

LOWER COLUMBIA COLLEGE
INSTRUCTIONAL COUNCIL MINUTES
15 February 2005

Attending: George Dennis, Allan Evald, Geary Greenleaf, Rhonda Meyers, Dennis Shaw, Mary Stone, Alex Whitman, Laurel Williamson, Fran Zarubick, Jerry Zimmerman, and Erin Wilson (recorder).

Members Absent: Brendan Glaser, Mike Gabriel, Mary Harding, Jim Stanley, and Javin Bakke (student representative).

Guests: Scott Dennis, Wendy Hall, and Faye Olason.

Laurel Williamson called the meeting to order at 3:03 p.m.

Consensus Agenda	<u>Highlights/Action Taken</u>
Minutes of 18 January 2005 meeting approved with a correction. With regard to faculty mentoring program, it will now read, "Laurel suggested that new fulltime, tenure-track faculty, and temporary fulltime faculty, be assigned a mentor."	Correction noted.

Program Needs Assessment and Evaluation	<u>Highlights/Action Taken</u>
<p><u>ANGEL Update:</u> Scott Dennis reported that LCC currently has 893 active student ANGEL accounts/users and 50 active faculty ANGEL accounts/users. Approximately 20% of the users are on-line or distance education students. ANGEL can be used for instructor/student communication, chats, or a group forum. Instructors can use utilize the grade book portion which allows students to view their grades throughout the course of the class.</p> <p><u>Title III Update:</u> Faye Olason reported on Title III activities. Gary Brown will be the speaker at the 17 March 2005 in-service day. Mr. Brown will discuss using technology in instruction. Mr. Brown will speak in the morning and then participate in smaller 90 minute group discussions. In addition, there will be other 90 minutes sessions featuring Deborah Brink and Klint Hull on Learning Across the Curriculum; Fran Zarubick and Don Correll on Creativity; and Scott Dennis offering an extended version of Intermediate ANGEL training. Jerry Zimmerman has suggested a "how-to" session for creating and implementing an integrative studies course. Jerry will assist in recruiting other faculty members to facilitate the discussion. Dr. Mary Ellen Weimer will be featured at the Fall in-service day scheduled for 15 September 2005. Faye also reported that Title III has Real Player available on a computer in the Title III TLC. Real Player allows people to view streaming video. Title III surveyed LCC faculty and staff regarding iStream usage and received little feedback. Title III staff would like feedback on iStream in an effort to help decide if their resources would be better spent in another way. The annual iStream subscription is \$2500. Jerry asked if the funding could be used to host a film series. Faye stated the funds could be used for a film series. Faye also mentioned that there will be offerings celebrating the 100th anniversary of Einstein's publication of his Theory of Relativity. Celebrating Einstein is the result of a suggestion by Dennis Shaw.</p>	<p>Informational.</p> <p>Informational.</p>

Foundation Grant Applications: Laurel announced that Merlene York has set a 4 April 2005 deadline to apply for Exceptional Faculty funding. Laurel encouraged faculty to think broadly and apply for funding for program development, film series offerings, program marketing, etc.

Instructor Drop Survey Results (handout): Council members agreed that students who do not contact their instructor may be dropped from a class if that student misses two class periods during the first five days of class (or the misses the first week of class if the class is held one or two days per week). The seat will then be filled with a student from the waiting list. Student services will develop a form, and formal procedures, for instructors to report these students. Laurel said she thinks the procedure should be in place for Fall quarter 2005, and possibly Summer quarter 2005.

2006 Winter and Spring Quarter Schedule Planning: Laurel reported that a meeting is scheduled for 12 April 2005 for Laurel, the deans, and department chairs to discuss scheduling. Laurel explained there is a need to create a coherent evening program with a two year direct transfer agreement. The group will also discuss an upside down business transfer degree, summer programs, weekend classes, and other creative ways to offer classes. Laurel suggested the department chairs invite instructors from various programs within their departments to the meeting. Geary Greenleaf added that they will look at what other colleges are offering for comparison. Laurel said that instructors will be encouraged to offer hybrid evening classes. Laurel would also like to see more full-time tenured faculty teaching evening classes. Jerry asked if new faculty members are told that they may be asked to teach evening classes. Laurel stated that it is in the faculty contract that teaching evening classes may be required. Alex Whitman stated she thinks hybrid evening classes are a good idea. Dennis Shaw added that hybrid classes that combine distance education and limited night contact should be considered. Alex suggested Student Services provide students with advisors who specialize in evening class offerings. Laurel asked Mary Stone to address this with the Student Services Council. Mary stated that there are times during the quarter that advisors are available to the students in the evening. Alex asked if there is any preliminary market research that can be used in deciding what courses should be offered. Laurel responded that there is some research, but more research may need to be done by way of survey or focus groups. Fran Zarubick stated some faculty members have presented ideas for offering condensed, four or six week, courses during Summer quarter. Dennis added that it is difficult, and sometimes unrealistic, to collapse course instruction into a shorter time period.

Creation of Integrative Studies Committee and Capstone Committees: Laurel handed out the list of members for each committee. The Capstone Committee will meet 18 March 2005, and the Integrative Studies committee will meet 24 March 2005. Fran Zarubick suggested Don Correll be a member of the Integrative Studies Committee and Jerry suggested Michael Strayer also be a member of that committee.

Informational. Applications must be submitted to the Foundation by 1 April 2005.

Student Services will develop a form and formal procedure.

Discussion. The Vice President and Dean of Faculty, three deans, and eight department chairs, will meet 12 April 2005.

Informational. Committees will meet in March 2005.

Reports from Committees	<u>Highlights/Action Taken</u>
<p><u>Curriculum Committee.</u> Fran reported that the committee heard a proposal to split an intermediate photography class into two classes: studio photography and photojournalism. Mary Stone and Anne Bartlett proposed adding a new leadership course that would be a component of the Honors Program. Fran also reported that the committee discussed student plagiarism and cheating issues. The committee agreed to bring the issue to the Instructional Council for discussion. The Curriculum Committee suggests students sign agreements, in each class, not to plagiarize or cheat. Laurel asked how this would be monitored. Alex stated that at one time she had her students sign a similar agreement. She also stated that L&L department members have a zero tolerance for cheating or plagiarism. Geary said the committee thinks a student would be more likely to read an agreement provided to them by the instructor rather than reading the cheating and plagiarism policy stated in the student handbook or printed on a course syllabus. Laurel asked what the intention of the agreement is. Fran stated that is it to provide awareness and to better define plagiarism to students. She added that some students may plagiarize unintentionally. Dennis Shaw suggested that athletics adhere to a zero tolerance cheating and plagiarism policy with their athletes. Jerry Zimmerman added that activities are a privilege and not a right. Laurel asked Mary Stone to address this issue with the Student Services Council and suggested they review the wording in the student handbook to see if needs to be strengthened. Laurel directed department chairs to discuss this issue with their departments. This will be on the 19 April 2005 Instructional Council agenda. Mary reported that the Curriculum Committee also discussed WSU-V Institute course numbering. Geary stated that there is a problem with the transfer of a history class and whether it is a humanities class or a social sciences class. He stated it was sent back to the departments for discussion.</p> <p><u>Faculty Development Committee:</u> Laurel reported approximately \$7,000 was awarded and approximately \$3,000 was given tentative approval. The applications given tentative approval will be approved or disapproved based on a ruling from the Attorney General's office. George Dennis added that there is approximately \$1,200 in faculty development funds still available.</p> <p><u>Assessment:</u> Wendy Hall reported assessment procedures have been reformed this year and that committee members serve as liaisons to departments. She stated that this is working well in non-instructional areas, but not well in the instructional areas. She asked the Council if there is a better way to address assessment and would like to discuss this at a future Instructional Council meeting. Laurel added that the assessment process is not optional and departments must participate.</p> <p><u>General Education Committee:</u> Geary reported that the committee has determined preliminary guidelines for development of learning outcomes. The information will be presented to selected faculty for comment and then will be distributed to all faculty members.</p>	<p>Discussion. Department chairs will discuss this with their departments. This item will be on the 19 April 2005 agenda.</p> <p>Informational.</p> <p>Informational. Will be on April 2005 agenda.</p> <p>Informational.</p>

Reports from Instructional Administrators	<u>Highlights/Action Taken</u>
<p>Fran Zarubick reported she has been working with faculty to develop new courses to increase the number of FTE's. She said there is some confusion among faculty about criteria for dropping courses. Mary Stone suggested adding more late-start classes for students who need to add credits later in the quarter. Laurel suggested adding late-start five credit course offerings. Mary suggested looking into Saturday offerings. Jerry stated that some ten credit integrative studies courses offer an extra one credit seminar. Fran suggested that Instructional Deans might consider developing "ghost" courses that can be easily added as other courses fill. This could eliminate cutting some courses.</p>	<p>Informational.</p>

Reports from Council Members or Guests	<u>Highlights/Action Taken</u>
<p>Alex Whitman stated that, because there is value in cross-disciplinary activities, Spanish speaking Head Start students will visit the Spanish 102 classrooms. The Head Start students will be able to observe how difficult it is to learn Spanish. Alex also reported that Meghan Wysong worked with Robert Moehle to translate a video into Spanish. Also, Alex and Meghan have invited ESL instructors and students to visit their classes.</p> <p>Mary Stone reported there is a college degree showcase 16 February 2005 featuring Joyce Behrens from the University of Washington who will present information for a career as a Medical Lab Technician. Mary also instructors to encourage students to sign up for the new EDUC 250 Leadership class.</p> <p>Allan Evald reported that the Pulp & Paper program is moving forward and students will perform paper testing.</p> <p>Dennis Shaw reported that Ronald Takaki's lecture was very successful. Laurel added that his lecture was very interesting. Dennis stated that there is a problem with equipment being abused in some classrooms. Laurel asked that if an instructor finds a classroom where the equipment has not been properly stored, turned off, etc., that they report it to her by e-mail.</p> <p>George Dennis reported that the Title III Steering Committee is assessing the linked classes and looking at different approaches. He said they are researching and redefining the cornerstone experience for under-prepared students. George said there will be future meetings to discuss different approaches and asked that instructors take part in the discussions.</p> <p>Jerry Zimmerman reported that the Health Services department wants to offer a speaker series on health issues. They have formed a subcommittee to begin the process. Also, the nursing instructors continue to work on curriculum development. Also, Deborah Brink is developing a film series focusing on the culture of India.</p>	

<p>Rhonda Meyers reported the math department continues to work on curriculum development. The math and science departments have planned a field trip to the Gorge. Also, Rhonda will participate in a Title III Brown Bag discussion on Student Centered Learning.</p>	
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Meeting Adjourned 4:40p.m.