

**LOWER COLUMBIA COLLEGE**  
**INSTRUCTIONAL COUNCIL MINUTES**  
**20 March 2007**

**Attending:** George Dennis, Dawn Draus, Allan Evald, 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:**

**Guests:** Wendy Hall, Faye Olason

**Laurel Williamson** called the meeting to order at 3:30pm

<b>Consensus Agenda</b>	<b><u>Highlights/Action Taken</u></b>
February minutes approved by consensus	

<b>Institutional Reports/Discussions</b>	<b><u>Highlights/Action Taken</u></b>
<p>Laurel stated that the first two items on the agenda would be held over for discussion at a later meeting.</p> <p><b>Curriculum Committee Membership</b> (Laurel Williamson)</p> <p>Laurel asked the council to consider adding a voting member from student services to the Curriculum Committee. She said that it is believed that the Registrar would be a valuable addition to the committee as that position often has information available to them that would be important to the decision making of the committee. She said it also speaks to one of the strategic goals of the college which is the integration of services. Laurel added that the Registrar leads the area of credentials, transfer credits, etc., which is important to the work of the Curriculum Committee. Alex added that the Registrar would be very helpful as the common course numbering project moves forward. Alex asked if the Registrar should attend Instructional Council. Laurel said that she did not believe it was as important but that it could be considered. Dennis added that years ago the person in that position was a part of the Curriculum Committee. Laurel added that there was discussion going on of having instruction take ownership of the program planners and having the registrar a part of Curriculum Committee would be very helpful if that does take place.</p> <p>Laurel asked if there was a motion to add the Registrar as a voting member to Curriculum Committee. Dennis made the motion and Allan seconded it. There was no further discussion. Laurel called for a vote, which was unanimous in favor.</p> <p><b>Integrative Studies Committee</b> (held over for April meeting)</p> <p><b>End of Year Department Reports</b> (Laurel Williamson)</p> <p>Laurel reminded the department chairs that they are responsible for submitting an end of year report for their department. She said that</p>	<p>Vote taken in unanimous favor of adding the Registrar as a voting member of Curriculum Committee.</p> <p>Department chairs need to submit an end of year report on their</p>

the information in the department reports went in the instruction annual report that is submitted to the President and the Board of Trustees for their review. Laurel said the department reports should be submitted to the appropriate dean by the middle of June.

**Program Assessment/Planning Day (Laurel Williamson)**

Laurel told the council that there will be program assessment planning day during fall orientation week. Wednesday 12 September from 9:30am – 12:00pm has been set aside for program assessment planning activities. She asked the department chairs to talk to their departments and craft an outline of department assessment needs and submit it to their dean by the end of spring quarter.

**Budget Development Process Review (Laurel Williamson)**

Laurel distributed a handout of the budget initiatives in priority order that will be submitted by the instructional division for the 2007-2008 budget process. The list includes items in goods and services, equipment and travel, and personnel. Laurel went over the list and explained the items. She asked if there were any questions. Dennis said that his department did have a concern with supply budget expenses. He explained that the cost of printer cartridges takes a great deal of their supply budget. Their department questions if the college should be purchasing cartridges in bulk to save on the cost. They also question if the cost of printer cartridges should come out of department supply budgets. Supply budgets have not increased even though the number of printers needing cartridges has increased on campus. Laurel agreed it was a problem and said she would bring the question up to the appropriate people. Rhonda said her department has a similar concern over the lack of an equipment and equipment maintenance and repair budget. Laurel said that even though each individual department does not have an equipment budget; however, the instruction division does and that she tries to purchase as many equipment requests as possible. Laurel said that instruction spends an average of \$350,000 annually on equipment for the instructional areas. Brendan said to keep in mind that the budget initiatives list is meant more for new ongoing expenses and not one time purchases.

**Academic Master Plan (Laurel Williamson)**

Laurel asked if there was any feedback on the draft academic master plan document she had sent out to department chairs for review. Rhonda mentioned a small change that needs to be made in the title line of the Natural Science and Engineering section. Laurel said she would make the change. Helen asked what the next step is to actually get the job done as outlined in the master plan. Laurel said that is a good question. She believes that this plan will be used as a reference in future budget development, hiring priorities, etc. Dennis asked what the timeline was on the document. Laurel said that she wants to give it to the cabinet before she leaves on 20 April. She said that she would incorporate the suggestions mentioned here. She would then send it out to all LCC and ask for input. She plans to give a two week window to offer that input. She will then incorporate any changes

department to their appropriate dean.

Department chairs need to submit an outline of department assessment needs by the end of spring quarter.

Instruction budget initiatives for 2007-2008 will move forward as presented.

Academic Master Plan will be sent out electronically to all LCC for suggestions and input. Any needed additions or changes will be made. Laurel will present the document to the cabinet by 20 April.

<p>and present it to the cabinet. She believes it will go to the Board of Trustees in July.</p>	
<p><b>Reports from Committees</b></p>	<p><b>Highlights/Action Taken</b></p>
<p><u>Curriculum Committee.</u> Robert reported that the committee had voted on several course changes, clarifications, etc. For complete committee actions please see the minutes of the Curriculum Committee. Robert said the committee would need to concentrate on changes needed for the new catalog. He explained that they hope to have the new catalog printed and on campus by early June. He said catalog revisions need to be decided on as soon as possible. Dennis asked when the final editing deadline would be. Robert said the last week in April. Alex asked who was handling the course numbering changes. Robert said that Kristy Enser would be handling that. Dawn asked if all common course numbering had been finalized. Laurel said no, that we would go with what the state gives us. Robert said one of the big pushes for the new catalog is to include the new MRPs. He explained that there are still a few issues around the new MRPs that need to be revisited before they are included in the new catalog. Robert said there would probably be two committee meetings in April in order to get the work done on the new catalog.</p> <p><u>Faculty Development Committee:</u> Laurel reported that there had been nine requests from full-time faculty and six requests from part-time faculty submitted during winter quarter. She said that \$7145.23 had been awarded which leaves approximately \$1400 available for spring quarter.</p> <p><u>Assessment Committee:</u> Wendy reported that there had been no committee meeting in March. She added that they were working on developing assessment tools for related instruction areas.</p> <p><u>General Education Committee:</u> Geary reported that there was no committee meeting in March. He added that the mapping process continues. He said that information had been sent to the department chairs and that they should return their information after their first spring quarter department meeting.</p> <p><u>Capstone Committee:</u> No report.</p> <p><u>Integrative Studies Committee:</u> No report.</p>	<p>All changes for the new catalog must be made by the end of April. Final editing if the last week in April.</p>

<p><b>Reports from Instructional Administrators</b></p>	<p><b>Highlights/Action Taken</b></p>
<p><u>Brendan Glaser</u> reported that Darcy Smith has been hired as the new WorkFirst Manager.</p> <p><u>Geary Greenleaf</u> had nothing additional to report.</p> <p><u>Robert Rodger</u> reported that Mary Leach has been hired as the new</p>	

<p>reading instructor. He said the interviews for the new history instructor are in progress. Robert also reported that two employees from the <i>Daily News</i> have been hired to work with our Journalism program and the <i>Logos</i> starting fall quarter. He believes this will be a real asset to our students.</p> <p><u>Helen Kuebel</u> reported that this is a very busy time of year for the nursing department. They have had many applications submitted.</p> <p><u>Carmen Robinson</u> reported that the deadline for department/library budget expenditures was 16 March. Any funds not spent would be used by the library for material purchases. Carmen said that any requests for purchases could be sent directly to her for consideration. She asked the chairs to suggest to their departments that they might consider submitting a grant request to the Foundation for collection development in their subject area. She said she would be willing to help with the collection development.</p>	
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<b>Reports from Council Members or Guests</b>	<b>Highlights/Action Taken</b>
<p><u>Faye Olason</u> reminded the council that invitations had gone out to have Mary Leach visit classes. She encouraged departments to respond to the invitation. Faye said that a flyer for the next Title III workshop would be in mailboxes sometime this week.</p> <p><u>Dennis Shaw</u> reported that he had seen excellent performances by the four candidates for the history position. He believes the decision will be a hard one for the committee as all of the candidates seem excellent. He added that the search for the music position is on going.</p> <p><u>Rhonda Meyers</u> reported that her department is doing well and all are very busy. Rhonda said that she had heard that Capstone might be going away and she wondered if that were correct. Robert said that a close look is being taken at what the goals are, are the same needs being met in other ways. Dennis said that his department has been having some valuable discussion on this topic.</p> <p>Laurel explained that this question had been raised based on some assessment that had been done by the Language and Literature department. As part of their assessment, they had looked at some Capstone papers. The papers were not of the quality that you would expect from a Capstone paper. Laurel said that from that, discussion had started. She added that she does not believe Capstone will go away but that we need to find a way to put some rigor into it. Dennis said that he does not think students view Capstones as a way they should be exhibiting their exit level skills. David added that the business department sees this as a real problem across the board. Students do not know how to write business letters, resumes, etc. Robert said that some fundamental revisions are needed in the area of Capstone classes. Laurel added that the idea of e-portfolios that go from class to class and follow a student through their educational career might be a good one. Dennis suggested that the topic be discussed by departments and offer input to a member of the</p>	

Capstone Committee.

Dawn Draus had nothing to report.

Jerry Zimmerman reported that Robert Rodger would be working with him on the book discussion seminars for spring quarter. The first notice will go out in about two weeks. They plan to hold the sessions in May. The book selected for spring quarter is *Balzac and the Little Chinese Seamstress*.

George Dennis reported that tutor madness evening was a great success again this quarter. George told the cabinet that the west wing of the Main Building is being remodeled this summer. The Learning Center has been asked to vacate the area by the end of May so that preparations for the remodel can begin. The Learning Center activities will move to the tutoring center during the remodel. Due to a lack of space, test proctoring for classroom courses must end as of 30 May. George asked that the department chairs make sure their department members are aware of this change because so many faculty use test proctoring.

Rhonda Meyers reporting for Allan Ewald told the council that Randy Byrum is doing a very good job during his first year teaching at LCC. She also reported that the career fair was excellent.

David Rosi reported that his department is working to wrap up program issues and changes. Tim Allwine has been hired as a new tenure track faculty member in their department. David said a new retail management program will start fall quarter. He said a good job is being done to advertise the new program.

George Henderson reminded everyone to encourage eligible students to apply for scholarships.

Alex Whitman reported that the adjunct faculty in the Language and Literature Department had given high praise to the treatment they receive at LCC. She reported that Deborah Brink is in South America right now. Deborah has a blog and if anyone is interested they can contact Alex for the address. Alex said the *Salal Review* is scheduled to be out soon and promises to be excellent. Alex reported that conversation has begun on offering online tutoring for some English classes.

#### **General Announcements:**

Dennis Shaw announced that Michael Strayer would be department chair next year. Laurel thanked Dennis for the excellent job he has done the past few years as department chair.

Laurel announced that Gary Carroll would be on medical leave through spring quarter. She explained that he injured his hand and arm and the healing process is very slow. Laurel said Gary hopes to be back the second half of summer quarter.

Meeting Adjourned at 4:32pm.	
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