

LOWER COLUMBIA COLLEGE
INSTRUCTIONAL COUNCIL MINUTES

17 April 2007

Attending: George Dennis, Dawn Draus, Brendan Glaser, Wendy Hall, Helen Kuebel, George Henderson, Lauren Mason (ASLCC Representative), Rhonda Meyers, Joyce Niemi (recorder), Carmen Robinson, Robert Rodger, David Rosi, Dennis Shaw, Alex Whitman, Jerry Zimmerman.

Members Absent: Allan Evald, Geary Greenleaf, Faye Olason

Guests: Mary Harding, Lynn Lawrence, Kathy Stafford

Brendan Glaser called the meeting to order at 3:30pm.

Consensus Agenda	<u>Highlights/Action Taken</u>
<p>Alex Whitman had an amendment of the March minutes. It was noted that a change to the wording regarding tutoring of English classes should read – Sherri Fittro and Alex have started a conversation about the important relationship between English composition classes and tutoring for these classes. Minutes approved as amended.</p>	<p>Amendment noted.</p>
Program Needs Assessment and Evaluation	<u>Highlights/Action Taken</u>
<p><u>Fall to Fall Retention: Wendy Hall</u> Wendy gave a brief explanation of the fall to fall retention study handout that she had distributed. The study shows how both positive and negative relationship factors affect retention. Some positive (protective) factors include: participation in clubs and organizations, enrollment in Running Start program, participating in tutoring services, entering LCC with less than a high school education, entering college at less than 25 years of age, and enrollment in College 100. Some negative (risk) factors include: lack of success in first math class taken, being at an economic disadvantage and part-time enrollment. Mary said that the Student Services staff is discussing what the implications of this study are. Mary also said that she was somewhat surprised that participation in clubs and organization was such a high factor. David asked what a realistic retention rate was for LCC. Wendy said that you really need better comparative data to answer that question. She added that the retention rate has gone down in the last five years, which is of course a concern. Mary said that a committee would be formed in the near future to study and make recommendations concerning retention. She said that in the short term, advisors should keep both the protective and the risk factors in mind when advising students. Wendy said that she is available to answer questions or discuss the study more fully.</p> <p><u>Common Course Numbering: Mary Harding & Lynn Lawrence</u> Mary distributed a list of the common course numbering changes that will become effective summer quarter 2007. She said this is just the first set of changes that will eventually take place. Mary said that it was important to make the translations from the old numbers to the</p>	<p>Handout: Fall to Fall Retention Study</p> <p>Handout: Common Course Numbering – effective Summer 2007</p>

new numbers available to students. David said that it would be a fairly simple task to make the translations from the old numbers to the new numbers in the master database. After some discussion, it was decided that Instruction would be responsible for making the translations. Mary added that changes will be made to the program planners and other advising tools as soon as possible.

Integrative Studies Committee: Rhonda Meyers

Rhonda distributed the proposed by-laws for the Integrative Studies Committee for approval. She explained that in the past the Integrative Studies Committee has not been considered a standing committee. With the approval of these by-laws, the committee will become a standing committee. Dawn asked why Math had been included with Natural Science as far as membership was concerned. Robert explained that the membership was more by discipline than by department, but that there should be no problem with the Math department having their own representative. George moved to accept the by-laws with the amendment that the Math department has their own representative on the committee. The motion was seconded by Dawn. Brendan called for discussion. A question was asked concerning the cycle of the membership. Rhonda explained that the membership would be on a three year cycle and that it would be staggered.

David asked for a clarification of the word “originate” in Section A of Part IV of the by-laws. Rhonda explained that it meant that all requests to teach an integrative studies course would be submitted to the committee for review and that each member of the committee would have a vote on the approval of the request. She also said that if a request is denied, the faculty member who submitted it can request to meet with the committee.

There was no further discussion. Brendan called for a vote. The by-laws were approved with one abstention.

Course Syllabi & Student Learning Outcomes/Enabling Objectives: Robert Rodger

Robert told the council that course syllabi and student learning outcomes should include language that matches exactly the wording used in the master course plan. He said that you can include your own wordage but should have verbatim language from the master course plan as well. Dennis suggested doing a face page. Robert added that this is important for adjunct faculty as well. Wendy said that outcomes should be included as well. Robert agreed and encouraged the use of general education language where appropriate. This shows that we have clear objectives and this is how we meet outcomes. Alex said that it might require some changes through Curriculum Committee. Robert said that was true and that it would be good. It would show that we are moving in the right direction. Brendan asked if there was a proposal on how to accomplish this. Robert said no but that we should try to pull as much together as soon as possible. He added that it is very important to the accreditation self-study process.

Brendan told the council that there will be no interim Vice President of Instruction hired. The three deans will report direct to the President. The deans plan to meet weekly to try to cover all of the

Handout: Proposed Integrative Studies by-laws.

Dept. Chairs will discuss course syllabi language with departments.

bases and to make sure everything continues to move forward. He indicated that the deans will discuss the course syllabi language issue and report any recommendations back to this council.

Fall Orientation: Robert Rodger

Robert, with the help of George, explained that September 13 of fall orientation week has been designated as faculty in-service day. The day will be used for departmental “choose your own” in-service workshops. George said that last spring there was a mandated faculty in-service that was used for departmental designed in-service activities. There was a form that was filled out by department chairs explaining what activities they would engage in. This form was submitted to their appropriate dean for approval. George asked if department chairs would like a form for the September 13 in-service day that could be filled out this spring and submitted to their dean so that they would be ready to go next fall. Brendan said that sounded like an excellent idea and that the deans would be open to any worthwhile activity. Wendy asked if department chairs would like a form for the scheduled assessment planning day on September 12. Departments could develop a plan to be reviewed by their dean. Brendan agreed that it was a good idea for departments to make a plan for both of the days and submit them before the end of spring quarter.

Department Chairs will discuss fall orientation faculty in-service day with departments. Departments should determine what activities their department will plan for in-service day.

Reports from Committees

Highlights/Action Taken

Curriculum Committee.

Robert reported that the Curriculum Committee will meet April 19. This meeting is the last chance to submit changes for the new catalog. Brendan said that there would be an addendum to the catalog in the fall. Carmen asked if all changes would be reflected immediately in the online version of the catalog. Brendan said that they would not. He said that at some point you have to offer something concrete for students to work from. Students have the right to work from the catalog they started with for up to five years and we need to honor that.

Faculty Development Committee:

The deadline to submit applications for spring quarter is Friday, April 20 at 5:00pm. The committee will meet the week of April 23 to review applications.

Assessment Committee:

Wendy reported that the committee has been working with the General Education Committee on general education assessment. She said that a stand alone task force will be formed to address related instruction issues with at least one member from each technical program.

General Education Committee:

Wendy made a brief report for Geary Greenleaf. The Summer Assessment Institute will be held the week of July 9th. Faculty will be assessing the Capstone papers/projects that have been collected all year. Two outcomes will be addressed at the institute: communication and problem solving.

<p><u>Capstone Committee:</u> No report.</p> <p><u>Integrative Studies Committee:</u> No report.</p>	
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Reports from Instructional Administrators	<u>Highlights/Action Taken</u>
<p><u>Brendan Glaser</u> reported that there is a great deal of WorkForce planning in progress.</p> <p><u>Geary Greenleaf</u> was not in attendance.</p> <p><u>Robert Rodger</u> reported that he has been very busy working on the new catalog. He recently attended ICRC in Spokane. He said that we can expect more tailored BA degrees in the future.</p> <p><u>Helen Kuebel</u> reported that the Nursing department has three faculty positions to fill.</p> <p><u>Carmen Robinson</u> reminded the council that there are group study rooms available for student use. The rooms can be reserved up to four weeks in advance. Carmen said that there is some concern that faculty are requesting to check-out and use videos and DVDs that are on reserve for another faculty member. She asked that any faculty having a problem with this should notify her. Carmen reminded the council that the Media Services department is under the Instructional Technology department. Media requests and or problems should be referred directly to the media department or to Tracy Gosney in IT. Media does have a shelf in the library where materials are left to be picked up. Carmen will be off campus for approximately four weeks beginning April 23. After the first week, Kathy Blood will be able to contact her if needed. Faculty are asked to contact Kathy Blood if they need to get a message to Carmen during that time period. Robert will be in charge of the library.</p>	

Reports from Council Members or Guests	<u>Highlights/Action Taken</u>
<p><u>Lauren Mason</u> introduced herself as the new ASLCC President. Lauren was elected by the student council during a secret vote after the President Mike Leeper had to resign due to personal reasons. Lauren said that ASLCC is busy planning Red Devil Days scheduled for May. They are also working on the Outstanding Student Award reception.</p> <p><u>Dennis Shaw</u> reported that the History faculty position has been filled. The process to hire a Choral Music faculty position is in progress</p> <p><u>Kathy Stafford</u> introduced herself as a guest. Kathy explained that she was here to observe the committee as part of her probationary process.</p>	

George Henderson had nothing to report.

David Rosi reported that Computer Information Systems (CIS) is now officially Computer Science (CS). David said that his department will have an Economics faculty position to fill. He reported that the Retail Management program is up and running. David said that Tim Allwine has been hired as a full-time tenure track faculty in the Business department. David reported that the department is very interested in a virtual lab if funding can be found.

Jerry Zimmerman had nothing to report.

Rhonda Meyers had nothing to report.

George Dennis reported that tutor madness had again been a great success. He gave a special thank you to the ASLCC for their support. George distributed a handout of the winter quarter tutoring summary and gave a brief explanation.

Dawn Draus had nothing to report.

Alex Whitman said that the *Salal Review* will be available any day now. Alex also wanted to express how thankful she is that LCC is such a great place to work. She said she is especially thankful at this time as we all mourn the victims of the tragic shootings at Virginia Tech.

Brendan said that the college is taking a close look at our emergency procedures.

Meeting Adjourned at 4:45pm.

Handout: Winter Quarter
Summary of Tutoring Center.