

LOWER COLUMBIA COLLEGE
INSTRUCTIONAL COUNCIL MINUTES
18 April 2006

Attending: Javin Bakke (Student Government), George Dennis, Dawn Draus, Allan Evald, Brendan Glaser, Geary Greenleaf, Helen Kuebel, Rhonda Meyers, Joyce Niemi (recorder), Carmen Robinson, Dennis Shaw, Jim Stanley, Mary Stone, Alex Whitman, Laurel Williamson, Jerry Zimmerman

Members Absent:

Guests: Wendy Hall, Faye Olason

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

Consensus Agenda	<u>Highlights/Action Taken</u>
Minutes of 21 February approved with one addition. The concerns expressed by Dennis Shaw on block scheduling were for the most part his personal concerns and not those of the Social Science department.	One addition noted.

Program Needs Assessment and Evaluation	<u>Highlights/Action Taken</u>
<p><u>In-Service Reports/Feedback</u> George Dennis passed out a "Summary of In-Service Evaluations" document. George reported that for the most part all comments were positive. There was some concern voiced on the quality of the video made of the Krause presentation. Laurel explained that the concerns over the video had been addressed and that she believes the problems have been taken care of. George said that Karen Kearcher was the one to pull the evaluation information together. He said that 59 evaluations had been turned in. Laurel said that she thought that was good participation in the evaluation process and she was delighted with the feedback. She said that she thought a similar model should be used in the future. She feels that perhaps a few parameters for in-service activities should be developed at Instructional Council. Helen added that she thought it would be a good idea to try to link activities to the college strategic plan. Wendy added that some time at each in-service should be used for assessment activities.</p> <p>The following are examples of activities that took place in each department on in-service day. Alex Whitman reported that the Language & Literature department spent time doing exit essay readings for English 101. The issue of mandatory placement was discussed. The exit essay was discussed including the question of whether or not it is doing what they intended. Foreign Language instructors worked on developing an instrument tool to assess basic grammar readiness for foreign language students. The Woodland site was discussed including a meeting with Chere Weiss. The possibility of a Spanish 101-102 hybrid class was discussed. Laurel said she was glad to see that the department had included their adjunct faculty.</p> <p>Rhonda Meyers reported that the Natural Science department went on</p>	<p>Handout: "Summary of In-Service Evaluations"</p> <p>Informational only</p> <p>Informational only</p>

a field trip. They left at 9:00am and returned at 5:00pm. The field trip ended up at Mount St. Helens with several stops along the way to read maps, read directions and answer questions supplied by Dave Cordero. The group was not able to go hiking as originally planned due to bad weather. Rhonda said the trip was a learning experience for the entire group. Rhonda also said that the department had all attended the John Krause evening presentation.

Rhonda said that Armando Herbelin and Adam Wolfer spent the day discussing ways to relieve the pressure in Chem 100 and 111 classes. Because both of these classes are required of nursing students they are always in high demand. They discussed the possibility of developing a new course, Chemistry 101, which would be geared toward the liberal arts student. They hope to develop the course and bring a proposal to Curriculum Committee. Rhonda said that the department has also been discussing ENV5 200 and whether or not it belongs at the 200 level. They discussed developing an ENV5 100 course, perhaps an online course with several weekend field trips. The 200 level course would then be offered as a Capstone. The department will discuss the different options further before any proposals are made.

Jerry Zimmerman reported that the Nurses worked on assessment. The rest of the department discussed how they teach content courses: are they open to other ways such as seminars, online testing? They also discussed writing portfolios. Rick Atkins shared how he uses guest speakers and the use of videos in his classes. Kelly Smith shared how he uses humor in the classroom. Jerry said it was a very worthwhile sharing of ideas. He said he is sorry they did not think to include adjunct faculty and will make a point of doing so the next time.

Dawn Draus reported that the Math faculty spent the time working on the Math 91-99 sequence and how to make students more successful. They also discussed assessment needs.

Mary Stone reported that her department worked on their own. She explained that she had been off campus on an out of state trip and needed the time to meet with students.

George Dennis reported that four full time and six part time faculty in his department had met. He said how much the part-time faculty appreciated being included and how it made them realize that their input is valuable. George said they shared learning objectives, best practices. They also discussed the 085 grammar class.

Carmen reported that she spent time talking with different library people around the state about online services for distance education. She discussed such topics as e-books, interlibrary loans, online journals, etc. She said a time line needs to be developed as well as determining what training faculty will need.

Laurel asked for a short interruption in the reports so that Faye could give her update as she had another meeting to attend.

Informational only

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Faye Olason passed around a copy of an email that had been sent out to faculty who currently have web page addresses at LCC. The email talks about the new LCC website and the options that will be available for website pages. Orientation sessions are being held by Dave Mielcarek to go over the options. Faye briefly went over the timeline for the launch of the new website. She said that if any faculty need to speak to Pam Otto from Interac they should contact Janelle Runyon. Pam will be on campus May 16 and 17. The new website will hopefully be ready to launch to the general public by the end of June or early July. Javin expressed the hope that a few student government representatives would be involved in the soft launch of the new website. Dennis expressed concern that the summer schedule starting and ending dates are not available on the website. Dennis stated that as a four quarter college – we should include all four quarters on our website. Laurel added that the Student Handbook does not include dates for summer quarter.

In-service Reports (continued)

Jim Stanley reported that the Business department split up into groups. The CIS faculty worked on the changes they are making to their program. They worked especially hard preparing for a meeting with Brendan. The rest of the Business faculty worked on an annual schedule.

Dennis reported that their department discussed what had failed in their teaching experience and what had succeeded. He said that the ideas shared were very inspiring. Because of teaching schedules, they very rarely get a chance to talk together as a group. He said that they also discussed the seminar and what they mean by seminar. Dennis said they hope to include adjunct faculty at the next in-service opportunity.

Allan Evald reported that their department was involved in three major activities. They met with a representative from Madden Industries in Portland. They discussed what they look for in an employee and got some good general advice from him. He also gave them good contact information.

Kam gave them an orientation on IBEST activities. Kam had met with Marilee Hertig and had up-to-date information. They met as a group with Janelle Runyon to discuss the best ways to take advantage of the Exceptional Faculty grant they had received for this year. Much of the award has been spent on promotion of programs. It was decided that they would best utilize the remaining funds by purchasing some presentation banners, etc. which they will be able to use over and over. The need for additional flyers was also discussed.

Helen Kuebel reported that the nursing department worked on curriculum changes. She said that changes are needed based on changes made by the state. The department philosophy on teaching was also reviewed with the thought of possible changes. Helen reported that they also looked at and discussed an evaluation tool for clinicals.

Handout

Any faculty who wish to speak to Pam Otto from Interac regarding new website needs should contact Janelle Runyon.

Informational only

<p><u>Pandemic Illness Planning</u> Laurel handed out two handouts dealing with pandemic flu planning. The first was a <i>Pandemic Flu Planning Checklist for Individuals and Families</i> put out by the Department of Health and Human Resources. The second was a draft document of <i>Pandemic Flu Planning Issues</i> for Lower Columbia College to consider. Laurel requested that department chairs take the documents back to their departments for input and written procedures. Laurel explained that the Health Department and the State want colleges to have a plan in place. She also explained that the college administration would be developing procedures to cover most areas of the campus. Faculty need to help develop the plan for instruction by answering the questions outlined on the draft document. Laurel said that it is even possible that the college would be asked to give up our large buildings for use by medical personnel. The question is how will instruction go on if the college campus is not available? How will instruction be possible? How will you deliver instruction? Helen added that it could be up to 6-8 weeks with no contact. Dennis suggested that a procedure be put in place to ask for a non-campus email address for students during the registration process. They could then be used with <i>Instructor Briefcase</i>. Jim said that you cannot count on any email address given by a student because they are constantly changing their email addresses. Laurel said she realizes this is no small task. Dennis added that this is just what we need in order to be prepared. Laurel asked that faculty think about different scenarios. She said we might have some more discussion at the May meeting. She would like to have the final results by next winter quarter.</p> <p>Laurel handed out a statewide salary comparison for full-time faculty.</p>	<p>Two Handouts.</p> <p>Each faculty member needs to work on written outline on how he or she will continue instruction, should access to the campus not be possible, by answering such questions as “How will students get in touch with instructors?”; “How will assignments be made and turned in?”; and “How will students be advised of course changes?”</p> <p>Handout: State wide salary comparison for full-time faculty. Informational only</p>
<p>Reports from Committees</p>	<p><u>Highlights/Action Taken</u></p>
<p><u>Curriculum Committee.</u> Brendan reported that all proposals sent to Curriculum Committee were approved but one. One proposal was tabled. Brendan referred the group to the Curriculum Committee meeting minutes for more complete information. Brendan also reported that the college catalog would be delayed while the state works on the new common course numbering system. Brendan reported that the format for Associate of Applied Science degrees is under discussion. He said that there is nothing online as far as requirements. He said it is driven by the Accreditation Manual. What is not covered in the manual is left to the institution to decide. The belief is that any changes to the framework should be initiated at Instructional Council. Laurel said that there is an approval relationship between Curriculum Committee and Instructional Council. She also said that since there are not official by-laws for Instructional Council the questions of where changes to degrees are made is a valid one. Geary said that at most colleges degrees are approved by the Board. Laurel said that is true of new degrees. Changes within a degree’s curriculum/requirements can be made by the institution without</p>	

<p>Board approval, however. Laurel said that a template for new programs is needed.</p> <p><u>Faculty Development Committee:</u> No report.</p> <p><u>Assessment Committee:</u> Wendy reported that 47 people attended the 24 March workshop. Fifteen were from LCC. Wendy also reported that the Assessment Committee is working with the Gen. Ed. Committee and that they have requested a joint meeting. Wendy said there are two openings on the Assessment Committee, one in the Business area and one in the Social Sciences.</p> <p><u>General Education Committee:</u> Geary reported that the first phase of mapping for two general education areas is completed. He will send out the results to faculty for one final review. He also said that if courses are not included in the mapping, they probably should not be on the distribution list. He reminded the group that only two areas have been covered so far. Geary also reminded the group that the Commission defines the requirements. It is done to ensure that students cannot be advised through the distribution list without gaining required general education courses. Laurel restated that we have just started the mapping process. She did advise that faculty should take the process very seriously.</p> <p><u>Capstone Committee:</u> No report.</p> <p><u>Integrative Studies Committee:</u> No report.</p>	<p>Faculty should take the general education mapping process seriously and map what is truly in their courses.</p>
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Reports from Instructional Administrators	<u>Highlights/Action Taken</u>
<p>Brendan Glaser reported that his departments are very busy.</p> <p>Geary Greenleaf had no additional report.</p>	

Reports from Council Members or Guests	<u>Highlights/Action Taken</u>
<p><u>Allan Ewald</u> reported that their department had received some new equipment. He also said the members of the department would be participating in the upcoming Portland Career Fair.</p> <p><u>Helen Kuebel</u> reported that the nursing department was planning for the annual trans-cultural seminar. They have also started planning for their accreditation visit which will take place in October.</p> <p><u>Alex Whitman</u> reported that Joe Green is working on the 6th <i>Salal Review</i> which will be published this spring. She also reported that progress continues to be made on the campus wide <i>College Writing Guide</i>. Alex applauded Deborah Brink for her hard work on the project. The department is also discussing the development of</p>	<p>Handout: Brochure for trans-cultural seminar.</p>

<p>evening hybrid courses.</p> <p><u>Rhonda Meyers</u> reported that the Science Film Series has started. There were 30 who attended the showing of <i>Frankenstein</i>.</p> <p><u>Mary Stone</u> reported that the college degree showcase has been very popular with students. Mary handed out a sample flyer for a degree showcase: Pulp and Paper Manufacturing Technology.</p> <p><u>George Dennis</u> handed out a winter quarter summary of the tutoring center. He briefly went over the handout with the group including the success of “tutor madness” and the results of a student survey taken during the 8th week of the quarter.</p> <p><u>Carmen Robinson</u> reminded the department chairs about the budget cutoff date. She explained that any unspent department/library funds would be transferred to the general library fund. She also told the group that there are two display cases available for department displays and or faculty use. Anyone interested in scheduling use of a display case should contact Donna Worley in the library.</p> <p><u>Jim Stanley</u> reported that after much hard work, CIS will be coming out with some new courses for fall quarter. He said it will be very exciting. He also reported that BTEC is in the process of assessment. The department has a Retail Management Certificate program in process and there will be an Accounting 101 hybrid course available in the fall.</p> <p>Jim also stated the he feels the college needs an official web policy. There needs to be rules about the design and consistency of websites. Laurel said that this is being worked on as is updates to our rules on email usage.</p> <p>Jim ended by saying that the faculty position in the business department has not been filled yet.</p> <p><u>Dennis Shaw</u> had nothing additional to report.</p> <p><u>Javin Bakke</u> reported that spring is a very busy quarter for student government. He said that the students would like to request the addition of textbook ISBN information in the quarterly schedule. Laurel explained that it would be impossible to include ISBN information because the quarterly schedule is printed so far in advance. Not all instructors have even selected their textbook when the schedule goes to print. She said perhaps the information could be made as soon as it is available in a different venue. Laurel will look into it.</p> <p>Javin reported that elections for next year will be taking place soon. They are looking forward to Red Devil Days. They are also working on budget requests for clubs and organizations.</p> <p>Meeting Adjourned 5:12 p.m.</p>	<p>Handout</p> <p>Handout</p> <p>Office of Instruction will look into the possibility of making textbook ISBN information available to students.</p>
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