

LOWER COLUMBIA COLLEGE
INSTRUCTIONAL COUNCIL MINUTES
15 November 2005

Attending: George Dennis, Brendan Glaser, Jessica Juell (student government), Rhonda Meyers, Joyce Niemi (recorder), Dennis Shaw, Jim Stanley, Mary Stone, Laurel Williamson, Alex Whitman, Merlene York

Members Absent: Geary Greenleaf, Helen Kuebel, Fran Zarubick, Jerry Zimmerman

Guests: Kathy Demarest, Wendy Hall

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

Consensus Agenda	Highlights/Action Taken
Under section George Dennis reported: They are unable to accommodate services needed at “Tutoring Center”... should read “Proctoring Center”...	One correction noted.
One addition from Dennis Shaw: There will be no Vest lecture this year due to lack of student funding.	One addition noted.

Program Needs Assessment and Evaluation	Highlights/Action Taken
<p>Test Proctoring Concerns: (Kathy Demarest)</p> <p>Kathy attended the meeting to bring forward several concerns of the test proctoring center. The major concerns are security and availability. Kathy said that the staff has security under control. The major concern is availability. The test proctoring space is limited to 35 seats for paper and pencil tests and five computers for on-line testing. There are also concerns over the hours of availability due to staffing and work-study funding.</p> <p>Kathy recently met with several student representatives. The students would like more afternoon hours but with the current staffing and work-study hours available Kathy does not see how that is possible. Kathy asked the IC members if they had any suggestions on what might be done. Laurel suggested checking to see if the data lab might have some slow time in the afternoon that could be turned over for test proctoring. Kathy said that might be a valid idea but is afraid it might open up more concerns on the security end as you still need staff to monitor the proctoring.</p> <p>Alex asked why faculty don’t proctor their own tests. George explained that the idea behind test proctoring is to free up class time for actual instruction. Brendan said that he believes there is testing and there is testing. He suggested that perhaps all types of entry testing should be done in the testing center. Laurel agreed. Dennis stated the proctoring center is a great asset to those students who cannot, for a valid reason, attend class on a test day. Brendan added that it is also necessary for distance education students. Rhonda agreed with Dennis that she sends students to the center who have missed a test in class.</p>	<p>Several Handouts.</p>

Laurel also said that it is very valuable especially for those disciplines, like math, that need more class time instruction. Brendan agreed but also said that he believes it is very important that students understand that they will be taking tests outside of their normal class time. Jessica said that as far as students are concerned, they are very happy with the service but feel they need more late afternoon/early evening hours.

Kathy stated that the students had proposed that the center be open from 3:00-5:00PM. Alex asked if the majority of students needing the additional hours of service were from a certain discipline. If so, that discipline should help pay for the staffing needed. Jessica said that they did not ask that question in their survey. Jessica said that the students had calculated that the center would need two additional work-study students. Kathy said that they would need an additional 110 hours of work-study plus an additional 110 hours of part-time hourly. George added that a larger room with additional seating and computers would help a great deal. Mary asked on an average how many students the center must turn away. Kathy said they have never tracked it.

Dennis asked if there were slow hours in the math lab that could perhaps be designated to test proctoring. The math lab instructor could act as the test proctor. Mary said she would be afraid that might take away from those students who signed up for math lab and need the time. Brendan said that he felt that lead time would be needed before you implemented a change like that so that students are made aware. Dennis said he thought it was worth checking into. Laurel said that math faculty need to be engaged in this type of conversation.

There was some discussion on the lab fees and distance education fees that students pay. Alex asked if some of those fees might be used to help support the proctoring center.

Laurel asked the members how they wanted to proceed. She suggested an ad hoc task force to look further into the issues and come up with a proposal(s). It was agreed that the task force should include someone from student services as well as several math faculty. Kathy and/or George will also serve on the task force. George said he felt it necessary to tell the group that the proctoring center will be forced to restrict some user groups because there is just not enough funding to accommodate all those wanting to use the services.

Exceptional Faculty:

Laurel stated that according to the Exceptional Faculty by-laws, the three faculty who serve on the committee are elected by Instructional Council. A paper ballot with the names of the nominees was handed out to all voting members and returned to Laurel for counting.

Health Department Update:

Laurel told the council that we are in communication with the Cowlitz County Health Department to see what guidelines/procedures are in

An Ad Hoc Task Force will be established to look into the Proctoring Center issues and come up with a proposal.

Vote was taken.

Hilary Gillette, from the Cowlitz County Health Department will

<p>place in case of an Avian Flu Pandemic and what type of plan the college should have in place. Hilary Gillette from the Health Department will come to the January meeting and give a short presentation.</p> <p><u>Five Year Accreditation Visit:</u> Laurel thanked everyone who had worked so hard preparing for the visit. She especially wanted to thank Wendy Hall who worked so hard getting all of our exhibits ready and in order. Laurel said that we will get no recommendations. There will be concerns that we will need to address, however. There may be a suggestion that we develop an academic plan. Jessica added that Dr. Gill had been very happy with the student activities. In fact, she said that he said we had some of the best activities he had ever seen.</p> <p><u>Outstanding Student Awards:</u> Laurel asked if anyone had brought any ideas to share on how to improve the outstanding student awards evening. Jessica said that the students would like to see a more upscale evening. Perhaps a “Red Carpet Night” with formal wear, finger goods and sparkling cider. George said that he thought that what is done now is fine but that music would be a very nice touch. Laurel said that the suggestion of music had been made and that next year there would be music. George also suggested a Master of Ceremonies.</p> <p>Dennis said his department felt it should be more streamlined. The families are what is important. We want to present to families how much we admire the accomplishments of students. He also suggested that all of the students be called up on stage before the actual ceremony begins as a time saver. Dennis suggested that the Vice President of Instruction be the one to present the awards. It would bring the authority of the office to the presentation making it more meaningful. The faculty member who nominated the student could join the Vice President on stage. Mary said that her department suggests a fairly formal evening with perhaps a very minimum charge with award winning students free.</p>	<p>give a presentation at the January meeting.</p>
<p><u>Reports from Committees</u></p>	<p><u>Highlights/Action Taken</u></p>
<p><u>Curriculum Committee.</u> Brendan reported that a new Pharmacy Technician Training (ICP 109) was approved. Brendan also reported that there were revisions made to the nursing program. He complimented the nursing department on the good job they had done. There was also approval given on the modification of a welding course. He also reported that there was a lot of clean up work done on Music classes. Brendan said the last meeting for fall quarter will be November 30.</p> <p><u>Faculty Development Committee:</u> No Report.</p> <p><u>Assessment Committee:</u> Wendy reported that the Assessment Committee is exploring options for how to better institutionalize set-aside time for programs and departments to work on assessment. Wendy also reported that LCC</p>	

<p>has been accepted into a pilot project with the Center for Adult and Experiential Learning (CAEL). CAEL is dedicated to improving student success, and has recently gotten funding from the Lumina Foundation to develop best practices in community colleges. LCC has been selected to participate (at no cost) in a project which will allow us to identify any gaps that exist between the needs of our adult workers and the services that the college provides for them.</p> <p><u>General Education Committee:</u> The General Education Committee is working on communication and problem solving.</p> <p><u>Capstone Committee:</u> The Capstone Committee will begin meeting soon.</p> <p><u>Integrative Studies Committee:</u> Laurel passed out the Integrative Studies revised by-laws. They will be on the January agenda for a vote.</p> <p><u>Peer Review Task Force Report:</u> Alex and Allan reported that an e-mail will be sent out to all faculty asking for input on three categories: Institutional attributes, Domain-specific activities and Cross-departmental relationships. Brendan will help prepare the request. Laurel suggested that a little history about the review process be given. She also suggested that the department chairs tell their faculty that the request is on the way. Brendan suggested that examples also be given. Alex ended by saying that the Probationary Committee would determine who the peer group would be.</p> <p>Merlene York reported that the Reaching Higher Campaign is just shy of one million dollars. The Scholarship Social was a nice evening. The student speeches were excellent. She thanked all those who participated.</p> <p>There is a possibility that the college might benefit from some land in the Stella area which is held by the Columbia Land Trust. It is possible that the college might be able to take classes on field trips to the land to study the environment, etc. More information will follow when available.</p>	<p>Department chairs should discuss by-laws with departments and be prepared to vote at the January meeting.</p> <p>E-mail requesting faculty input will be sent out.</p>
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Reports from Instructional Administrators	<u>Highlights/Action Taken</u>
<p>Brendan Glaser reported : No report. His information was covered in other areas.</p> <p>Geary Greenleaf reported : Absent, no report.</p> <p>Fran Zarubick reported : Absent.</p> <p>Laurel, reporting for Fran, said that BTEC is conducting an assessment to learn about the strengths and weaknesses of the program. CIS is in the process of up-dating their curriculum.</p>	

<p>Recruitment for a new Business Administration tenure track faculty member has been launched. The goal is to conduct interviews in February.</p> <p>Laurel also reported that ECED, HOFL and Head Start are working together to create a grant focused on improving teacher preparedness. The same team is conducting meetings with City University to develop a 2+2 degree in Early Childhood Education through on-line and hybrid courses. Laurel reported that several representatives from City University had been on campus today to meet. It was a good meeting.</p> <p>Martin Sherry recently presented the curriculum for a new AAS in Sound Engineering and Contemporary Musicianship.</p>	
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Reports from Council Members or Guests	<u>Highlights/Action Taken</u>
<p>Pier David reported that the Distance Learning Committee will meet the first week in December. The main purpose of the meeting will be to define the group and begin work on a Distance Learning Strategic Plan. Pier reported that Kathy Mauser and Scott Dennis are developing a class for faculty to learn how to get courses up and running online.</p> <p>Pier said that Dr. Gill from the accreditation visit asked several questions about our distance learning program including how will the library provide support to distance learning students, how will we assess quality of distance learning courses, and is there a budget for distance learning. She said that he also said that the library staffing is below ALA staffing recommendations. Pier has been to student government to talk to the students about changing library hours. She also reported that the Mini Grant applications have been sent out to faculty. Charlotte Persons is working on grants for early childhood education. Laurel added that Charlotte needs a few minutes with each department to discuss grant resources.</p> <p>Jim Stanley reported that Pat Ellsberg and Shon Kraley had met with the Western Association of Food Chains. There were representatives from Oregon community colleges there as well. Pat and Shon were surprised and pleased to find out that we are the only school done with certificate program. Pat and Shon are also talking with several Clatsop College faculty concerning one of their business programs with the idea of perhaps offering a similar program here.</p> <p>Alex Whitman reported that by the end of fall quarter, a core writing handbook will have been selected from the four under consideration. Alex also reported that poet Danika Dinsmore will be on campus 23 January to help us celebrate poetry and the birthday of the late William Stafford. Craig Lesley, author of <i>Winterkill</i> will be here 27 February to lead a workshop. <i>Winterkill</i> will be the city-read during Literacy Week.</p> <p>Alex said that Spanish classes are collaborating with ESL staff by sharing class time. Beginning students of English meet in the</p>	

classroom with beginning students of Spanish.

Alex reported that today was Adjunct Appreciation Day in the Language & Literature department. There was a celebration with food and flowers for the five adjunct instructors: Steve Alkazin (affiliate status), Meghan Wysong, Michael Guerra, Cheryl Ronish, Jan Roose, and Alex Graham.

Jan Roose and a colleague from Portland Community College gave a presentation at the Community College Humanities Association National Conference in Boston last week. While there, Jan picked up the award for the Salal Review on behalf of Joe Green.

Alex reported that Anne Bartlett Blair's Honors English 101 was featured in the Daily News last week.

Alex said that her department had discussed the idea of including a short bio for each member of the LCC teaching staff in the new catalogue. They felt these more elaborate descriptions of degrees and other accomplishments and credentials would increase credibility in the eyes of potential students. All of this in light of the fact that WSUV is going to a four-year institution.

Allan Evald reported that much work had been done by the Program Needs Assessment committee. Much progress has been made toward promoting the programs through radio spots, newspaper ads, etc. Laurel thanked the committee for their hard work and honest discussions.

Allan also reported that the entire department would be attending the Pacific Marine Expo this Friday. They hope to make some good contacts.

Allan said that some of their department members had visited with colleagues from other colleges where programs are full. One odd twist that they discovered was that art related welding was included in most of these successful programs.

George Dennis reported that the Pre-College department is working on an assessment activity plan. George said that last year Kathy Demarest, Wendy Hall and himself gave a presentation at Edmonds Community College. They were so impressed that a group from Edmonds will be here on 02 December to visit our Pre-College program.

Tutor Madness will be held on 01 December from 4:00 – 9:00PM. Faculty volunteers will be needed. Jessica added that the students had approved supporting the pizza party.

George reported on behalf of Title III that Maggie Stuart, Karen Kearcher and he are working in Title III. Their main focus is to help determine how Title III resources can be used by departments for faculty development. He said that they would be arranging to visit departments after the first of the year to find out what the needs are.

Mary Stone reported that Health Occupations would be showcased this month. The showcase has had some good exposure from the school district. She also reported that Prairie High School would be doing a tour of the campus tomorrow.

Jessica Juell reported that the students established two Ad Hoc Committees. One to consider concerns over the Quiet room being used as a classroom and the other to consider concerns over the traffic on 15th Avenue.

Jessica also reported that over 500 attended the Harvest Festival. Student Government has purchased a printer to be used only by Student Government staff. The students are planning a dinner and movie evening for adults and perhaps a comedy night. The students are putting together 15 turkey baskets to be distributed to HOFL families. Jessica also reported that the students had awarded the Transfer Center additional funds to be used to visit other colleges.

Dennis Shaw reported that there are four Integrative Studies classes being offered next quarter that involve faculty from his department. The department is a little concerned that they might be spreading the department a little thin. Those involved include Mark Bergeson teaching with Joan Herman, David Benson teaching with Mike Dugaw, Dennis Shaw teaching with Scott Rausch, and David McCarthy teaching with Nonnie Weaver.

Laurel announced that Fran Zarubick has moved to IOB 203. Her phone number remains the same.

There will be no December meeting.

Meeting Adjourned at 5:20 p.m.