

LOWER COLUMBIA COLLEGE
INSTRUCTIONAL COUNCIL MINUTES
15 May 2007

Attending: Dawn Draus, Allan Evald, Brendan Glaser, Lauren Mason (student representative), Rhonda Meyers, Joyce Niemi (Recorder), Robert Rodger, David Rosi, Dennis Shaw, Jim Stanley (for David Rosi), Alex Whitman, Jerry Zimmerman

Members Absent: George Dennis, Geary Greenleaf, George Henderson, Helen Kuebel, Carmen Robinson, David Rosi, Jerry Zimmerman

Guests: Wendy Hall, Faye Olason

Brendan Glaser called the meeting to order at 4:05pm.

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

Institutional Reports/Discussions	<u>Highlights/Action Taken</u>
<p>Fall Orientation Week 2007 (Brendan Glaser) The draft version of the 2007 fall orientation week schedule was distributed. Brendan emphasized that the schedule was a draft and that there would be adjustments. Brendan told the council that the faculty in-service day is schedule for Thursday, 13 September. The day is scheduled to be a departmental “choose your own” in-service workshop day. A Faculty In-service Day Request form was distributed to be taken back to departments and completed. The completed form should be submitted to the appropriate Dean by Monday, June 11. The forms will be reviewed and shared with the President, who will give final approval. Faye added that there might be funds available through Title III to help support a departmental in-service activity. She said there is no guarantee but departments are welcome to submit a request.</p> <p>Brendan said that the annual meeting with professional/technical faculty would also be added to the orientation schedule. He said there will be changes in certification rules as well as changes in the rules governing funding for professional development activities to discuss.</p> <p>There are several scheduled activities during fall orientation week that include participation in and in some cases leadership by faculty. Brendan said that he needs a list of those faculty participating and the activities. Dennis suggested that Jerry Zimmerman be in charge of organizing that information. The idea was well received and Brendan agreed to speak to Jerry.</p> <p>Rhonda asked what the 1.5 hours of department chair training during orientation week would include. Robert said he knew one item was to go over contract language. Brendan said that the Deans would discuss what needed to be covered. Everyone agreed that they just did not want it to be a waste of time for all concerned.</p>	<p>In-service Day Request form distributed. Chairs should take back to departments/complete form and submit to their appropriate Dean by June 11.</p>

<p>Instructional Council/Committee Structure (Brendan Glaser) Brendan told the council that we have been charged with articulating the structure and policies and procedures of Instructional Council as well as the committees in the instructional area. An Instructional Council template was distributed. It was felt by all that the template was very outdated. Brendan suggested the council start by determining which campus committees fall under instruction. A list of the various committees was written on the whiteboard and diagrammed to the best of the knowledge of the council at this point in time. Brendan told the group that this is just a beginning and that more work would be done on the project over the summer. Brendan indicated that one reason for doing this was to have a starting framework in place for the new Vice President of Instruction. Robert added that another reason is so that there is clear and definite process and flow as to what committee considers what types of issues. Dennis voiced a concern that he felt that Instructional Council has lost some of its authority over the years. He added that he felt personally that task force and ad hoc committees had become too popular over the years. Alex suggested that the accreditation self-study might contain helpful information on committee structure. Dawn expressed surprise that the assessment committee and the general education committee were not tied to instruction. Brendan reminded the group that this discussion was just the starting point for this issue and that there would be more to follow.</p> <p>Vice-President of Instruction Search Update (Brendan Glaser) Brendan said that four interviews had gone very well. The search committee felt that all four candidates were very capable of doing the job. He indicated that were feelings on who might be a better fit for LCC. It was felt that a couple of the candidates might fit better than the others. Brendan said that the committee had sent its recommendation to the President. He said that the President would consider the recommendation. He said the President would also be looking at the feedback from the forums that were held. He also said that Dr. McLaughlin had indicated the possibility of inviting the top two candidates back for a second round of interviews.</p>	<p>Brendan will lead work on diagramming committee structure.</p>
<p>Reports from Committees</p>	<p>Highlights/Action Taken</p>
<p><u>Curriculum Committee:</u> Brendan reported that Curriculum Committee had discussed several issues surrounding the proposal to delete Course number EDUC 100 (Leadership in Learning) and replace it with HUMN 212 (Leadership) This change would re-identify what the course is about which would be Leadership from a Humanities perspective. Brendan said the committee had passed a motion to accept the change contingent upon the committee’s receipt of email of acceptance from the Social Science department chair and approval of Robert Rodger that this course would be accepted as a Humanities discipline course. Brendan wanted to make it clear that the change would not take place unless the Social Science department approved. Dennis said that the department was currently discussing the issue. He indicated that there</p>	

<p>were some faculty who do not feel the class belongs in the Humanities but that no decision had been made.</p> <p><u>Faculty Development Committee:</u> Robert reported that all applications submitted for spring quarter were approved to be funded. He indicated that because it appeared there would be funds remaining, the application process would be reopened. An email will be sent out to all faculty with a deadline to submit applications. The committee will meet the last week in May to review applications.</p> <p><u>Assessment Committee:</u> No report.</p> <p><u>General Education Committee:</u> No report.</p> <p><u>Capstone Committee:</u> No report.</p> <p><u>Integrative Studies Committee:</u> No report.</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> (no report)</p> <p><u>Robert Rodger</u> reported that the college is looking at different library models. The model being considered is a one stop shop type approach. It would eventually include tutoring, the learning center. He said it is not a “quiet library” concept. He added that this will not happen immediately. He indicated that if it does happen, it will be phased in over time. Robert also reported that work continues on the new catalog. Information is now being verified for accuracy. He also reported that it will not be possible to meet the deadline that they had hoped for. Robert indicated that the electronic version should be available by the end of June. Brendan added that it had been decided that major program changes will be made on an annual basis only. He reminded the group that the catalog acts as a contract for students.</p> <p><u>Helen Kuebel</u> (no report).</p> <p><u>Carmen Robinson</u> (no report).</p>	

Reports from Council Members and Guests	<u>Highlights/Action Taken</u>
<p><u>Jim Stanley</u> (no report).</p> <p><u>Lauren Mason</u> reported that the student government elections had</p>	

taken place. Lauren said that the elections had been somewhat rocky and that several grievances had been filed. She reported that they were moving ahead as best as possible until everything is settled. Lauren reported that Red Devil days were very successful. She also reported that the vote for faculty of the year and taken place, the votes tallied and the results given to Dan Johnson. The results will be made public at the Outstanding Student Awards reception. Lauren also reported that the students will have a blood drive in the Student Center tomorrow.

Allan Evald reported that money had become available to purchase a 3-D monitor system which will be a valuable teaching tool for the department. Allan also reported that he had taken a trip to visit Miller Electronics in Wisconsin. He said it was a very educational, worthwhile trip.

Alex Whitman reported that the Spring Arts Festival will take place this Friday, May 18 and will include the launch of the 2007 *Salal Review*. Alex said that work would soon start on a student essay sampler for use by students. She said that a student had come to her with the idea and that the student would be joining the next Language & Literature department meeting to discuss plans for the idea. Alex also reported that the department had a Write-On professional development activity today. She also reported that some members of the department had volunteered to read to Head Start students and had enjoyed it very much.

Dennis Shaw (no report)

Rhonda Meyers reported that Louis LaPierre is coordinating with the Nelson Creek Restoration Committee to possibly use the water shed area as a research area for the college. The department hopes to take a field trip to the area during fall orientation week. Rhonda has been very busy working on an online course for fall quarter.

Dawn Draus reported that she has been working on an additional online math class for fall quarter.

Wendy Hall (no report)

Faye Olason reported that a survey would be going out to faculty asking about professional development needs. She also said that participation in Title III professional development activities had been good this year.

Meeting Adjourned at 5:03pm