

LOWER COLUMBIA COLLEGE
INSTRUCTIONAL COUNCIL MINUTES
Tuesday, October 16 – 3:30PM
MAIN 118

Attending: Laura Brener, George Dennis, Steve Byman, Dawn Draus, Brendan Glaser, Geary Greenleaf, George Henderson, Helen Kuebel, Rhonda Meyers, Joyce Niemi (Recorder), Tamara Norton, Carmen Robinson, Robert Rodger, David Rosi, Michael Strayer, Alex Whitman,

Members Absent:

Guests: Tim Allwine, Randy Byrum, Wendy Hall, Jeff Lucas, Cary Rhode

Laura Brener called the meeting to order at 3:30pm

Laura opened the meeting by asking everyone around the table to introduce themselves. A special welcome was offered to the four probationary faculty attending the meeting as guests.

Laura explained that she wanted to take this meeting as an opportunity to discuss the role of Instructional Council. She wanted to use this time to reconsider the function of IC and to hear from the membership what their issues and concerns were as well as what their hopes for IC would be, including what types of issues they would like to see discussed.

The purpose, responsibilities and membership of Instructional Council was read from LCC Board Policy. Discussion followed,

Round Table Discussions/Issues/Concerns	Positive Comments/Suggestions/Ideas
<p>IC is charged with establishing policy and making determinations on important instructional issues. There is frustration that this has not taken place over the past few years. IC has become more of an “information drop.” There was very little actual policy review.</p>	<p>Dialog was conducted on several issues including curriculum development, block scheduling, common course numbering. Budget development for instruction was also discussed including the budget proposals submitted and taken forward to cabinet.</p>
<p>The difference between being an advisory vs. decision making council was pointed out along with the question: which do we want or need?</p>	<p>No decision should be made in a vacuum. IC should be used to offer vital information, input, feedback and history on any decision that needs to be made or implemented</p>
<p>Information is not always sent out early enough for department chairs to have an opportunity to discuss with department members.</p>	<p>Department chairs should discuss IC issues with department members. They should be the conduit to departments. Department concerns/issues should be brought to IC for consideration. If a department is divided on an issue, it is also important to share that information.</p>
<p>Holding IC meetings only once a month could be a problem. It could stall decisions and actions.</p>	<p>Should a twice a month meeting schedule be considered to ensure issues are dealt with in as</p>

<p>What are the distinctions between different committees in instruction? Is there overlap between some committees? What is the distinction between Curriculum Committee and IC? Are all committees in existence necessary? Are there some committees that should have been considered task forces with an end date? Are there committees that could be integrated into other committees?</p> <p>Are there committees on campus that should have a relationship to instruction but do not? An example is the Assessment Committee which assesses instructional programs. The Diversity Committee is another example since diversity is a requirement of instructional programs.</p> <p>Everyone appreciates and believes in Shared Governance but everyone wants to make sure that time is spent wisely making meaningful decisions. Some issues that could/should have been discussed at IC include: Learning Communities (different models) Honor Program --What is not working/what might work</p> <p>Academic Master Plan is in "Draft" format. The President decided to hold it over for Board approval until the new VP was on board. It is obvious that a great deal of work was done at the department level. This will be a year to identify a process for modification of the plan and to do more substantial planning.</p> <p>There has not always been sufficient follow up. Example: Has anyone assessed block scheduling and the class free hour?</p>	<p>timely a manner as possible?</p> <p>This year will be used as a time to review committee structure. The library is in need of an advisory committee to help with the development of policies and procedures, especially in the areas of collection development and online resources. The Distance Education Committee is currently being reorganized. There is currently an E-Learning task force being formed.</p> <p>The CCESE will be discussed at IC. Where are the areas for growth? What recommendations can IC make? There are opportunities for growth that we must look at. The college is at a cross roads. It is vital that we look at our opportunities.</p> <p>The priorities for this academic year are: Learning Commons E-Learning FTE generation and retention Ways to seek alternative funding sources</p> <p>The agenda will be made up with input from all. The week before IC a call will go out to all department chairs for agenda items.</p> <p>Laura will follow-up on the block scheduling assessment question.</p>
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Laura ended the meeting by reiterating that IC is one of the strongest avenues faculty have to offer input into the decision making process. IC has the opportunity to have a significant say in the direction of instruction. As the VP of Instruction, she wants and needs the input and assistance that IC can offer.