

<p>mandatory for adjunct faculty to include a plagiarism statement of their syllabi. It is not mandatory for full-time faculty, however. She said that we could consider taking the step of making it mandatory. Laurel welcomes input from faculty on the subject.</p> <p><u>Instructor Initiated Withdrawal:</u> Laurel handed out the current written procedure for instructor initiated withdrawals. She indicated that there had been concern by some that the current wording is confusing. Laurel asked for input on how the procedures might be made clearer. Several different options of wording were discussed. It was felt that Laurel should discuss any change in wording with the registration and financial aid office to ensure that there would be no complications. With that in mind Dennis moved that Laurel be given the license to make any needed changes in wording to make the statement as clear as possible. Rhonda seconded the motion. The motion passed unanimously.</p>	<p>Handout</p>
<p>Reports from Committees</p>	<p><u>Highlights/Action Taken</u></p>
<p><u>Curriculum Committee.</u> Brendan reminded the group that this is a catalog year. Departments need to start looking at the catalog descriptions used. Any revisions need to be made by June. Brendan also reported that all proposals brought before the committee at the last meeting were approved.</p> <p><u>Faculty Development Committee:</u> Laurel reported that the deadline for winter quarter applications is 08 February. The committee will meet to review applications on 14 February.</p> <p><u>Assessment Committee:</u> Laurel reported the following for Wendy Hall who was unable to attend: The Assessment Committee will sponsor a workshop entitled “Mapping General Education Outcomes” with Dr. Ruth Stiehl on 24 March. Two faculty teams, Communications and Problem Solving, are currently being developed. Wendy has more information for those interested. The Assessment Committee is looking for ways to institutionalize use of the assessment process to improve outcomes, in both instructional and non-instructional areas. Departments are encouraged to select an assessment-related topic for the March in-service day.</p> <p><u>General Education Committee:</u> Geary reported that the General Education Committee had gone to Curriculum Committee to request a review of the courses offered by LCC to determine which courses offer students the opportunity to master the competencies contained within the LCC General Education Plan. Geary said the first areas to be assessed are Problem Solving and Communication. The department chairs will be given information which will include a set of questions to be answered “yes” or “no”. The findings will be reviewed by the Curriculum Committee and sent to the General Education Committee by the end of spring quarter. Geary also reported that the Committee had voted to go back to all faculty to look at outcomes for any modifications needed. It will</p>	

<p>include all outcomes but Communication and Problem Solving.</p> <p><u>Capstone Committee:</u> No report.</p> <p><u>Integrative Studies Committee:</u> Laurel reported that the vote on the Integrative Studies Committee by-laws that were discussed at the November meeting was being tabled for now. Laurel explained that the committee was under review at this time to see if it should be modified in any way. She also stated that a set of by-laws were approved last spring. More on this will be coming at a later date.</p>	
---	--

Reports from Instructional Administrators	<u>Highlights/Action Taken</u>
<p><u>Brendan Glaser</u> reported that there is Perkins equipment money available for Professional Technical Programs. He said that the deadline to have the money spent is 30 June but that a spending plan needs to be developed during winter quarter.</p> <p>Brendan also reported that the Professional Development fund for Professional Technical faculty has been enlarged. The money cannot be carried forward. Any faculty in the Professional Technical area interested in requesting funds should contact him.</p> <p>Brendan said that information would be coming out this quarter on Exceptional Faculty Awards. He said faculty should be encouraged to start thinking about projects. Laurel added that they should think broadly.</p> <p><u>Geary Greenleaf</u> reported that there is a new Major Ready Pathway degree in Engineering being offered. LCC must decide if we want to offer it. This degree is different from the one currently being offered in that it narrows down the electives for specific engineering degrees.</p> <p><u>Pier David:</u> No report.</p> <p><u>Laurel Williamson</u> welcomed Dawn Draus as the department chair of the Mathematics Department.</p>	

Reports from Council Members or Guests	<u>Highlights/Action Taken</u>
<p><u>Dennis Shaw</u> reported that the Social Science Department is busy this quarter with Integrative Studies. The department is offering three IS courses this quarter and are planning for the three they will offer spring quarter.</p> <p>Dennis said that there had been problems with several of the overhead projectors in the Main building. Steve Jones discovered that the problem was with the filters. Steve has scheduled regular quarterly maintenance so the problems should not reoccur.</p> <p>Dennis also reported that their department will plan for the March in-service day at their next department meeting.</p>	

Alex Whitman reported that Allan Evald, Carmen Robinson, and she will initiate a letter to all faculty as follow-up to the work they did on peer evaluations. Dennis indicated that his department plans to develop their own form to use and that they will share it with other departments.

Alex also reported that Spanish classes are being offered at Community House and that they are going very well.

Rhonda Meyers reported that they have several adjunct faculty teaching in the Natural Science Department this quarter. Laurel told the group that Carl Roush is out on medical leave this quarter. Rhonda also reported that Natural Science and Mathematics are doing the film series for spring quarter. The theme is "Science as seen through the prism of Hollywood".

Mary Stone reported that the college degree showcase will feature Medical Assisting this month. Mary indicated that the showcases have been very popular with students.

Jerry Zimmerman had nothing to report.

Dawn Draus had nothing to report other than the fact they were busy with the business of getting organized as a department.

George Dennis reported that the Proctoring Center has been able to add one hour (2:00-3:00pm) each day.

George also reported that Title III will offer an electronic grade books workshop. Maggie Stuart and Karen Kearcher will give the workshop. Next month George will offer a workshop on purchased electronic grade book software.

George said that they are planning for some linked courses with INDV courses. The first linked courses will be offered spring quarter. George said they are starting with Science and Math. One of the first to be offered will be a BIOL 100 class and an INDV 100 class.

Jim Stanley reported that they are busy planning for FBLA which is scheduled for 17 February. He said they will need all the classroom space they can get, especially in the AA building.

Jim said that the assessment of the CIS and BTEC programs are on going. He said that there is a good possibility that CIS will ask that classes teaching applications be taken out of CIS and taught through BTEC.

Jim told that group that the position for a new Business faculty closed on 06 January. Jim has reviewed six applications.

Jessica Juell reported that the student council has been very busy. They had a retreat on 03 January where they discussed goal setting. They also discussed the possibility of having a debit card or food card that could be used in the food services area.

Jessica indicated that the students are not happy that the Quiet Room is being used for classes even though they understand the need. They do plan to use it as a Quiet Room when it is not being used as a classroom.

Jessica said there main concern remains the traffic situation on 15th.

There were five accidents last quarter. The students would like to see a traffic light installed. They hope to take their concerns to the Longview City Council. Laurel said that the students had made an excellent presentation at the last Facilities Master Planning Committee meeting. Laurel said that there were representatives from the City Council at that meeting. Jessica said they were trying to take it slow and follow the appropriate steps. Alex advised Jessica that they do their homework as there are a lot of federal regulations about installing traffic lights, etc.

Jessica reported that the students made 15 turkey baskets for HOFL families for the holidays. They hope to have a toy drive for Easter with the toys going to HOFL families.

Jessica reported that Linda Wilson is now on the Student Council. Linda would like to bring the traveling Vietnam Wall to Longview in August. The students will take donations to help support the project. Jessica said that the highlight of fall quarter for students was the fact that they were able to help get a new bus for athletics.

Laurel handed out an article titled: "Digital Natives, Digital Immigrants" by Marc Prensky. She asked that people read it and offer any input they might have.

Laurel asked if there was any other business. Dennis said that he hoped there would be an opportunity to revisit the issue of block scheduling. Laurel said there would be.

Meeting Adjourned 4:53 p.m.

Handout