

LOWER COLUMBIA COLLEGE
INSTRUCTIONAL COUNCIL MINUTES
21 November 2006

Attending: Deisha Coats (student representative), George Dennis, Dawn Draus, Allan Evald, Brendan Glaser, George Henderson, Geary Greenleaf, Rhonda Meyers, Joyce Niemi (recorder) Carmen Robinson, David Rosi, Dennis Shaw, Alex Whitman, Laurel Williamson, Jerry Zimmerman

Members Absent: Helen Kuebel

Guests: Kristy Enser, Wendy Hall, Janelle Runyon

Laurel Williamson called the meeting to order at 3:34p.m.

Consensus Agenda	Highlights/Action Taken
October minutes approved by consensus via email	

Institutional Reports/Discussions	Highlights/Action Taken
<p>◆ Publications Review</p> <p>Janelle Runyon gave a quick overview of the new publications and the format used which allows publications to be focused on a particular school, program, etc. She explained that the new format allows for last minute changes. They are able to feature younger people in pictures when trying to reach the high school populations.</p> <p>Janelle said that they use the same type of format in ads. They are able to feature pictures of local students. She added that some program brochures and advertising are aimed at the 25-35 year old and so may feature more mature students in the pictures.</p> <p>Janelle said that the goal is to have a program card insert for every program. She indicated that most of the Industrial Technology area is done. Laurel added that the Industrial Technology instructors had applied for and received a Faculty Excellence grant from the Foundation which they used to develop and pay for their publications and advertising tools. Deisha said that she thought the brochures looked wonderful. She asked Janelle if they planned to do any with a focus on diversity. Janelle answered that they have already started and that we would be seeing more in the future.</p>	<p>Janelle brought example handouts available to faculty and which can be customized to different programs and their needs. Faculty were encouraged to take samples back to their departments.</p>
<p>◆ Web Site/Faculty and Department Pages</p> <p>Laurel told the group that with the launching of the new LCC website the faculty will have a larger role in helping to keep information current.</p> <p>Janelle brought up the faculty pages section of the website on the computer to show the group. Janelle said that faculty are able to use the new template that is available on the website. They also have the option to keep their information on the old website. When considering this option, faculty need to understand that they will have to give out the address of the old website. The LCC address will take you directly to the new website. The third option is keep information where it is with a link on the faculty pages of the new website.</p> <p>Janelle told the group that not all faculty are currently listed on the</p>	

faculty page but they are working on bringing it up to date. Janelle also showed the group that if a faculty has an individual webpage it will show up next to their name on the faculty page.

Laurel said that faculty should check their faculty information often in case information has changed.

Janelle told the group that the Academic Departments listing is not currently accurate. She also said that some information migrated from the old site to the new site.

Laurel said that processes need to be designed for the maintenance and updating of faculty and department information. For now, she requested that any changes needed be reported to her or Kristy Enser.

Dennis said he thought it was important that the information available be based on what people on the outside of the college would want and need, such as areas of fields of study. Laurel said she agreed and felt that faculty pages should reflect the personality of the faculty whose page it is.

Brendan said he agreed. He also feels that different entry points can be used for different needs and that includes the needs for conducting internal college business. Everyone agreed that both types of business can go hand in hand on a website by using different entry points and links.

The new Azorus software will provide portals to the website so that students' access will be based on interests, and email announcements and marketing messages can be tailored to students' majors, activities, or interests.

Department chairs were asked to discuss the maintenance and update of faculty and department we pages on our website.

◆ Major Ready Programs (MRPs)	<u>Highlights/Action Taken</u>
<p>Laurel handed out a list of 14 MRPs to be voted on. She said that departments should have had plenty of time to discuss this issue and that it was important that a vote be taken so that the proposed MRPs could be taken forward to the Board of Trustees for approval at their January meeting. After a short discussion it was decided by consensus to take all of the MRPs listed forward with the exception of the pre-nursing. The Nursing Department has an articulation agreement with WSU so they are not interested nor do they believe it would be beneficial to students to pursue the MRP.</p> <p>Geary explained that the next step after Board approval is to go to Curriculum Committee. He explained that in some cases we might need to build new classes to support a program. Geary congratulated George Dennis on the good work he had done on this project.</p>	<p>List of Major Ready Programs distributed for vote. It was agreed by consensus to move forward all programs with the exception of the Pre-Nursing.</p>
◆ Block Schedule Update & Room Prioritization	
<p>Kristy Enser distributed the proposed block schedule for discussion. The only change from the current schedule is to change TTh from a 1:20-3:20 p.m. time slot to 1:00 – 3:00 p.m. Kristy said that they had very little feedback from faculty regarding the block schedule that was presented at the October Instructional Council meeting. Dennis suggested adding a class from 3:10-5:10 p.m. After some discussion on room prioritization, the following issues were noted: popular time slots (who gets priority); spatial needs (classes that need rooms that allow for human interaction); location as criteria (those who have a lot of material to move from location to location). David voiced a concern that if you teach a hybrid class that might not meet daily, there is a good chance you will not get scheduled in the type of room necessary to teach your class, especially in the case of a lab. Laurel said that she understood there are concerns about room and how they are scheduled. She indicated that we would continue to work on the problem. Laurel also suggested that a master catalog of needs be started. She asked the chairs to explain to their departments that complaints should be taken to their appropriate Dean or Kristy, not to the staff member in charge of room scheduling.</p>	<p>Laurel requested that Department chairs discuss a process for room prioritization with departments. She also requested that departments be informed that complaints about room and lab scheduling should be taken to their appropriate Dean or Kristy Enser and not to the staff person in charge of scheduling.</p>
Committee Reports	
◆ Curriculum Committee	
<p>Brendan said that there had been no meeting on which to report. The next meeting is scheduled for 30 November 2006.</p>	
◆ Faculty Development Committee	
<p>Laurel reported that the committee had met to review fall quarter applications. She said that all applications had been approved and that approximately \$8000 had been expended.</p>	<p>All fall quarter applications for Faculty Development funds were approved by committee.</p>
◆ Assessment Committee	
<p>Wendy reported that the committee now has a full membership. She distributed a schedule of programs slated to complete assessment reports during the 2006-2007 academic year.</p>	<p>Schedule of programs slated to complete assessment report distributed.</p>
◆ General Education Committee	
<p>Geary reported that the General Education Committee has met and their work continues.</p>	

Reports from Instructional Administrators	<u>Highlights/Action Taken</u>
<p><u>Brendan Glaser</u> had nothing additional to report.</p> <p><u>Geary Greenleaf</u> distributed and briefly reported on a state organizational chart.</p> <p><u>Helen Kuebel</u> - Jerry reported for Helen that the re-accreditation process had gone well and that the program was fully re-accredited. The department is working on several curriculum revisions. The department has recently purchased two new simulators. It was also reported that four faculty from the department would be going to Honduras on a Medical Mission in March.</p> <p><u>George Dennis reporting for Faye Olason</u> announced that Title III has money to spend and asked the members to discuss recommendation with their departments. Recommendations will be due by mid-February.</p> <p><u>Carmen Robinson</u> distributed library/department budget accounts. The process for processing paperwork on these accounts was discussed.</p>	<p>LCC Nursing Program fully re-accredited.</p> <p>Department Chairs requested to discuss with their departments possible recommendations for purchases by Title III. Deadline is mid-February.</p> <p>Handout: Library/Department budget accounts.</p>

Reports from Council Members or Guests	<u>Highlights/Action Taken</u>
<p><u>Rhonda Meyers</u> reported that David Cordero had invited Kathy Demarest to help on student skills. Louis LaPierre did a presentation to the AAUW on global climate change. Rhonda also reported that she and Louis will be working on common course numbering at the end of the month.</p> <p><u>Alex Whitman</u> told the council that the Language & Literature department are working on ENGL 101 and getting students through it successfully.</p> <p><u>Dennis Shaw</u> reported that the Blues course will be offered winter quarter. He also reported that he is working with Dan Johnson on doing a Blues film series.</p> <p><u>Jerry Zimmerman</u> reported that they are working on a Spanish course for law enforcement officers. Jerry related that Jerri Weyer said that our MEDA students were in the 95% on the national test. Rick Atkins has an articulation agreement with Central University in Fire Science. They are also looking at an AAS-T in Administration of Justice.</p> <p><u>Alan Evald</u> had nothing additional to report.</p> <p><u>Dawn Draus</u> said that MATH 92 outcomes assessment will be done next quarter.</p> <p><u>George Dennis</u> reported that Tutor Madness will be held 31 November from 4pm-9pm.</p>	

Deisha Coats told the group that ASLCC had celebrated October Health Awareness Month with several different activities, including a blood drive and a Harvest Festival. Plans are underway for the Winter Festival. There will be a “Music & Massage” held 4-5 December. Deisha also reported that ASLCC is working on campus safety and that a group had done a campus walk through. Deisha said that ASLCC had put together 15 Thanksgiving baskets.

Meeting Adjourned at approximately 5:30pm.