

LOWER COLUMBIA COLLEGE
INSTRUCTIONAL COUNCIL MINUTES
18 January 2005

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

Members Absent: Allan Evald, Mike Gabriel, Dennis Shaw, and Fran Zarubick.

Guests: Rita Catching, Lynn Lawrence, Tamara Norton, and Faye Olason.

Laurel Williamson called the meeting to order at 3:02 p.m.

Consensus Agenda	Highlights/Action Taken
Minutes of 16 November 2004 meeting approved.	None

Program Needs Assessment and Evaluation	Highlights/Action Taken
<p>Title III: Faye Olason reported on Title III activities. Two classrooms have had the technology updates. MAN 233 has been outfitted with a Smartboard, computer, DVD/VCR combination, and an audio system. VOC 112 has had a Smartboard and computer installed. In approximately five weeks, Title III will distribute a survey to faculty users of MAN 233 and VOC 112 to determine the level of usage of the new equipment. The results will assist in determining the equipment needs for other classrooms. Future Brown Bag sessions include Hybrid Teaching and Academic Dishonesty. The Discover U Learning Community program is currently under review for modifications. Due to low enrollment, Discover U classes will not be offered Spring quarter.</p> <p>Registration Waitlist: The new registration waitlist procedure was utilized during Winter quarter registration. Lynn Lawrence reported on the success of the process and asked for feedback. The waitlist procedure worked well and will require only some minor changes. One problem encountered was that some students failed to take themselves off waitlists which resulted in numerous telephone calls to students. Lynn feels if students are given more information regarding waitlist procedures this problem can be prevented. Lynn also said that waitlists for classes already filled to capacity can be avoided with better management in Registration. Lynn suggested the waitlist period be extended to the third day of classes instead of cutting it off the Thursday before classes begin. Mary expressed concern that, in the past, math instructors have asked that students not be enrolled after classes began. Rhonda Meyers will discuss this with the math instructors. Laurel directed department chairs to discuss the waitlist extension time with their department members and report back to Lynn. Rhonda stated that having waitlists for classes minimized the number of calls from students requesting instructor permission to enroll. Javin Bakke added that students he has heard from are happy with the waitlist procedure. Lynn would like to hear from instructors regarding their thoughts on the waitlist process.</p>	<p>Informational.</p> <p>Discussion. Please respond to Lynn Lawrence (via e-mail or telephone 2371) by Friday, 28 January.</p>

Creation of Integrative Studies Committee and Capstone Committees:

Capstone Committee: Laurel expressed the need to form an ad hoc Capstone Committee. The purpose of the committee will be to define the intention of capstone courses. Laurel explained that Capstone courses have not produced the results intended at the outset. Faculty members have reported that the capstone portion is difficult for many students to complete. Students sometimes drop a class because they are unable to complete the capstone assignment even they are able to keep up with regular class assignments. It has been suggested that the curriculum be changed to add an additional credit for capstone courses. Geary Greenleaf stated that the General Education Committee will be looking at the nature of capstone courses and whether or not the students have the competency of writing. Along with this, the Gen Ed committee will look into “writing across the curriculum.” Laurel asked Alex Whitman if the Language and Literature instructor who is part of the Gen Ed “writing across the curriculum” team could be a part of the capstone committee. Alex said she will discuss it with their Gen Ed member, Anne Bartlett. Jerry Zimmerman added that different instructors have different expectations for capstone requirements; some instructors require performance pieces and not research and writing assignments. Those who require writing assignments are looking for the students to express concepts. Jerry suggested a workshop be held on how to use writing in the classroom. Laurel asked that instructors volunteer to sit on the capstone committee. Geary volunteered to be an ex-officio member of the committee. Geary suggested there be one representative from each department that offers capstone courses. He also suggested Wendy Hall be a part of the committee. Rhonda stated that at one time there was a capstone committee and that Joe Green may have some information from past committee meetings. Javin asked if a student representative is needed. Laurel responded that a student will be invited to be on the committee in the spring; however a student will not be needed for initial discussions.

Integrative Studies Committee: It was decided a committee will be formed for the purpose of establishing guidelines for integrative studies course offerings. The committee will consist of six or seven volunteers. Rhonda Meyers volunteered to be on the committee. Mary Harding will discuss with this with her staff and ask for a volunteer. Jerry suggested a person from the professional/technical area be asked to join the committee.

Engagement by Design (handout): Laurel handed out findings of a student survey by the Community College Survey of Student Engagement. Committee members can review the information.

Instructor Drop Survey Results (handout): The survey results briefly outline the various student “drop” policies of Washington community and technical colleges. Laurel asked that committee members review the survey findings and be prepared to discuss this in more depth at the February Instructional Council meeting. Laurel explained there is a need to form an instructor drop policy for students who fail to show at the beginning of the quarter. Adhering to a standardized policy will provide better performance and retention data. Mary Harding

Discussion. Department chairs are to ask department members to volunteer for the committee. Please forward names to Laurel by 28 January.

Department chairs were asked to ask for volunteers to serve on the committee. Please submit names to Laurel by 28 January.

Informational.

Informational. Will be on February 15 agenda.

<p>advised the council proceed cautiously as there are student financial aid issues to be considered. She added that the Academic Standards Committee has addressed this in the past and she will ask the committee revisit the issue. Mary will also ask Student Services personnel for input.</p> <p><u>Faculty Mentor Program Handbook</u> (handout): George Dennis researched and found the handbook from Pima Community College online. Laurel suggested that new fulltime tenure-track faculty, and temporary fulltime faculty, be assigned a mentor. Laurel stated the role of a mentor should be supportive and non-evaluative in nature. Mentors will be appointed and paid a stipend. Rhonda asked if they will be appointed by Department Chairs. Laurel responded that they will most likely be assigned at another level (Dean or Vice President). She added that, to be effective, mentors must be carefully matched to the person they mentor. George Dennis suggested that mentoring could be woven into an instructor's teaching effectiveness plan and believes mentors will assist new instructors in adjusting to the community college environment. George also suggested mentors be trained. Laurel and George will draft a mentor handbook with hopes of implementing the program for Fall Quarter 2005. Laurel stated she wants it to be mandatory that all new tenure track and temporary fulltime instructors be assigned a mentor. Brendan Glaser said that if it is to be mandatory, it will need to be negotiated and added to the faculty contract. Alex Whitman added that Kathy Demarest has offered academic coaching classes in the past and suggested Kathy be contacted and asked to assist in training. This will be on the April 2005 Instructional Council Agenda.</p>	<p>Discussion. Will be on April 2005 agenda.</p>
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Reports from Committees	Highlights/Action Taken
<p><u>Curriculum Committee.</u> Brendan reported the committee heard several proposals for new programs. The proposals include a new <i>women in transition</i> program (to be called <i>Journeys</i>), as well as offering a similar program for men. George Dennis added there was a proposal to link INDV 105, Study Skills, with a regular course offering. Brendan also reported that the committee voted to include Admissions Program Coordinator Marleen Musso as an ex-officio committee member. Geary Greenleaf reported the committee voted to add a WSU-V Institute history class offering.</p>	<p>Informational.</p>
<p><u>Faculty Development Committee:</u> George reported the committee met and awarded close to \$6,000 of the faculty development funds. The next application deadline is 4 February 2005. The committee will meet the following week to rule on applications.</p>	<p>Informational.</p>
<p><i>Assessment:</i> No report.</p>	<p>None</p>
<p><u>General Education Committee:</u> Geary handed out a list of <i>Definitions for General Education Goals</i>. He reported that the committee is using the definitions in the identification and development of learning outcomes.</p>	<p>Informational</p>

Reports from Instructional Administrators	Highlights/Action Taken
<p>Brendan Glaser reported the Carl Perkins grant for 2005—2006 is currently being written; any input from the business department, CIS, or the nursing department, is appreciated. The Basic Skills Group is discussing integrating high school completion courses with ABE, ESL, and CEO classes. The Longview School District approached LCC with a proposal to utilize space in the Don Talley building in order to supplement their automotive program. The Longview School District will lease space from LCC and function as a self-contained program. The project is currently out for bid. If the proposal and bids are accepted, construction will begin this summer. The Electronics Technology Program Needs Assessment committee will meet Friday, 21 January 2005. A team of individuals associated with the pulp and paper industry and the NSF grant have been meeting. The team is evaluating industry needs and program needs. Based on future industry needs, there will be significant changes to the program. Local pulp and paper industry professionals estimate there will be a need for 200+ skilled workers (machine operator level) over the next few years. Dr. McLaughlin and Ralph Benefiel are currently visiting Alabama Southern Community College researching their pulp and paper program. There will be a general advisory committee meeting 25 January 20 establish guidelines. Rhonda asked why there are no more program “kick-offs”. Brendan stated that they have been suspended based on attendance, cost, and feedback from committee members.</p> <p>Geary Greenleaf reported LCC will soon announce a position opening for an Allied Health Coordinator. Attendance at LCC-Woodland is increasing. He commended Alex Whitman on her Spanish distance education program. Geary, Fran Zarubick, Barbara Adams, and Rosana Ahmadifard, will meet to discuss scheduling the classes needed by Running Start students. LCC is in preliminary discussions with Castle Rock High School to offer college-level classes at the high school. The classes will be primarily in math and science. The plan for a common course number system for community and technical colleges is moving along. The committee plans to submit a proposal to the Instruction Commission by the end of this academic year. The numbering system will include 50—60 of the most common classes. The allotment for the balance of this year’s funding for work study will be decided soon. Geary asked that department chairs send their work study requests to him. Laurel added there are critical service areas (tutoring center, learning center, testing center, and the computer center) that require work study funding to operate. Funding to other areas will have to be scaled back. George Dennis asked if the lack of work study funding has addressed with the State. Mary Harding explained how the funding process normally works, but unfortunately funding that has usually been approved by this time has not come through.</p>	<p>Informational.</p> <p>Informational.</p>

Reports from Council Members or Guests	<u>Highlights/Action Taken</u>
<p>--Jerry Zimmerman reminded the Council the William Vest Lecture, featuring Ronald Takaki, will be 10 February 2005. This is the 20th anniversary of the Vest Lecture. In late February or early March, Jerry, Dennis Shaw, and Scott Rausch, will offer a seminar on "America in a Different Mirror: Re-Visioning Our Nation's Past" by Ronald Takaki. PDU's can be earned for attending the seminar and submitting a one-page written review. Jerry also reported that Dan Johnson has put together the Winter quarter film series which is focused on African-American films (handout).</p> <p>--Alex Whitman reported that the L&L instructors have established criteria and now require an exit essay of all English 101 students. She also reported that an e-writing component has been added to the Compass test. The test is graded electronically. The new testing will be utilized for Spring Quarter for class placement.</p> <p>--Rhonda Meyers asked if there is any data available as to the utilization of the class-free hour. Mary Harding said that she attended the Martin Luther King presentation during Tuesday's class-free hour and it was well attended with 30-40 students as opposed to 3 students the previous year. Javin added that there are still classes held during the class-free hour and the ASLCC would like to see a truly class-free hour offered to students. George offered that the scheduling may be due to facility scheduling issues. Geary added that the nursing department has scheduling requirements that may conflict with the class-free hour. Laurel said that she and Geary will research the scheduling.</p> <p>--Mary Harding reported that Student Services is working on e-write portfolios. Also, Kelso High School has asked LCC to explore the possibility of offering classes to their students on how to prepare for college and a career; what it takes to get into college; and funding for college.</p> <p>--Jim Stanley reported the Future Business Leaders of America will be on campus 11 February 2005.</p> <p>--George Dennis reported that the Tutoring Center has student success and achievement statistics for the 2004 Fall Quarter. He will distribute electronically to Council members.</p> <p>--Mary Stone reported there will be a college degree showcase featuring Human Development careers offered on 26 January. Mary also distributed a new LCC scholarship application form for 2005—2006. The application will be available on the LCC website. Scholarship application showcases will be offered to students in February and March 2005. Mary will e-mail students the information.</p>	

Meeting Adjourned 4:38p.m.