discussions has been as many as 15 for some sessions, but for some sessions as few as 1 or 2. In an effort to increase attendance, it was suggested that the discussions could be scheduled during the class-free hour. Adam stated Title III has a digital camera that can be checked out. Scott Dennis is currently working with new DVD software that can be used to record events and activities. Adam asked that conference/seminar brochures be shared with Title III so they can be placed on a bulletin board and shared with others.</p> <p>Registration Waitlist: Mary Harding and Lynn Lawrence asked the Council to review a draft of a waitlist policy and assist in defining parameters. The following decisions were made:</p> <ul style="list-style-type: none"> ▪ Classes other than WAOL and WSU-V offerings will have a waitlist. No other classes will be excluded at this time. ▪ A student may be on a maximum of five (5) waitlists at any given time. ▪ The maximum number of students allowed on each waitlist will be fifteen (15). ▪ The Thursday before classes begin will be last day a student will be automatically added to a class from a waitlist. ▪ Students will be allowed to be on waitlists for different sections of a course in which they are already enrolled as well as waitlisted for a different section of a class in which they are already waitlisted. ▪ Students will be allowed on a waitlist even if getting into the waitlisted class will create a time conflict. ▪ The Thursday before classes begin will be the last day a student can be added to a waitlist. <p>Mary and Lynn will attend the January 2005 meeting to report on the success of this procedure for Winter Quarter registration.</p> | <p>Informational.</p> <p>Discussion.</p> |

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| <p><u>Professional Partners for new tenure-track faculty</u>: Laurel explained to the Council that, based on discussion with George Dennis and feedback from probationary faculty, there is a need to provide a <i>professional mentor</i> to probationary faculty. It will be an informal relationship and a small stipend will be paid to the mentor. Full-time, tenured faculty may volunteer, through their department chair, and will then be assigned to a probationary faculty member. Laurel and George will work out the details of the process and return to the Council with a draft for review. It was agreed that temporary, full-time faculty can request a professional partner. George Dennis will research professional partnerships for the next meeting.</p> <p><u>Program Needs Assessment Committees (handout)</u>: Laurel distributed a list of the four program committees. Medical Assisting and Business Technology have been removed from the original list of programs identified for assessment. It is anticipated two committees will meet before the end of fall quarter and the remaining two committees will meet early in winter quarter.</p> <p><u>Electronic reader board procedure (handout)</u>: Laurel reviewed the purpose of the reader board and encouraged people to use it to advertise campus activities, guest speakers, and other special events.</p> <p><u>Instruction Commission/CIS/E-Portfolio (handout)</u>: Laurel gave a brief overview of an electronic portfolio white paper. Statewide, the computer system is being re-hosted. The State asked for test projects and acted on a suggestion from the Instruction Commission to test e-portfolios. Laurel encouraged committee members to explore the idea and share the information within their departments.</p> <p><u>Common course numbering (handout)</u>: The SBCTC is working on a proposal to create a common course numbering system to be used among community and technical colleges. A common course numbering system will enhance a student's ability to easily transition from one college to another within the state. At this time, among the state's community and technical colleges, between 30 and 50 courses have been identified as having common course goals and outcomes. The common course numbering will allow and honor unique degree requirements such as LCC's diversity requirement and capstone requirement. Laurel encouraged faculty to review the Course Articulation Project handout and leave feedback at the SBCTC website.</p> | <p>Discussion.</p> <p>Informational.</p> <p>Informational.</p> <p>Informational.</p> <p>Informational.</p> |
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| Reports from Committees | <u>Highlights/Action Taken</u> |
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| <u>Curriculum Committee</u> . No Report | None |
| <u>Faculty Development Committee</u> : Laurel reported the committee met and awarded close to \$6,000 of the faculty development funds. | Informational. |

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| Reports from Instructional Administrators | <u>Highlights/Action Taken</u> |
| No Reports. | None. |

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| Reports from Council Members or Guests | <u>Highlights/Action Taken</u> |
| <p>--Richard Kelley reported the following: The Harvey Mashinter scholarship has been awarded to Adrian Hyatt. The Vest Lecture is scheduled for 10 February 2005. The guest lecturer will be Ronald Takaki. <i>To Kill a Mockingbird</i> is the current production on LCC's main stage theater. Mike Dugaw successfully coordinated the 32nd Smelt Classic speech tournament recently. The Art Gallery is currently featuring Northwest prints and pottery. An integrative studies meeting was held recently. It was decided Dennis Shaw and Scott Rausch will teach a critical reasoning integrative studies class together in winter quarter. Richard also mentioned that he will be teaching an on-line class winter quarter.</p> <p>--Mary Stone expressed appreciation for the recent Northwest Voices series. She asked that instructors encourage students to attend the college degree showcases. The recent math showcase was successful with 15 attendees. Mary is looking for an area to showcase in May 2005 and stated she would like to have someone from the Language and Literature Department to participate.</p> <p>--Jim Stanley said he enjoyed having a Peacebuilders International participant visit his classroom during their recent conference at LCC. Jim mentioned that the University of Washington has provided a planner for students who wish to transfer to U of W from LCC. Jim tries to impress upon his students that the competition to get into the business program at U of W is fierce as they have very stringent GPA requirements.</p> <p>--Alex Whitman stated that last year her department assessed English 101 classes and they identified and implemented a common set of standards for these classes. She said they will continue to assess English 101 classes.</p> <p>--George Dennis reported that Kathy Demarest, with the help of Wendy Hall, has been working on assessment in pre-college areas. He also mentioned that Math 091 and English 101 will be offered in the Title III linked studies course for winter quarter.</p> <p>--Alan Evald reported on the following: The Caterpillar Company recently visited campus and has expressed interest in opening a training center on campus., and the industrial technology department now has a CNC burning machine. Laurel added that the area high schools have expressed interest in moving part of their automotive programs to the LCC auto department.</p> <p>--Rhonda Meyers reported that David Cordero and Lenore Vest have both recently participated in college degree showcases. Rhonda reiterated the need to form an integrative studies/capstone committee and create a process for these classes. This will be on the 18 January 2005 Instructional Council agenda.</p> | <p>Discussion: There is a need to form an integrative studies/capstone course committee.</p> |

Meeting Adjourned 4:45p.m.