

LOWER COLUMBIA COLLEGE
INSTRUCTIONAL COUNCIL MINUTES
20 February 2007

Attending: George Dennis, Dawn Draus, Brendan Glaser, Geary Greenleaf, George Henderson, Helen Kuebel, Rhonda Meyers, Joyce Niemi (Recorder), Carmen Robinson, Robert Rodger, David Rosi, Dennis Shaw, Alex Whitman, Laurel Williamson, Jerry Zimmerman

Members Absent: Allan Evald

Guests: Rick Atkins, Scott Dennis, Mary Harding, Shon Kraley, Jim McLaughlin, Maggie Stuart

Laurel Williamson called the meeting to order at 3:00pm

Consensus Agenda	Highlights/Action Taken
<p>There was no January 2007 meeting due to weather conditions. The minutes of the November 2006 meeting were approved with the following changes in wording to the Title III report. The Title III report will read: Title III has up to \$1,000 for each department which is interested in engaging in activities related to using, learning about, or revising teaching methods for our September 13 faculty in-service day. This money can be used to pay for speakers, trainers, or Title III staff members to provide a chosen activity. The deadline for request of these funds is February 15, 2007.</p>	<p>Change in wording noted.</p>

Institutional Reports/Discussions	Highlights/Action Taken
<p>Announcement - WASL Testing (Laurel Williamson) Laurel announced that WASL testing would be taking place in some of the local high schools soon. Some of our Running Start students will need to miss class on the day of the tests. Should any of the students fail the first time, there will be limited retesting opportunities available. Students should inform their instructors ahead of time.</p> <p>Department Appreciative Inquiry (Maggie Stuart) Maggie told the council that she and Wendy Hall had done a workshop session on Appreciative Inquiry during the 04 December faculty in-service day. They would like to offer their services to do a session with any interested department. Contact either Maggie or Wendy if your department is interested. Maggie said a session might be considered during in-service next fall as well. Maggie told the group that it is about a four-hour session. There would also be an extra one hour pre-planning session to be done by one or two department members. Laurel added that she is working to put together some of the input from the 04 December session. She will make it available when it is complete.</p> <p>Distance Education (Scott Dennis) DE Training He said that they have also been planning on how to set up a training plan. Scott told the group that there is an existing training program,</p>	<p>Take information back and share with department members.</p> <p>Discuss Appreciate Inquiry with department members. Contact Maggie Stuart or Wendy Hall if department would like to schedule a workshop session.</p>

but it needs to be revamped to better meet the needs of the campus community. He would appreciate help from departments in the form of what their needs are, what they would like to see in a training program, what they would not want to see in one, etc.

Laurel added that we need to find how best to get our distance education program coordinated. She said that Maggie and Scott have been sent to several workshops and conferences to look at best practices. She said that the best model uses a training piece to be done before an instructor begins teaching online. Training should include course development, collaboration among students, as well as the mechanical piece of the training. Laurel said that some of our faculty are beyond the need for this type of basic training and would be grandfathered in, but for new online instructors there should be a training program to complete with certification being the end result. She added that a good training program would also help us learn the pitfalls of teaching online. Laurel said that once the training program is up and running, there would be a stipend offered to faculty who went through the training to be certified. She also said that the stipend would not be paid until after the instructor taught their first online course. This is to ensure that they are serious about teaching online.

Scott said that part of the reorganization of the training program would be so that instructors first learn what most instructors first ask. He indicated that the majority of the training would be offered online.

David said that he believes we will soon need to justify the quality of our online instructing. Laurel agreed and added that we might take a look at using the evaluation form that George Dennis has been working on as a tool.

Dennis asked if there was a specific timeline for the new training program. Laurel said that the first step is to gather feedback from the departments on what the real training needs are. She said that she sees this being sent to cabinet for approval by the end of the year. Laurel said that ideally the training would be available by summer so that faculty could work through it when their schedules might not be quite as busy. Rick Atkins said he thought there would be value in the training even if an instructor does not jump right into online teaching.

DE Emergency Planning

Scott said that they have been looking at how ANGEL might assist the college in plans for emergency closures. Scott informed the group that every ANGEL class has a course space on the system that is turned off but can be turned on by the instructor. If this online environment was turned on, a class could easily move to the online environment if the campus was closed for some reason. Scott said one of the questions is should all course offerings have an online environment that could be utilized in case of emergency closures. Helen said that this idea assumes that all students have computers available to them off campus.

Laurel said that when thinking about distance education, we should keep in mind that it is the 30-55 year old demographic who need the flexibility that the online environment provides.

Laurel asked that department chairs go back to their department and

Discuss ANGEL training with department members and determine what specific needs and issues they would like to see addressed. Gather feedback and share with Scott Dennis and Laurel Williamson.

Discuss ANGEL as part of an emergency closure plan and gather feedback for further discussion.

ask for feedback on using ANGEL as part of our emergency closure plan.

Contemporary Musicianship & Audio Technology Program Presentation (Dale Groff)

Laurel introduced Dale Groff by saying that Dale, along with Martin Sherry, was instrumental in getting this new program up and running. She added that the program is in its second quarter and is very popular. Dennis added that the entire department is very proud of this new program.

Dale told the group that he is an LCC alumni and a graduate of Portland State. He said that he is currently teaching with the Kalama School District. Dale showed a short promotional video on the program. Dale told the group that a student going through the program will end up creating their own portfolio which would include making their own CD, hiring musicians, editing, choosing the style of music, and marketing. He said it also gives them the opportunity to test their theories. Dale said the goals for this year are to have all songs recorded. He indicated that the goal is not to have all of the editing, etc. done, just the recording. Dale said that there are great plans for the future of the program. If work-study funds can be obtained, they would like to have second year students tutor first year students as a work-study position. There will be a room in the new Rose Center for the Arts dedicated to the program. Dale thanked everyone for the opportunity to talk about the program. Brendan said that Dale and Martin Sherry worked very hard to help get state approval for the program. Brendan also said that campus services should be thanked for all of the work they did on the rooms and labs. Faye added that she has heard students commenting on how happy they are with the program.

Dale said he hopes to work more with the high school counselors in the future to try to increase interest and enrollment. Laurel added that we are reaching a new audience with this program. Dale finished by saying that there are currently 15 males and one female in the program. He would love to see more females enter the program in the future.

Integrative Studies Committee (Laurel Williamson)

Laurel started out by saying that she had approached Don Correll, as chair of the Integrative Studies Committee, to ask if the committee would be interested in broadening the scope of the committee. She said she told him she needs a committee that looks at coordinating all of the innovative learning and teaching on campus. She said that Don said that the committee would not be interested in taking on anything other than Integrative Studies classes and issues. Laurel told the council that she is afraid some innovative ideas are not getting support because they don't fit in the Integrative Studies box. She said there is currently no place for faculty with different kinds of learning community ideas to go for support. Laurel said there is no committee in place to offer the type of support needed and that maybe this council needs another committee to coordinate all innovative teaching. Laurel added that we need a committee that is about

learning communities and not just integrative studies courses. Faye said that perhaps Title III funds could be used to look into this issue. Rhonda said that she is on the IS committee and that it is a tremendous amount of work. She said the idea of adding more seemed to be so much to look at and consider. She said the committee would need more guidelines on what the expectations of the committee would be. Jerry said that he was surprised at the decision of the IS committee. Laurel asked that department chairs discuss the issue with their departments and determine what they feel is needed. She said we would come back to the topic.

Geary said that we should also be thinking about how we do learning communities online.

Dennis said that integrative studies classes have always been a show piece for the college. He has felt some concern the last few years because enrollment in some of the classes has been in the single digits. He said that integrative studies courses should be “theme driven” and not just two classes brought together.

Laurel said that some colleges are requiring an integrative studies component for graduation and that perhaps we should consider that option.

Geary said that we should also be thinking about how to fit in a writing requirement for graduation. Laurel added that when thinking about how to retain our students we should be considering both writing and math skills. Robert added that a life skills class might be needed. Faye said perhaps we should be taking a look at who are students are? Are there colleges with the same type of populations and what are they doing.

Computers in the Library (Laurel Williamson)

Laurel told the council that several computers have been ordered to be housed in the library and used by part-time faculty. She said they would be on a first come, first serve basis.

Other:

Laurel reminded the council that when requests for faculty development funds are approved by the committee it is for the specific request submitted. Funds cannot be used for a different activity. A new request would need to be submitted to the committee for approval following the appropriate process. She also reminded the council that any and all out of country travel must be approved by the President and the Board of Trustees.

David Rosi asked a question on behalf of his department: Is it necessary to have a Health class requirement as part of degree? Laurel said that she was not sure this was a decision that could be made without the approval of the Board of Trustees as the board approves the framework of all degrees. Brendan said that he felt there were both pros and cons to a health class being part of the degree requirement. He would like to see a forum held to discuss the subject. After that, it could be determined where to next take the issue.

Chairs are requested to discuss the need of a committee to coordinate and support the needs of all innovative teaching and learning ideas beyond the scope of integrative studies. The topic will be discussed at a future date when feedback from departments is available.

Forum needed to discuss the requirement of a health class as part of Business degree.

David also asked for clarification on purchases made at the Book Store using department funds. Laurel said that a policy was being developed. There will be more to report in the future.	
<u>All Reports distributed in written format</u>	
Reports from Committees	<u>Highlights/Action Taken</u>
Curriculum Committee. Faculty Development Committee: Assessment Committee: General Education Committee: Capstone Committee: Integrative Studies Committee:	

Reports from Instructional Administrators	<u>Highlights/Action Taken</u>
Brendan Glaser reported Geary Greenleaf reported Robert Rodger reported	

Reports from Council Members or Guests	<u>Highlights/Action Taken</u>
Meeting Adjourned at 5:00pm.	