

LOWER COLUMBIA COLLEGE
INSTRUCTIONAL COUNCIL MINUTES
17 October 2006

Attending: George Dennis, Allan Evald, Brendan Glaser, Geary Greenleaf, Mary Harding, George Henderson, Helen Kuebel, Rhonda Meyers, Fran Nelson (recorder), Carmen Robinson, David Rosi, Dennis Shaw, Alex Whitman, Laurel Williamson, Jerry Zimmerman

Members Absent: Dawn Draus, Javin Bakke (student representative)

Guests: Wendy Hall, Faye Olason, Kristy Enser, Karla Rivers, Colleen Lemhouse

Laurel Williamson called the meeting to order at 3:05 p.m.

<u>Consensus Agenda</u>	<u>Highlights/Action Taken</u>
Minutes of June 2006 meeting were approved through consensus.	

<u>Institutional Reports/Discussions</u>	<u>Highlights/Action Taken</u>
<ul style="list-style-type: none"> Technology Utilization & Room Scheduling <p>As part of an ongoing endeavor to ensure assigned classrooms meet technological needs Faye Olason prepared an inventory of equipment by room which she will share via email upon request. Dennis Shaw voiced concern in regard to media presentations, whether DVD or VHS that are shown by projectors do not have capability of closed captioning proving the need for TV receivers. David Rosi suggested the need to change video cards on the current projectors to enable the closed captioning feature.</p> <p>Despite the decline in overall enrollment, our ABE/ESL and CEO classes are growing, requiring additional classroom space. Space that may be underutilized at present is in the computer labs. George Dennis did an analysis on the computer labs which showed usage is low in some labs. This reduction is due to several factors, such as students using computers in the library, their own laptops, or PC's at their homes. An area of concern in regard to students using campus computers is the time spent browsing personal websites. This situation most likely occurs on other campuses.</p> <p>Laurel reported that last spring she and Mary worked on 3 different possible block schedules due to negative feedback on the current schedule. The 3 schedules were given to Kristy Enser and Karla Rivers to see if any of them would work. Kristy and Karla handed out and presented a draft block M/F schedule which utilizes "available classroom time" to a higher degree than the current schedule. The draft schedule still has two @ two-hour blocks each day. The "no classes scheduled" one-hour block on Tuesdays could be increased to one hour and 40 minutes. Hybrid courses could occupy the 12:40-2:00 time slot on Thursdays with two additional Hybrid time slots on Tuesdays and Thursdays from 9:00-10:20. Hybrids could actually be inserted any time as long as there were no overlaps. Rhonda Meyers continues to be concerned there are no three-hour blocks to accommodate her labs and Dennis Shaw related his concern the draft</p>	<p>Handout: Current plan for technology acquisition and installation over next 2 years by Title III.</p> <p>Action: Laurel will discuss video card upgrade with IT and advise.</p> <p>Action: Laurel and Mary will continue to research the issue of web surfing on college computers exploring ways other campuses are handling this situation.</p> <p>Handout: Draft Block Schedule and Current Block Schedule. Work will continue on refining the draft.</p>

<p>schedule would create a hardship on students by potentially not getting out of class until 4:30 rather than 3:20 on current schedule. There are enough classrooms to accommodate the draft schedule and even though Hybrids need the best technologically equipped classrooms Brendan pointed out the Hybrids don't meet as often and will be able to fit in. Alex observed the Hybrids are also composition courses with students spending a lot of time one-on-one with instructors. Brendan asked if the draft schedule had been tested and would like to see the results of the actual class schedule put into the draft schedule for a personalized look. Kristy has a copy of this (Excel file) and will send via email to department chairs. Comments should be directed back to Kristy. Mary pointed out that faculty could look at the Thursday "Hybrid Time" as an opportunity as well as the Tuesday "free hour". If the draft schedule is deemed favorable it would go into effect Fall 2007.</p>	
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<p>• Major Related Programs</p> <p>Geary Greenleaf presented a study on various MRP (Major Related Program) degrees that have not yet been approved by LCC. The vision is to have approved and offer some or all in the very near future. Legislature has eliminated some of the bureaucratic hurdles at the 4-year institutions in regard to transfer students having taken necessary prerequisites. George Dennis has built program planners for each and has posted to the wall outside his office the catalog description + MRP + program planner which shows how LCC would meet the criteria of the MRP. The Transfer Center and then specific department faculty would advise for the transfer degrees. The ICRC will pick schools at random to audit the programs. Not all colleges offer all degrees. In order to offer a specific degree, normally the specific college's Board of Trustees must approve the degree.</p> <p>The AA-DTA degree has been expanded into a number of tracks that more adequately meet the specific program entry requirements at most four-year institutions, thereby shortening the number of credits taken at the four-year institution. The downside of these degrees is the reduced number of electives students are free to take within the degree.</p> <p>The AS-T degree has since been expanded into a number of additional tracks that more adequately meet the specific program entry requirements at most four-year institutions. The downside of these degrees is the reduced number of electives.</p>	<p>Action: For more efficient utilization of time the handouts of the degrees will be taken to the respective departments by their chairs so each department can look at discipline-specific MRP's and make recommendations to Instructional Council at the November meeting as to what would best serve the student.</p> <p>Handouts: AA-DTA/MRP Associate in Business (will be ready Fall 2006) Associate in Math Education Associate in Pre-Nursing Associate in Elementary Education</p> <p>AS-T/MRP Bioengineering and Chemical Engineering Computer and Electrical Engineering Mechanical/Civil/Aeronautical/Industrial/Materials Science Engineering Track 1 Associate in Chemistry Education Track 1 Associate in Biology Education Track 2 Associate in Physics Education Track 1 Associate in General Science Education</p>
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<p>This degree is built upon the technical course required for job preparation but also includes a college-level general education component, common in structure for all such degrees. These degrees are intended for specific professional/technical fields where a baccalaureate degree will prove helpful to increase wage and job responsibility. It is intended that students will work some amount of time prior to attending the four-year institution to complete the four-year degree.</p>	<p>AAS-T</p>
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<ul style="list-style-type: none"> • Student Persistence Task Force 	
<p>A monitoring report measuring seven instructional outcomes has shown there are problems with student retention Fall to Fall. Over the past five years retention rates have gone down. We need to strengthen our efforts. If student retention rates are high there doesn't need to be so much emphasis on recruitment.</p>	<p>Action: Chairs to ask advice of department faculty. Advise Laurel before by mid November. Ask for volunteers for task force.</p>

<p><u>Reports from Committees/Task Forces</u></p>	
<ul style="list-style-type: none"> • <u>Curriculum Committee</u> <p>Brendan gave everyone copies of the minutes from the October 11 meeting. He related the committee is in the process of re-documentation operating guidelines, understanding the role of the Curriculum Committee and how degrees are approved. For example, the DTA/MRP AAS proposals follow standards and the catalog. Courses required for degrees can only be changed in Instructional Council first then on to the Curriculum Committee. The Instructional Council decides what courses make up the degree.</p>	<p>Handouts: October 11 minutes. Informational</p>
<ul style="list-style-type: none"> • <u>Faculty Development</u> <p>The first meeting for this committee will be Friday, November 3.</p>	
<ul style="list-style-type: none"> • <u>Assessment Committee</u> <p>Wendy Hall reported on the Gen. Ed. Assessment and Department Assessment process. She is available to any one or any department who needs special help. Wendy will share biennial assessment report requirements with the group at the November Instructional Council meeting. There is a vacancy on the Assessment Committee from the Social Studies, Humanities & Education group.</p>	<p>Informational</p>
<ul style="list-style-type: none"> • <u>General Education Committee</u> <p>Geary related the email proposal from Mike Strayer to all full-time faculty asking for input relating to the latest draft of the "New Capstone Guideline Proposal" had received no feedback.</p> <p>The Gen. Ed. Committee will continue its assessment work this year. Over the summer the group looked at the projects for assessment. For the next year there will be two learning outcomes:</p> <ol style="list-style-type: none"> 1. multicultural concepts 2. critical thinking. <p>Laurel congratulated this committee for its accomplishments. Instructional Council self-study will begin next year and this committee's assessment is very helpful.</p>	<p>Informational</p>

<u>Reports from the Instructional Administrators</u>	
<p><u>Helen Kuebel</u> – accreditation visit is next week.</p> <p>Carmen Robinson – library hours have changed; quiet rooms are available and are being utilized; the process for using library resource monies was clarified – talk to her or Terri for title choices.</p>	
<u>Reports from the Council Members</u>	
<p><u>Jerry Zimmerman</u> reported there are applicants for the “Greta Harvey in memory of Eric Harvey and Michael Orr Scholarship” and the “William Vest Endowed Scholarship”. Applicants are not in field or major for scholarship and are not 2nd year students.</p> <p><u>George Dennis</u> discussed possibilities of an event for the opening of the new Fine Arts Building during Spring 2007 – something to welcome the community – with music. Laurel assured the committee there would be a reception to celebrate the new building that would be befitting of the occasion.</p> <p><u>Alex Whitman</u> distributed and discussed a handout entitled HEC Board English College Readiness Definitions. The document described a workshop in which a team will analyze the success in students’ success in college and their ability to respond to the challenges presented by new problems and new ideas. The study will be finalized by the end of the year and then updated by HEC Board English College Readiness definitions.</p> <p><u>David Rosi</u> – pointed out the Finals schedule is different depending on where you look on the new web pages. The Office of Instruction is working with Public Relations and IT to make necessary corrections to areas within its realm and to streamline future web page updates.</p> <p><u>Dennis Shaw</u> – expressed desire to know criteria involved in the process of assigning classrooms.</p> <p><u>Allan Evald</u> – a Career Fair is planned for March 2007 – plan is to group area-specific course work with area-specific employers. The Career Fair may be held in the Student Center but Allan would like to pursue using the facilities at the fairgrounds. Allan noted the new (probationary) faculty member in his area, Randy Byrum.</p> <p><u>Rhonda Meyers</u> – Biology offers a lab course on the Woodland campus – currently has 8 students. Rhonda will meet with 2 possible adjunct Woodland-area instructors. She will be late to the next Instructional Council meeting due to lab obligations.</p> <p>Meeting adjourned at 5:20</p>	<p>Handout: HEC Board English College Readiness Definitions</p> <p>Action: Laurel and Kristy will discuss and advise.</p>