

**LOWER COLUMBIA COLLEGE**  
**INSTRUCTIONAL COUNCIL MINUTES**  
**18 October 2005**

**Attending:**

George Dennis, Brendan Glaser, Geary Greenleaf, Jessica Juell (student government), Helen Kuebel, Rhonda Meyers, Dennis Shaw, Jim Stanley, Mary Stone, Laurel Williamson, Alex Whitman, Janis Wright, recorder

**Members Absent:**

Fran Zarubick, Jerry Zimmerman

**Guests:**

**Laurel Williamson** called the meeting to order at 3:30 p.m.

<b>Consensus Agenda</b>	<b><u>Highlights/Action Taken</u></b>
<p>Minutes of 17 May meeting approved with one correction. Minutes should read that the following proposal will be presented to Curriculum Committee: The minimum grade in English 101 for satisfying the prerequisite for English 102 is raised from C- to C. The minimum grade in any of the six Spanish classes for satisfying prerequisites at each level is raised from C- to C. (The statements were given under the report by Alex Whitman/Language &amp; Literature).</p>	<p>One correction noted.            Motion-Jim Stanley            Jerry Zimmerman-2<sup>nd</sup></p>

<b>Program Needs Assessment and Evaluation</b>	<b><u>Highlights/Action Taken</u></b>
<p><b>Outstanding Student Award Receptions</b>            Laurel said she would like to have new ideas for honoring students. We need to have a better presentation with more consistent speeches.            The main consideration is: “What makes the honoree special.”            Whoever nominated student either give presentation or write statement about student to be read at reception. We need to have more relevant information about recipients.            Jessica suggested having a social agenda with a theme. She will take the issue back to the student government for ideas and suggestions.</p> <p><b>Curriculum Committee in Evaluating Delivery Mode of Courses</b>            Geary stated that next week a joint meeting is planned with Capstone and Integrative Studies committees.            Laurel asked if the Curriculum Committee makes the decision if your curriculum is college level or not?            Dennis Shaw stated that it has been understood by the committee but that delivery mode and capacity is up to the deans.</p> <p><b>Plagiarism Follow-up</b>            Laurel stated that she is going to encourage and strongly suggest that something is written about plagiarism in the faculty’s syllabi.            There are different types of plagiarism. She told the group that more emphasis is being put on plagiarism in Student Services and</p>	

<p>Running Start orientations. Geary asked if you can you plagiarize yourself? The current answer is that it is up to the instructor if a student can reuse a paper.</p> <p><b>Accreditation Visit Update</b> Laurel asked faculty to notify their departments about the upcoming accreditation visit. We need to make sure everybody is informed. The accreditation visit will take place Tuesday and Wednesday, November 8 and 9. Laurel will not be on campus until the afternoon of the 8<sup>th</sup>. It will be a regular 5 year visit. They will look at standards and assessments. The accreditation team will use IOB Conference Room as their workroom. The exhibits will be housed in that room as well. They will take a close look at the General Ed Committee, Financial Planning, Faculty Evaluations, Strategic Plan Process, and the Grievance Process.</p> <p><b>Peer Review Taskforce</b> Allan reported that the sub-committee had reviewed the Peer Review form and determined that the form needs to be changed. It is too generic. It is better to have a good product than rush though the process. Some questions to consider are: Who is the audience? Who and what type of form to be judged by? It was suggested to put out a general request to faculty as a whole (Faculty, Laurel, Deans) to ask what kind of questions should be asked. Laurel asked what we want the Peer review to tell us? Brendan suggested that some important areas include: Are you able to work with your colleagues? Are you able to work with area businesses, etc.? Behavioral questions might be different depending on job. Examples might be: Working well with hospital staff if you are a clinical staff member. Have different questions for different disciplines, behaviors.</p>	<p>Department chairs will announce accreditation visit.</p>
<p><b>Reports from Committees</b></p> <p><u>Curriculum Committee.</u> Dennis Shaw said that they had approved Program in Music George Dennis stated that College Readiness-INDV 085 class was approved. Jim Stanley said that a 1 year certificate Human Resource Management was approved.</p> <p><u>Faculty Development Committee:</u> Guidelines and bylaws for the 2005-06 academic year were reviewed and approved.</p> <p><u>Assessment Committee:</u> Moving along fairly well. Ruth Stiehl will be on campus in March.</p> <p><u>General Education Committee:</u> Didn't have a quorum. Communication and Problem Solving.</p> <p><u>Capstone Committee:</u> No report.</p>	<p><b>Highlights/Action Taken</b></p>

<p><u>Integrative Studies Committee:</u> No report.</p>	
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<b>Reports from Instructional Administrators</b>	<b><u>Highlights/Action Taken</u></b>
<p><b>Brendan Glaser reported:</b> <u>Technician of the Future Group</u> Some questions they are asking include: Where are things going in industry? What skills will they need? Deliver skills differently-try to have students on campus less time by using Web Base and Interactive Base delivery. <u>Basic Skills Area</u> Integrative Model – Two instructors for one class. Better learning outcomes. Learn Basic Skills in General Project area.</p> <p><b>Geary Greenleaf reported:</b> <u>Math Department</u> The department is working hard on the cut scores to better place students. Fran Zarubick, Lenore Vest and Geary Greenleaf will visit Montgomery College in Conroe, Texas, at the end of October to look at a Math Lab Best Practice. Steering Committee along with business members from the Woodland area meeting to offer suggestions and ideas for the LCC Woodland site. <u>Allied Health-Karen Kearcher</u> Clark Program. Need is critical but only for a small number of students. Ultra sound, Physical Therapy Assistant, Rad Tech. Labs at different colleges, clinicals here. Hopefully will start spring quarter. There was a Capstone Experience forum held on October 11<sup>th</sup>. There were some good ideas to come out of the forum. Geary has notes for anyone interested.</p> <p><b>Fran Zarubick reported:</b> Absent</p>	

<b>Reports from Council Members or Guests</b>	<b><u>Highlights/Action Taken</u></b>
<p><b>Dennis Shaw reported:</b> Don Correll is busy working on a play. Mike Dugaw has speech Tournaments going on already. Class hours need to be revisited. Are they in the best interest of the students? Health crisis: the question was posed whether or not we have a plan in case of a pandemic illness. Laurel will research and have a report at the next meeting.</p> <p><b>Rhonda Meyers reported:</b> The department is getting used to having instructors around again. Last year they were in Vancouver.</p>	

There is a problem with Sports students leaving class at 3pm when class doesn't get over until 3:30pm.

Rhonda noted the Spring Film Series will focus on science.

**Helen Kuebel reported:**

They are purchasing a Human Simulator that is quite lifelike. Students are able to make mistakes with simulator that they cannot make at a hospital.

Test Proctoring-Web Based- for nursing students. Not enough stations in the proctoring center.

**Alex Whitman reported:**

A Student stopped and told her that they had a great experience in the Math Lab.

A childbirth video was translated into Spanish by Robert Moehle, Megan Wysong and Kathy Meier. It is being used at the hospital.

October 31<sup>st</sup> is the *Salal Review* deadline.

Klint Hull and Alex Whitman will attend the RMMLA Conference in Idaho this month. Alex is working on "Harvey the Paragraph."

**Jim Stanley reported:**

There is concern that we do not have an equivalent for a 4-year college Business Writing class.

Maggie Stuart just got back from a "Advance Dacum Methods" Conference.

Don Derkacht is working on Computer Information Systems Graphics course for Winter quarter.

**Allan Evald reported:**

Music is now housed with Auto and Diesel.

High School Auto/Diesel is up and going.

Marine- (Skagit) possible job prospects. Manufacturing of ships.

Curriculum change-Supplemental type offerings.

Allan is working with Lynell Amundson to get contract training for Weyerhaeuser, hopefully by next quarter. They want welding classes for up to 20 students.

**George Dennis reported:**

He thanked everybody for help with the Salmon Bake.

The Tutoring Center had 320 students as of the end of 3<sup>rd</sup> week. They will be open every Saturday after mid quarter.

They are unable to accommodate services needed at Proctoring Center. George asked for any suggestion?

Test proctoring is too popular! We need to look at what the problems are and the solutions to the problems.

**Jessica Juell reported:**

Student body is sending out a survey about proctoring center.

Student Government approved Pier David for library hour changes.

There is a Leadership Conference in San Diego at end of month.

There will be a Harvest Party next week in Student Center.

We now have a Spirit Club on campus for the sports events.

Meeting Adjourned 5:10 p.m.	
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