

Meeting Minutes
INSTRUCTIONAL COUNCIL
Tuesday, January 20, 2009
3:30pm – Student Center Conference Room A

Present: Laura Brener (Chair), Steve Byman, Brendan Glaser, Scott Dennis, Mike Dugaw, Geary Greenleaf, Wendy Hall, Kyle Hammon, George Henderson, Jon Kerr, Jeff Lucas, Anthony McCoy (ASLCC Representative), Joyce Niemi (recorder), Carmen Robinson, David Rosi, Michael Strayer, Deborah Wöhrmann, Adam Wolfer

Absent: Tamara Norton

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

Laura welcomed Anthony McCoy as the ASLCC representative to Instructional Council.

Minutes:

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

Old Business:

DTA Program Requirements Review:

Laura briefly reviewed the process being used to review the DTA Program requirements. Laura asked each department chair if they had any additional input from their department members.

- Everyone agreed that departmental questions and concerns had been expressed at the November meeting.
 - The concerns over the Diversity requirement and the Capstone requirements were restated by several of the department chairs.

Jeff asked if there was a timeline for finishing the review process.

- Laura stated that she would like it completed as quickly as possible in order to meet the catalog timeline. Any changes to the new catalog need to be in by the end of this quarter.

Laura requested that the department chairs go back to their departments and discuss in more detail the concerns over the Diversity requirement and the Capstone requirement. She would like everyone to come to the February meeting prepared to discuss actions needed.

New Business:

Mission Statements:

Laura explained that the deans would be sending out electronically the department/discipline mission statements that are on file from the 2000 accreditation self-study. She would like them reviewed by the departments and reaffirmed or modified as needed.

Assessment Committee Recommendations (Handout)

Wendy distributed and briefly reviewed a list of recommendations approved by the Assessment Committee on December 4, 2008. The recommendations included several ideas for faculty professional development activities. The department chairs were asked to share the recommendations with their departments. Wendy said that more recommendations would be coming in the future.

Professional Development Activities:

Laura explained that a committee was organized last year to brainstorm possible topics for faculty professional development activities. This process was formerly managed from the Title III office. The committee developed several great ideas that did not fair well in the implementation stage mainly because there was not one person in place to follow through. Laura said she plans to ask George Dennis to chair this committee and develop and schedule activities. She will forward the recommendations of the Assessment Committee to George for consideration by the committee.

Pass/Fail:

There needs to be more clear and appropriate language that covers all concerns regarding courses taken as pass/fail. Laura agreed to draft some appropriate language and send out to the Council to vote electronically.

Other:

Deborah told the group that the Language and Literature department were having a retreat today. She said they had discussed topics such as Best Practices as well as conducting department business. Deborah said that several department members had voiced a concern over CAPS for composition courses. Faculty have felt pressured this quarter by advisors and counselors to sign overloads. Some of the requests have been made in what they feel is an inappropriate manner such as in front of the student concerned. The department feels that it is important to keep the CAPS low.

Laura explained that some of this is due to the increase in enrollment. New sections have been added when we are aware they are needed. Part of the problem is that the waitlist that has been in place has not worked effectively. They are working to resolve this problem. She asked that the department chairs help make faculty aware that they should not keep their own waitlist for classes but send students to registration.

Laura told the group that there are no plans to raise CAPS this year but did add that next year could be different depending on budget cuts. She said that multiple factors will be considered before any decisions are made.

Announcements:

Steve announced that on February 20 Auto/Diesel will host The Skills USA South West Washington automotive trouble shooting competition for our regional high schools

David announced that FBLA will take place on campus February 20.

The meeting adjourned at 4:45 p.m.