

Meeting Minutes
INSTRUCTIONAL COUNCIL
Tuesday, May 20, 2008
3:30pm – Student Center Conference Room A

Present: Laura Brener (Chair), Steve Byman, George Dennis, Dawn Draus, Brendan Glaser, Geary Greenleaf, Wendy Hall, George Henderson, Helen Kuebel, Rhonda Meyers, Joyce Niemi (recorder), Faye Olason, Robert Rodger, David Rosi, Michael Strayer, Alex Whitman

Absent: Scott Dennis, Mary Harding, Katie McKie (student representative), Tamara Norton, Janelle Runyon

Guests: Kristy Enser

Laura called the meeting to order at 3:33 p.m.

Minutes:

It was moved and seconded to approve the minutes of the April meeting as written. The minutes were approved by a unanimous vote.

Review of Degree Requirements:

Laura distributed the pages from the ICRC Handbook that refer to degree requirements. Laura explained that the goal is to design and implement a process to systematically review our degree requirements. We need a clear definition in place that includes the criteria used to determine what courses are eligible for distribution credit. Several different options were discussed.

Laura volunteered to draft a guideline based on ICRC criteria and send out to department chairs. A timetable and a draft process for reviewing DTA will be included. Laura will try to send the document to department chairs so that the subject can be discussed at department meetings during fall 2008 orientation week. She would like the process in place and ready for fall 2008 if at all possible.

It was suggested that Laura review the old Plan B requirements. Alex will review the 2000 self-study document to see if any criteria or process were referenced.

Advanced Placement:

Geary reported that The Articulation and Transfer Council, which reports directly to the Instruction Commission approved a proposal on May 8 that makes the advanced placement question moot. Geary said that we do need a clear statement in our catalog that reflects the policy on advanced placement.

Committee Reports:

Assessment Committee:

Wendy reported that the Assessment Committee recently adopted new by-laws which change the reporting structure. Issues related to instructional assessment will now come directly to Instructional Council.

Readers have been selected for the 2008 General Education Summer Assessment Institute. They are Cheryl Ronish (coordinator), Tim Allwine, Colleen Lemhouse, Klint Hull, Sue Akins-Fields, Jerry Zimmerman and Joan Herman.

Faculty teaching diversity courses this quarter have been asked to submit student work or administer a writing prompt in class and submit the papers for use in the summer institute.

Academic departments have been asked to submit their priorities from the draft action plans that came out of the January workshop on Gen Ed assessment by the end of the quarter.

The due date for departments that need to submit assessment reports for 2007-08 is October 15, 2008.

Curriculum Committee:

Robert reported that the Committee is working on a process for the systematic review of all curriculum.

Learning Communities:

Rhonda reported that an email had been sent out to all faculty calling for proposals for Learning Communities courses for winter quarter. One proposal has been received. Rhonda believes there is one more on the way. There will be one more call for proposals sent out before the end of this quarter. Rhonda also reported that the Committee plans to have a Learning Communities Seminar during fall orientation week.

Faculty Development:

Laura reported that three applications had been submitted for spring quarter. All three were approved as submitted. Since there are funds remaining, a second call for applications was sent out to all faculty. Laura told the Council that she has Exceptional Faculty money remaining as well. Faculty should let their Dean know if they have any project or activity they are interested in. Faculty should be made aware that all activities must be completed and money spent by June 30.

Other:

George reminded the group that spring quarter Tutor Madness will be held on June 5. He encouraged all faculty to participate.

The meeting adjourned at 4:06 p.m.