

**LOWER COLUMBIA COLLEGE**  
**INSTRUCTIONAL COUNCIL MINUTES**  
**17 May 2005**

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

**Members Absent:** George Dennis, Mary Harding, Rhonda Meyers.

**Guests:** Wendy Hall, Faye Olason, and Adam Wolfer.

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

<b>Consensus Agenda</b>	<b>Highlights/Action Taken</b>
Minutes of 19 April meeting approved with one addition. At the end of Jim Stanley's report the following statement was added. Alex Whitman invited Jim to the next Language & Literature Department meeting to discuss mutual concerns.	One addition noted.

<b>Program Needs Assessment and Evaluation</b>	<b>Highlights/Action Taken</b>
<p><u>Title III:</u> Faye Olason reported on Title III activities. Pam Cox, Interact website consultant, will be on campus May 23 &amp; 24 to meet with different groups on the new website templates. Faye expressed the importance of making all faculty aware that when the current information is migrated over to the new site, it will only migrate down to the third level. Any information below the third level will be lost. Faculty need to back up their web pages. Javin asked if Student Government would be included in the visit with the consultant. Faye said that Dan Johnson is scheduled to meet with Ms. Cox. Faye said that more updates will come as the project progresses.</p> <p>Faye reported that a survey had gone out to adjunct faculty on how they might better be served. They will send out a similar survey to both staff and full-time faculty.</p> <p>Faye told the committee that there is staff development money available through Title III. She passed out a handout on how to apply for a mini-grant and requested that department chairs take them back to their members. She also said that there is money available for journal subscriptions. Any faculty members who have specific journals they are interested in should contact Faye. Carmen asked if that could include electronic journals. Faye said that she did not see why not. Carmen also asked if this was ongoing money. Faye said that it would end when the grant ends.</p> <p><u>Peer Review Task Force:</u>            Laurel asked for three volunteers to serve on a Peer Review Task Force. Laurel stated that the current Peer Review form used in the Probationary Review process is of very little value. This is especially true since the department structure has changed. Laurel said that the Peer Review form is not a mandatory part of the probationary process. One question for the task force to consider is whether to</p>	<p>Department chairs should inform their department members that any website information below the third level will be lost when migrated to the new website. Faculty need to back up their web pages.</p> <p>Department chairs should share the mini-grant information with their department members.            (Handout)</p> <p>Three member task force to meet and review Peer Review form.</p>



review.

Assessment Committee:

Wendy reported that the Assessment Committee is working to get reports ready well in advance of the accreditation visit in October. She also said that they would like to include assessment as a part of in-service day. They recently held a workshop on classroom assessment. It was not well attended but a lot of interest was shown. We hope that if workshops were offered on an in-service day, they would be better attended.

Wendy told the committee that the Guidelines for Planning & Assessment should be out by the end of the year.

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General Education Committee:

Geary handed out a draft copy of the *Proposed General Education Plan Definitions and Goals*. Geary said that the draft was also sent out to faculty electronically. Comments on the draft must be in to Geary by 27 May. He would appreciate as much input as possible.

Informational  
(Handout)

Capstone Committee:

Geary went over the Capstone Committee report. Geary reported that the committee had discussed a description of capstone, that the Committee had discussed how to compensate faculty for the extra workload involved in a Capstone course, and that they were discussing the possibility of using some of the same outcomes that General Education uses. He said they would not be able to use all of the outcomes. An example is that not all Capstone projects include a numeracy component. Dennis stated that Capstone is meant to be interdisciplinary. Dennis also stated that they are a minimum 5 credits. Jim said that BSAD 207 (Statistics) is a two credit Capstone with BSAD 206 as a prerequisite. Laurel stated that the Capstone Committee has been charged with better defining a new plan for Capstone courses with guidelines that would be followed.

Discussion  
(Handout)

Geary also reported that David Benson brought up the idea of having an additional two credit seminar to go with his Capstone. Geary said that there are pros and cons to the idea. Geary said that it would allow students to have more content before they choose their research project. Many students wait until their last quarter to take their Capstone, however. Javin voiced a concern that it would mean extra tuition for students. Dennis said that students would not be required to take the seminar but it would offer them the choice if they wanted to enroll. Mary asked about distance education Capstone courses. She asked if chatrooms were considered a seminar. There does not seem to be a clear answer. Carmen stated that she has always been very impressed with the research done by the online class on the novel.

Integrative Studies Committee:

Geary handed out the following draft documents for Integrative Studies: By-Laws; Catalog Description; Course Configuration Requirements; Selection and Scheduling Criteria. Geary asked that these documents be taken back and discussed with department members. A vote will be taken electronically in June. Dennis asked if the drafts could be sent out electronically. Laurel's office will see

Discussion  
(Handouts)  
Laurel's office will send out  
draft documents electronically to



<p>of grant writing. She will help faculty identify potential grants and assist with grant development.</p> <p>Fran Zarubick reported that the Fine Arts building is scheduled to be demolished this summer. Gary Nyberg and Martin Sherry will be moved to the DTV building. Don Correll will be moved to the IOB. Fran reported that the Business Department is going through some big changes. They are about to start interviews for the position left by Bonnie Howard's retirement. The department is also looking at new course directions. Fran said that HOFL/ECED is also looking at changes as the state has made changes in how their outcomes are measured. She also said that Ann Williamson and Colleen Lemhouse will be attending an excellent conference in Colorado during June to look at a premier early childhood education program. Fran reported that Rosemary Powelson-Bailey is back in Longview. Fran reported that the Jazz Ensemble has 17 young people in it and that their first concert will be 8 June. The Music Department hopes to start a Percussion Ensemble in the Fall.</p> <p>Fran reported that the Exceptional Faculty Committee is looking at the process used for reviewing faculty applications. There is some concern that the type of projects that can be funded is not clearly articulated. The Committee is working on the language. She said that all but two projects were funded and that the letters have gone out.</p>	<p>+ Informational</p>
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<b>Reports from Council Members or Guests</b>	<b><u>Highlights/Action Taken</u></b>
<p>--Jerry Zimmerman reported on the new Allied Health Program. Mary McClay has been hired on a temporary basis to get the program up and running. Geary explained that Peace Health is concerned that people they hire do not always meet the required skill sets. The new program will work to get entry level people up to a basic skill level. Peace Health has said that they will give those who have a certificate first choice at jobs.</p> <p>Jerry said that LCC will host the state baseball playoffs over Memorial Day weekend. He also reported that the book discussion groups have not had the involvement that had been hoped for. He suggested that perhaps if we could plan up to a year ahead so that people knew the books to read well in advance. He also suggested selecting and announcing the books before the end of this school year so that people could read them over the summer.</p> <p>--Allan Evald reported that most of his department members had attended a Metals Industry Expo in Portland last week. The purpose of the expo was to introduce high school students to the metals trade. This was the first time it had been done in Portland and it was very well received. Allan said there is discussion on having one in the Tacoma/Seattle area. Brendan added that the trend data show that manufacturing in the state of Washington continues to be very vital. Allan also reported that their department was receiving a donation from Weyerhaeuser of instrumentation and welding equipment. Allan also said that his department is very interested in making a promotional CD of information about their department. This CD would be used for marketing purposes. He said that funding is an</p>	<p>Informational.</p> <p>Informational.</p>

issue. They received a Faculty Excellence award but it is not enough to cover the entire cost of the project. Laurel added that she has seen a CD done by a community college in Texas. The presentation is excellent but it is expensive to do. They will continue to look for additional funding.

--Dennis Shaw reported that Martin Sherry is trying to get a music production program started. They are waiting for a list of equipment needs at the moment. Dennis also reported that Mike Dugaw has earned a position on the *National Endowment for the Humanities Landmarks of American History Workshops for Community College Teachers*. The workshop titled *Currents of History: The Columbia River & The Making of the West* will be held this summer at Portland State University. Dennis also said that Mike has submitted a paper on Lewis & Clark to the Cowlitz County Historical Society. Dennis reported that Jerry and he are working on a project to target the community to find out what LCC can do for the community and to help identify and explore needs that are not being met—and how we can meet them. They hope to include people with professional degrees in the hope that they will come to see LCC as a viable educational option. The plan is to have focus group sessions. After much discussion, they have named their group the *Luminary Society*.

--Jim Stanley reported that the Business Department is taking a hard look at several of their programs. Some major changes need to take place in order to keep up with the rapid changes that take place in the industry. CIS is a good example of this. They are considering the option of starting from scratch and rewriting their entire program due to major changes. He said that it might be easier in the long run to start from scratch rather than try to make so many changes. Javin voiced a concern about those students currently in the program. Jim replied that this would be something that would happen over time and that no student would be left behind. Jim said that the Business Program is almost to that point as well. Fran said that they are considering taking the core program created by Mary McClay for Allied Health and using it as part of a Business Program for Health Care Managers. She added that it is just in the discussion stage at this point.

--Adam Wolfer reported that Rhonda will be out for several weeks following surgery. He also reported that both Chemistry and Biology are working on changes.

--Mary Stone reported that there had been a good turn out for the English Career Showcase presented by Joe Green. She also reported that the job search system *Higher Connections* should be ready by September. Mary asked the members to encourage students to apply for scholarships. Mary also reported that there are two Honors classes listed in the Fall schedule. The Honors brochure should be out soon. There is a limit of 15 students per class. Students must have a letter of intent to enroll in an Honors class. This letter must be presented before they can register for the class.

--Carmen Robinson reported that departments need to notify her as

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