

**LOWER COLUMBIA COLLEGE**  
**INSTRUCTIONAL COUNCIL MINUTES**  
**21 February 2006**

**Attending:** George Dennis, Dawn Draus, Allan Evald, Geary Greenleaf, Jessica Juell (student government), Helen Kuebel, Rhonda Meyers, Joyce Niemi (recorder), Dennis Shaw, Jim Stanley, Mary Stone, Laurel Williamson, Alex Whitman, Jerry Zimmerman

**Members Absent:** Brendan Glaser

**Guests:** David Cordero, Wendy Hall, Louis LaPierre, Faye Olason, Donn Kirkwood (student government)

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

<b>Consensus Agenda</b>	<b><u>Highlights/Action Taken</u></b>
Minutes of 17 January meeting approved.	

<b>Program Needs Assessment and Evaluation</b>	<b><u>Highlights/Action Taken</u></b>
<p><u>Common Course Numbering:</u>            Laurel explained that there is interest state wide in developing a common course numbering system. There are currently technical issues with implementing such a system due to the rehosting project. She also said that some colleges have expressed concerns so they are taking time to review all of the concerns.            Geary added that there is question on what courses would be included in the common course numbering. Laurel said that they would phase in with the common core courses. They would then begin to look at other common courses. It will probably be put on hold until the rehosting is complete.            Laurel explained that the rehosting has to do with the system that all of the colleges use to house and work with data. This includes SMS, financial information, etc. The system is old and unable to manage the data efficiently. It has been patched so many times that it cannot be patched again. When the rehosting project is complete, the system will be able to offer more technical opportunities.            Laurel reminded the group that the common course numbering is meant to benefit students. It would help add clarity and ease of transfer for students. There will be more information on this at a later date.</p> <p><u>Student Evaluation of Instruction Form Task Force</u>            Laurel shared a brochure for a one day workshop on student rating forms to be held 15 March in Arizona. She asked the group if they felt we should send one or two people to the workshop. The workshop will concentrate on the form itself, not the process. Laurel said that the form does not work at all for some courses such as online and hybrid courses. The group felt that the workshop comes at a very busy time during the quarter and that it would be difficult for any faculty to attend.            Faye said that she knows of a similar workshop that can be offered via e-mail. Laurel explained that this issue must be addressed. She feels that a task force is needed. She asked that the chairs talk to their departments to see if anyone would be interested in serving on the</p>	<p>Chairs will discuss the task force on student evaluation forms with departments and ask for volunteers to serve on task force.</p> <p>Faye and George will look into possible workshops on student evaluation forms.</p>

task force.

Faye and George will check into possible alternative workshops on the subject.

#### March Meeting

Laurel asked the council if they felt a meeting in March was needed. The general consensus was that no meeting is needed. If there is any business that needs to be conducted before the April meeting it can be done electronically.

#### Block Schedule

George asked for clarification on whether the block schedule was being discussed or the class free hour. It was explained that the block schedule was being discussed but that the two issues go hand in hand. Dennis handed out a response to the revised block schedule that his department had written. There were several concerns listed. Laurel said that she understood that it was a very complicated schedule. Dennis said that his department is very concerned that the fall quarter schedule will go to print without the opportunity for changes. He also said that he understands that some faculty are indifferent to the concerns that his department feels, especially if they do not teach on Tuesdays and Thursdays.

Allan said that their department is more impacted by the peripheral (core classes) and their availability for students. Helen said that the nursing department is concerned because it is no longer possible for students to complete the nursing program in two years as advertised. Alex reported that the Language & Literature generally like the block schedule.

Laurel said that she would like all questions, concerns, and comments to her in written format by 28 February. She said she knows the current schedule has problems.

Rhonda said that she feels that assessment has slipped through the cracks. She would like to see the data that proves more students are attending events since the class free hour schedule began.

Laurel told the group that if students are asked if they like the block schedule the majority will answer no. If students are asked to choose a schedule, however, approximately 80% choose the block schedule. Dennis explained that it would not be so bad if the class free hour was limited to just one hour. The way the schedule is, however, it ends up being two hours and twenty minutes every Tuesday and Thursday. Since a five credit class cannot start after 3:30 without overlapping with the evening program, the availability of classes is greatly affected.

Dennis suggested the compromise of moving the free hour to 11:00am – 12:00pm. He said that would much better accommodate the students who have jobs, children, and activities they must attend to in the late afternoon.

Donn said that he felt that student government would be willing to consider the suggestion. Jessica added that they want the free hour to be during the time food service is available.

Jerry asked Donn and Jessica if participation has truly improved with the class free hour. Donn said that it has. He said that Tuesday activities have the largest turnout. Unfortunately there are no statistics available to show this change. Donn said that the free hour

is also used by different clubs and organizations to hold meetings. Laurel said she thought the idea of a compromise might be a good one but that we should not assume that 11-12 would be the best hour. We would need to take a close look at the schedule. She also said that we may just need to decide that lab courses will not be able to respect the class free hour.

Donn said that he thought the 11-12 hour would work for the students. ASLCC does want the free hour for clubs, organizations, speakers, etc. George said that he thought the 11-12 hour would still be a problem for some Tuesday and Thursday classes, especially those who like to offer daily classes.

David said that he felt the schedule would work better if all classes started on the even hour.

Jerry asked Jessica and Donn what they thought the response would be from the general student population if there was no class free hour. Donn said that student government felt that offering events using S&A funds during class time when students cannot benefit would be mismanagement of the funds. Jerry asked why it is a concern now when it was not in past years. Donn explained that they do not know how it was done before or what the feelings were. He also said that they feel that attendance at events would fall off dramatically if the class free hour was not available. Alex reminded everyone that the reason the students requested the free hour was because they felt there was a problem. Rhonda said that she remembers that there were events in the past with good attendance and wonders how you can say that the free hour is the deciding factor. She said there should be data to prove this.

Laurel ended the discussion by saying that we would never have a perfect schedule that met all needs, but we must look carefully at what best serves students and faculty alike. She again asked for comments in writing by the 28 February deadline.

#### Evening Degree

George presented the work he has done on developing a schedule of classes in which a direct transfer degree would be possible in three years, attending only evenings in fall, winter and spring quarters. All of the classes are taken from the direct transfer distribution list.

George said he developed the schedule with help from Mary Harding and by studying past schedules. The three year program is based on taking 10 credits per quarter. A student might find it necessary to take one class during a summer quarter. An example of this would be if a student started their math sequence with Math 099.

Laurel added that it is important that some classes be offered online and as hybrid so that students are not required to be on campus every evening. We hope to attract students who have not been able to attend day classes.

George said it will be important to offer core classes on a regular three year sequence. George added that the hope is that this will give advisors a pathway for students to follow to get a transfer degree in three years.

Laurel said that the college is committed to supporting this as they have when trying to build other new programs, by running classes with low enrollment and or opening new sections when necessary.

<b>Reports from Committees</b>	<b><u>Highlights/Action Taken</u></b>
<p><u>Curriculum Committee.</u> Geary reported for Brendan that Curriculum Committee met on 08 February. The committee approved all proposals presented.</p> <p><u>Faculty Development Committee:</u> Laurel reported that the committee met on 14 February. As there was not a quorum present, the committee conducted their business electronically. All applications were approved but one. There will be some money remaining for spring quarter. The application deadline for spring will be sent out to all faculty.</p> <p><u>Assessment Committee:</u> Wendy said that she is happy to report that assessment is becoming a regular part of what we do at the college. She said that the committee had passed some recommendations about non-instructional programs. Wendy reported that there is a very active committee this year. They will be doing some brain storming which will be open to all those interested. Wendy said the 24 March workshop is full. Several other colleges will be attending as well as LCC.</p> <p><u>General Education Committee:</u> Geary reminded the council that the Problem Solving and Communication forms are due to him by 24 February 2006. He also reported that they are learning about E-Portfolios and how they work.</p> <p><u>Capstone Committee:</u> No report.</p> <p><u>Integrative Studies Committee:</u> No report.</p>	

<b>Reports from Instructional Administrators</b>	<b><u>Highlights/Action Taken</u></b>
<p>Brendan Glaser reported: Absent, no report.</p> <p>Geary Greenleaf reported: No additional report.</p>	

<b>Reports from Council Members or Guests</b>	<b><u>Highlights/Action Taken</u></b>
<p><u>Rhonda Meyers</u> reported that all of the films for the spring film festival have been selected.</p> <p><u>Dawn Draus</u> reported that the math faculty selected two of the films for the spring festival. She also reported that the Math Department will host a group of math faculty from Montgomery College in Texas.</p> <p><u>Jerry Zimmerman:</u> No report.</p> <p><u>Helen Kuebel</u> reported that the nursing program had just finished accepting students for fall quarter using their new criteria. She said that 25% are men.</p> <p><u>Mary Stone</u> reported that HigherConnections is going great. It is a</p>	

great service for students. She encouraged faculty to help get the word out.

Jessica Juell reported that three new clubs have been approved: Biology, Chemistry and a Transfer club. The students will be meeting with the Longview City Council soon over their concerns with the street safety. They are even more concerned after the recent death of a woman who was walking in the crosswalk. Jessica said that this will be her last meeting as she is moving to Florida.

Dennis Shaw reported that Martin Sherry will be attending a workshop in Memphis next month to study Blues Culture. Rosemary Powelson will have her art on exhibit as part of a show at Gallery 110 in Seattle. Don Correll is in rehearsal for his new play *Successful Strategies*. Dennis told the group that he was recently in a movie theatre in Vancouver and saw a trailer from WSU Vancouver advertising classes for freshmen and sophomores. He hopes that LCC is making a concentrated effort to remind students of the virtues of a community college and LCC in particular. Wendy said that LCC currently has an excellent trailer in the local theatres.

Alex Whitman reported that she had information about an excellent conference titled Latino Students – Promoting Access and Success. She would not be able to attend but will try to get handouts and information as our county has an ever growing Latino population. Alex said that Deborah Brink is moving forward with the campus-wide writing guide. The department hopes that the guide will belong to the campus community. Alex reported that their department will spend the in-service day working on several assessment projects. Alex reported that SPAN 105 is being revised. It is Spanish for the workplace, intended for people to learn how to communicate better with customers.

Jim Stanley reported that FBLA Day went smoothly and was a success. He also said that their department is still working on their internal assessment of programs. The interviews for the business faculty position are scheduled.

George Dennis reported that four faculty had attended the Grade Book Plus workshop. He also reported that the *Generation X* book discussions would be taking place over the next three weeks. Maggie Stuart and Karen Kearcher will be offering a workshop on “home grown” grade books. George also reported that there will definitely be a Tutor Madness night this quarter. There will be more on that closer to the end of the quarter. George ended his report by reminding everyone that Lawrence Krause will be on campus 13 March.

Laurel took a moment to commend the Math Department faculty for volunteering in the test proctoring center.

Meeting Adjourned 5:00 p.m.

