

Meeting Minutes
INSTRUCTIONAL COUNCIL
Tuesday, October 21, 2008
3:30pm – Student Center Conference Room A

Present: Laura Brener (Chair), Steve Byman, Mike Dugaw, Geary Greenleaf, Wendy Hall, Kyle Hammon, George Henderson, Jeff Lucas, Rhonda Meyers, Joyce Niemi (recorder), Tamara Norton, Jim Stanley (present for David Rosi), Michael Strayer, Deborah Wöhrmann

Absent: Scott Dennis, Brendan Glaser, Jon Kerr, Carmen Robinson

Guests: Kristy Enser, Annette Ward (probationary faculty), Adam Wolfer

Laura called the meeting to order at 3:35p.m.

Minutes:

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

Review of Degree Requirements:

As discussed at the May meeting, we will be conducting a review of degree requirements for the DTA this year. Laura distributed a template to be used during the review process. Laura explained that departments are not required to use this particular form as long as all of the necessary information is included.

She explained that over the next several months departments should review the degree requirements for courses in their department. The current requirements should be reviewed and any recommendations for additions, deletions, or changes should be made during this process. Laura said that department members should be encouraged to step back and look at what the institution's expectations of students should be and remind them that this is not about individual or departmental territorialism. Laura would like to discuss the distribution areas at the November 18 meeting.

Laura said that this is also the time for a discussion on Capstone and Diversity requirements. "what do we mean by Capstone?" and "what is our definition of diversity and what does it mean to LCC?"

Michael said that some cross discipline and department discussions would be interesting. Laura explained that Instructional Council would be making the decisions but that this is an open meeting and faculty are always welcome to attend.

Exceptional Faculty Committee Vote:

The ballots with the nominees for the Exceptional Faculty Committee were distributed to the voting members of the Council. The ballots were returned to Joyce by the end of the meeting.

Other:

New Representatives to Instructional Council

Laura told the Council that two new members were being added to the Council

Carmen Robinson representing the Library
A representative from Transitional Studies

Committee Organization:

Laura distributed a committee organizational chart which listed committees that have a relationship to Instructional Council. Included on the chart was the Assessment Committee which reports to both Instructional Council and Student Services.

Laura also explained that there were two committees listed that do not exist yet but soon will. They are:

Diversity Committee for Instruction which will assess diversity in the curriculum.

A Related Instruction Outcomes Committee will also be established. It will be similar to nature to the Gen Ed Committee but for the Professional Technical areas.

Full-time Positions:

Laura distributed a full-time position request form. She explained that it is time to begin planning for next year. She is unsure how many positions will be filled. She hopes that all of the full-time temporary positions. Laura also hopes for full-time replacements for the art positions and the position vacated by Maggie Stuart which are currently being covered with adjunct faculty. All position announcements that go out will include the statement "pending funding availability."

Laura also said that there is a possibility that vacant positions may not be filled in the same discipline. Enrollment will play a factor so enrollment numbers should be included in your request. Laura needs the requests submitted to her by November 7. Job announcements should be ready by the start of winter quarter.

Learning Communities:

Rhonda brought up a question concerning enrollment caps for two instructor Learning Communities classes being raised from 40 to 50. Laura explained that there are additional factors involved and that the statement Rhonda was referring to was part of a broader conversation.

The meeting adjourned at 4:25 p.m.