

LOWER COLUMBIA COLLEGE
INSTRUCTIONAL COUNCIL MINUTES
19 April 2005

Attending: George Dennis, Allan Evald, Brendan Glaser, Geary Greenleaf, Rhonda Meyers, Carmen Robinson, Dennis Shaw, Jim Stanley, Mary Stone, Alex Whitman, Laurel Williamson, Fran Zarubick, Javin Bakke (student representative), and Joyce Niemi (recorder).

Members Absent: Mary Harding, Jerry Zimmerman

Guests: Wendy Hall and Faye Olason.

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

Consensus Agenda	Highlights/Action Taken
Minutes of 15 February 2005 meeting approved.	None

Program Needs Assessment and Evaluation	Highlights/Action Taken
<p><u>Faculty Mentor Handbook:</u> Laurel asked for discussion on the faculty mentor handbook. Mary asked if the program is meant to be mandatory. Laurel indicated that it will be for new probationary faculty. Rhonda stated that the Science Department. has major concerns with making the program mandatory. They support making it readily available and promoted but not mandatory. Laurel said that there concerns would be taken under advisement but the program will move ahead. Mary asked if the mentor must come from within the department. Laurel stated that the mentor could come from anywhere there is expertise.</p> <p>Mary questioned the guidelines for learning plans. Laurel indicated that it is not ready at this time. George added that Adam Wolfer had given good feedback and that the belief is that the guidelines need to be very flexible. They do not need to be defined in detail. To a large degree it should be left up to the faculty member and the mentor.</p> <p>Rhonda asked if the Department Chair would choose the mentor. George added that perhaps the departments could make a short list of people to be mentors. Laurel agreed but stated that the final decision would be left to the Vice President and appropriate Dean. She added that there may be sensitive considerations that are not open to public knowledge. Mary asked what would happen if the mentor is at odds with the probationary committee. Laurel stated that the mentor program is totally separate from the probationary process. The mentor plays no part in the evaluation process. She added that the faculty contract is very clear on the probationary process. Jim agreed and added that there are many evaluation tools used in the probationary process. Fran asked how the learning plan fits in with the teaching effectiveness plan that faculty must write as per the contract and which is evaluated by their probationary committee. Laurel answered that the mentor learning plan is totally separate. She added that a probationary faculty could submit a mentor learning plan to a probationary committee but that it would not be an official evaluation tool. Fran asked if there was language in the handbook to cover a situation where a faculty and a mentor were not suited to each other.</p>	<p>Discussion.</p>

Laurel said that there was (section not found in this particular version, Laurel will double check and add if necessary). She added that the success of the program rests to a large degree on the compatibility of the faculty and mentor. Jim asked if this would have any affect on current probationary faculty. Laurel stated that it would be for new people. Brendan added that it would need to be negotiated into the new contract.

Title III: Faye Olason reported on Title III activities. She announced that Adam Wolfer will be leaving his position as Faculty Liaison. She added that they are taking a good look at how they will replace him and what the position will look like. Faye also reported that they have changed the name of the “Brown Bag” sessions to “Professional Development Sessions.” Faye said that a group from Grays Harbor Community College Title III Program would be on campus Monday 25 April for a two hour visit. Kathy Demarest is giving them a tour of the Learning Center. If anyone has any other suggestions or would like to be included contact Faye. Faye was happy to announce the purchase of a Document Imaging Program. Training has begun for staff. At this time, Steve Jones has the most knowledge. Faye told the group that the spring book of the quarter is *The Physics of Star Trek*. The discussion will focus on the book as well as the incorporation of popular culture. Faye added that this book is not meant to be in competition with the Staff Book Seminar sessions.

Plagiarism and Cheating:

Fran stated that plagiarism was discussed at the last Curriculum Committee meeting. The committee will be asking that the plagiarism policy be stated on all syllabi handed out to students. Laurel agreed with the decision stating that she knew of several incidents of plagiarism during winter quarter. Fran said the question is when and how to start implementing it. Mary informed the group that plagiarism will be discussed during student orientation starting fall quarter. It will be interactive with students given four scenarios and asked which one(s) are plagiarism. They all are a form of plagiarism, so students should finish the orientation with a better understanding. Mary also said that having students sign a document on plagiarism as part of the registration process using the new Document Imaging Program had been discussed in Student Services. It was decided that it would not work because of community education classes, etc. Laurel asked Javin if student government felt that the language used in the student handbook was sufficient. He said that they feel the language is very clear and sufficient. He also stated that they had discussed students signing a document for every class but felt that was going overboard. If there could be one document that covers every class it would be fine.

Laurel asked what would be the best way to implement a new procedure. Mary said it is very important that a standard statement be used on every syllabus. Laurel agreed that the same language needs to be used. Laurel asked if the statement used in the student handbook would be sufficient. It was agreed on. Laurel’s office will send out an announcement including the statement. This announcement will go out both electronically and in hard copy. Javin said that the students believe the policy should be pointed out when the syllabus is gone

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<p>over in class. Laurel told him it can be suggested but not required. George asked how this policy differs from the faculty choice to fail or not fail a student based on a plagiarism incident. Fran said that the handbook clearly gives faculty the choice. She added that there is no grievance policy that covers plagiarism issues specifically. Laurel added that even though that is accurate, a student can grieve whatever issue they have, which could include plagiarism issues. Laurel said that faculty are on firm ground as long as the policy is there. She also added that faculty can use their discretion on whether to fail a student for the entire course or the project.</p> <p>Fran said that there was also discussion at the Curriculum Committee meeting on students using their own writing in more than one paper for more than one class. She added that it is not covered in the student handbook. Alex said that it is covered in the MLA Handbook and that it is plagiarism unless the student gets permission from the instructor. Mary said that the Student Services staff does not agree with that as long as it is the student's own writing. Alex restated that it is covered in the MLA Handbook. Alex will forward the section of the MLA Handbook covering plagiarism to Laurel for review.</p> <p>Fran said the Curriculum Committee also had a concern about students using cell phones to cheat by the use of text messaging. Laurel said that perhaps the student handbook needs to be expanded to cover these issues.</p>	
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Reports from Committees	<u>Highlights/Action Taken</u>
<p><u>Assessment Committee:</u> Wendy Hall reported that the committee is assessing the college assessment process to see what works and what does not. The LCC process is modeled after Nichols and concentrates on three major areas:</p> <ol style="list-style-type: none"> 1. Degree & Certificate Programs 2. Special Programs 3. Non-Instructional Departments <p>Wendy also reported that areas or departments that are required to do external accreditation reports, such as Nursing, should not be required to do an additional internal one. The external should be acceptable for both. She also said that the committee is looking for ways to make the process easier for faculty.</p>	<p>Informational</p>
<p><u>General Education Committee:</u> Geary Greenleaf reported that the first draft of the Learning Outcomes will be distributed to faculty the week of April 20. He hopes to receive feedback from faculty. The expectation is to have a set of outcomes by the end of this quarter.</p>	<p>Informational</p>
<p><u>Curriculum Committee:</u> Fran Zarubick reported that a presentation was given by the Math Department on the updating they have done on the outcomes in their course planners. They were accepted by all and noted the hard work that had gone into the process. She also said that there were some curricular changes made to Math 92 as it had too much content. Fran also reported that Entry Testing was discussed. The committee feels that there needs to be a better understanding of</p>	<p>Informational</p>

<p>the process. Fran also said that the committee discussed the need for an instructor initiated student drop from classes.</p> <p><u>Faculty Development Committee:</u> Laurel reported that the committee will meet May 11 to review faculty applications.</p>	<p>Informational</p>
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Reports from Instructional Administrators	<u>Highlights/Action Taken</u>
<p><u>Fran Zarubick:</u> The Math department has been working hard updating the outcomes in their course planners. Fran also reported that she and Geary have been working with the Math Department on different issues and that real progress was being made. Laurel agreed and commended the work being done. Fran also reported that the Home and Family Life program is taking a close look at the hours they offer child care. They feel that if they come up with more concrete hours they will better serve the students. She also reported that the Business Department is discussing the development of an upside down degree. Fran reported that things are going smoothly in the Social Sciences Department. She said there are more and more students who want to take integrative studies. There is some concern that this will cause unwanted competition with other classes. Fran also reported that the Music Department will have a new program to bring to the Curriculum Committee, possibly in May. Fran reported that Head Start is feeling the impact of high gas and high health care costs.</p>	<p>Informational.</p>
<p><u>Brendan Glaser:</u> The Pulp & Paper Program is moving forward. They hope to meet with the Curriculum Committee in May. They are working with Dr. McLaughlin on an outreach campaign and hope to do a community survey. Brendan also reported that the Perkins funds are spent for this year. There is some retraining dollars available for equipment.</p>	<p>Informational</p>
<p><u>Geary Greenleaf:</u> Geary reported that Standard 2 is in process but additional information is still needed. Geary also reported that there is a plan to hire a full-time temporary faculty to work in the Allied Health area. The hope is to develop some partnerships and alliances to deliver programs in the Allied Health area. They would be programs that are needed in the employment arena but that LCC could not sustain alone because they would not be high enrollment programs. Geary said that the main concern is the need of a delivery platform.</p>	<p>Informational</p>
<p><u>Laurel Williamson:</u> Laurel reported on the 12 April schedule development meeting with Department Chairs. Evening and weekend offerings were discussed as well as an evening direct transfer program that a student could finish in 2.5 years. She said that perhaps a class would meet once a week and use distance delivery for the other classes. Laurel stated that the college must commit to some low enrollment classes. Laurel reported that there are five interviews scheduled for the math positions. One of the positions will concentrate on pre-college including the Math Lab. The other position will teach in the Math and Sciences. Both require a Masters degree. Laurel said that they are also scheduling for the Business Department</p>	<p>Informational</p>

<p>interviews. She also reported that Bonnie Howard would be retiring August 31, 2005.</p>	
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Reports from Council Members or Guests	<u>Highlights/Action Taken</u>
<p>--Rhonda Meyers reported that it has been very difficult to coordinate department meetings because of teaching schedules. She also reported that beginning next Winter quarter the Science Department will go back to three hour labs. Rhonda said the department will be very happy to have Adam Wolfer back in the department next year.</p>	<p>Informational</p>
<p>--Mary Stone reported that a college central network has been developed. This network allows all available jobs to be online including student help and work-study jobs. Mary said it should be up and running by the end of May. The hope is that local employers will take advantage of this network as well. Mary said that they would like students to put their resumes online but that it would not be required. Mary is currently working with Nonnie Weaver on the College Degree Showcase and that she plans to work with the Language & Literature department next.</p>	<p>Informational</p>
<p>--Carmen Robinson reported that there are many changes taking place in the library. She said that the library staff is working hard but asked for patience. Carmen also reported that she will be attending an Information Literacy emersion program. One of the topics to be covered is technology and its place in information literacy.</p>	<p>Informational</p>
<p>--George Dennis provided a winter quarter tutoring center report (handout). He reported that 80% of those students who receive tutoring pass. George also reported that the online writing program is moving slowly, mainly due to staffing issues. They hope to have it available to all English 100 and 101 classes by fall. He also reported that the first ever tutoring evening was a great success and thanked ASLCC for their support of the evening. Laurel took this opportunity to add her thanks to ASLCC for their continued support of the tutoring program.</p>	<p>Informational</p>
<p>--Alex Whitman invited Mary Stone to their next department meeting to discuss the College Showcase. Alex reported that she will be using a different program for her distance education Spanish starting next fall. She will be working closely with the library. Alex reported that the Language & Literature Department has three major areas of concern under discussion at the moment:</p> <p style="padding-left: 20px;">P-Placement is a very important issue. Proper placement is instrumental to student success.</p> <p style="padding-left: 20px;">P-Participation. How can writing be used more across the disciplines.</p> <p style="padding-left: 20px;">P-Passing. The department is considering an exit essay requirement. They are also doing research on what should be considered passing, a C or a C minus. She said they are doing research on the topic and what is done at other schools. Laurel asked</p>	<p>Informational</p>

if many schools use the plus and minus system. Alex responded that not many do use that system.

P-Plagiarism is a serious concern. Winter Quarter was a bad one for plagiarism. Alex also reported that member Language & Literature faculty are very busy this with NW Voices, The Film Festival celebrating India, Salal, The Honors Program. She also said that four faculty are attending a conference on "Why We Teach What We Teach."

--Javin Bakke reported that ASLCC will hold elections this spring and are beginning to prepare for them now. All candidates must be checked for validity. Javin also reported that the Student Government program is large this quarter and very busy.

--Jim Stanley reported that there are several personnel issues in the Business Department at the current time. He also said that the department is looking at the "vision" of the future. They are discussing how their department can work with other departments, especially Math and English. The Business Dept. also had plagiarism concerns Winter Quarter. He reported that they also have concerns about the writing capability of many of their students. There is discussion on having an English prerequisite for at least some Business courses. Jim reported that the CIS 290 Project team is working on a web page which will be used for public relations and marketing the department. Alex invited Jim to the next Language & Literature Department meeting to discuss mutual concerns.

--Dennis Shaw reported that Fran had covered his area in her earlier comments.

Laurel took a moment to remind everyone of the Spring Book Discussions on the fiction book *Secret Life of Bees*. The discussion groups will be held May 13, 16, 17 and 23.

--Allan Evald reported that the Vocational Department is busy helping with the plans for the Pulp & Paper Program. He also reported that the yard sale went very well. Allan said that they are also planning for some facility shuffles. Allan reported that the department is busy making contacts with businesses who could be future employers of their students. Allan reported that all of his current students could be employed now if they were ready. Allan and Jim attended a meeting with a Georgia Pacific executive from Alabama to discuss how LCC might work with them. Allan also told the Committee that by 2008 there will be 32,000 Professional Technical trade employees needed in the Portland area alone. The department is looking hard at how they can use Public Relations and Marketing to help their students and future students capitalize on this.

The meeting adjourned at 4:35pm.

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