

Meeting Minutes
INSTRUCTIONAL COUNCIL
Tuesday, February 9, 2010
3:30pm – Student Center Conference Room A

Present: Tim Allwine, Laura Brener (Chair), Steve Byman, Renee Carney, Mike Dugaw, Kristy Enser, Brendan Glaser, Wendy Hall, Kyle Hammon, Jon Kerr, Helen Kuebel, Jeff Lucas, Alina Nestjorkina (ASLCC Representative), Joyce Niemi (recorder), Tamara Norton, Charlotte Persons, Michael Strayer, Deborah Wöhrmann, Adam Wolfer

Absent: Carmen Robinson, Mary Stone

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

Minutes:

It was moved and seconded to approve the minutes of the January 2010 meeting as amended. The minutes were approved by a unanimous vote.

Laura introduced and welcomed the ASLCC representative, Alina Nestjorkina, to the Council.

Old Business:

❖ **Capstone Taskforce Recommendations:**

- Jon distributed three documents resulting from the work of the taskforce:
 - Capstone Taskforce Report: Winter 2010
 - Capstone Course Criteria (Revised January 2010)
 - Capstone Course Proposal
- After review and discussion the following decisions were made:
 - The Council does not approve of the language used in the third paragraph of the Capstone Taskforce Report under Student Eligibility Requirements. The language not approved reads Students must also have completed fifteen or more credits in the three Associate in Arts Direct Transfer Degree (AA-DTA) distribution areas (Humanities, Social Sciences, and Natural Sciences) or upon approval of the Academic Standards Committee be enrolled in course work that will lead to concurrent completion of this requirement.
 - Since this is a report and it is not necessary for the Council to take any action, the following action will take place:
 - A copy of the Instructional Council February 9, 2010 meeting minutes, which will reflect the sentiment of the Council, will be attached to the official copy of the Capstone Taskforce Report: Winter 2010.
 - The Council decided to table the vote on the recommendation to the March meeting, giving the department chairs an opportunity to further discuss and receive input from their department members.
 - The vote will be on the March agenda.
- The following topics surrounding Capstone courses were also discussed:
 - The student to faculty ratio of Capstone courses. It became evident to the Taskforce members that keeping the student to ratio and a 20:1 ratio is very important.
 - Importance of all Capstone classes containing only Capstone students, no mixed classes. This led to a discussion on Integrative Studies classes as Capstone. An IS class would never fill as a Capstone only course since the cap for an IS class is 40. Should IS classes be the exception to the mixed class rule or should all Capstone classes be 5 credit stand alone courses.
 - Jon reported that some of the faculty who served on the Taskforce were unaware that teaching a Capstone was even an option for them.

- It is important that an annual schedule of Capstone courses be developed so that students can plan ahead.
- Several Council members expressed a concern that it might be difficult to meet the recommendation made by the Taskforce to offer approximately 15 Capstone courses annually.
- Laura explained that during the review of the DTA, the Council, with input from their department members, voted to retain the Capstone requirement as part of the DTA. With that decision comes a responsibility. If we make it a requirement for our students, faculty must be willing to teach sufficient Capstone courses to meet student needs.
- Kyle suggested adding language that ensures all Capstone courses are reviewed on a regular basis. All agreed with this suggestion.

New Business:

❖ Orientation of New Adjunct Faculty

- Laura began the conversation by saying that she understood there are more adjunct faculty than in the past due to our high enrollment and that there are challenges involved with working with adjunct faculty. She also understands that there can be frustration for those adjunct faculty who want to feel part of the department.
- Some of these challenges include
 - Office space.
 - Not possible to offer all adjunct office space.
 - Must be willing to share what office space is available.
 - Some adjunct do not need office space.
 - Deans will work with departments to make the best use of space available.
- Orientation Session for Adjunct Faculty
 - The main orientation is offered in the fall
 - Need to offer winter and spring as well
 - Timing is a challenge
 - Orientations should be for new adjunct faculty only
 - Will provide returning adjuncts with updated information as needed
 - Invite department chairs to orientation sessions
- Laura asked that if anyone had any good ideas for orientations to please share them with her.
- There will be a face to face meeting with adjunct faculty hired between orientation sessions.
 - They will be given a packet of needed information.
 - Packet will include a copy of the course plan, an example of a syllabus from someone who is teaching or has recently taught the class, as well as other helpful and informative information.
 - There will be a checklist to ensure that everything is covered.
- Tim brought up the question of what part Professional Partners play in this issue.
 - It is possible there are different understandings of what a Professional Partner does.
 - Some long term adjuncts have never had a Professional Partner.
- Adam added orientation of ANGEL is important.
- Laura said that all faculty teaching on ANGEL must take EDUC 275 or have special permission from Renee.
- The idea of having a chat room in ANGEL for adjunct to mentor each other was mentioned.
- Deborah asked if there was funding available for adjunct faculty to attend the afternoon session of the February 16 in-service day.
 - Laura stated that unfortunately there is no funding available.
 - Laura added that she understands the need for more adjunct participation but that it is difficult to implement, especially during these difficult budget times.

❖ Communication Outcomes and Rubric

- The Communication outcomes and rubric recently approved by the Gen. Ed. Committee was distributed.
- Adam and Wendy reviewed the document with the Council.
- After some discussion, Laura asked the department chairs to discuss the document with their department members and be ready to take action at the March meeting.

❖ Program Planners

- A new template for program planners was distributed and discussed.
- Laura said that it is necessary to revise the program planners to bring us in accreditation compliance.
- Department chairs were asked to share the template with their departments.
- Laura also said that the new form will go out before the March meeting as a pilot.

❖ Integrative Studies

- Michael asked Laura why the decision was made to reinstate Integrative Studies.
- Laura told the Council that after taking a year to review, she realizes that Integrative Studies is an integral part of LCC culture. It is also a valuable experience for students.
 - She does want IS classes to be offered in a way that makes them as successful as possible.
 - She also wants more faculty involved. She feels that limiting faculty to teaching one Integrative Studies class per year will lead to a broader array of faculty involvement which will mean a broader variety of options for our students.

The meeting adjourned at 5:03p.m.