

Meeting Minutes
INSTRUCTIONAL COUNCIL
Tuesday, March 16, 2010
3:30pm – Student Center Conference Room A

Present: Tim Allwine, Laura Brener (Chair), Steve Byman, Renee Carney, Mike Dugaw, Kristy Enser, Greg Finkas (for Tamara Norton), Brendan Glaser, Wendy Hall, Kyle Hammon, Jon Kerr, Jeff Lucas, Alina Nestjorkina (ASLCC Representative), Joyce Niemi (recorder), Carmen Robinson, Mary Stone, Michael Strayer, Deborah Wöhrmann, Adam Wolfer

Absent: Helen Kuebel, Charlotte Persons

Excused: Tamara Norton

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

Minutes:

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

❖ **Capstone Task Force Recommendations**

- After hearing input from department chairs and after further Council discussion surrounding the Capstone recommendations, it was decided to send the recommendations back to the task force for further review and consideration. It is apparent that there are still challenges that need to be more closely considered before a vote is taken.
 - Challenges include:
 - mixed classes (classes containing both Capstone and non Capstone students)
 - how many Capstone courses would/should be offered per department
 - should there be a limit on how many and who teaches Capstone
 - how and where Integrative Studies fits
 - Department Chairs were asked to send any further input directly to Jon.

❖ **Communication Outcomes and Rubric**

- The vote on support of the Communication Outcomes and Rubric was held over from the February meeting in order to give departments an opportunity for review.
- The vote was unanimous to approve as submitted.

❖ **Classroom Whiteboards & The Promotion of Events**

- Alina explained the request of ASLCC to have the upper right hand corner of classroom whiteboards to advertise ASLCC events. She said that they are looking for ways to increase student involvement in activities.
 - Several faculty noted that it is often the janitorial staff that erases the whiteboards in classrooms. There were no objections raised to the idea. Laura said there could be no guarantees that the information would not be erased, however. No action was necessary.

Other

❖ Annual Schedule

- Laura explained that instruction is working on an annual schedule. It is a good way to help plan as well as a way to help project cost. She further explained that Jon has been given the charge of developing an annual schedule for our evening program.
- Jon distributed a handout with a proposed block schedule for evening with a proposed implementation of Fall 2010.
 - All evening courses will be hybridized unless on the approved exceptions list or have the approval of their dean.
 - Scheduling needs to be deliberate to meet needs of those students who cannot come during the day.
 - Need a schedule that can be easily marketed and used as a recruitment tool.
 - Deliberate schedule would help when advising students.
 - Noted that many students who cannot attend during the day actually prefer online classes.
 - Laura asked the department chairs to take the information and discuss it with their department members. The topic will be on a future agenda.

❖ Online Evaluations

- Renee announced that eLearning would be piloting a new process for online/hybrid class evaluations during summer quarter.
 - As with face to face classes, students will not be required to complete evaluation.
 - Will contain both a confidentiality statement and instructions on how to opt out of completing evaluation.
- The question was asked whether or not instructors with enhanced courses can opt to have online evaluations.
 - Laura said that it would be up to the dean and the instructor.

❖ Announcements

- Steve said that the Today @ LCC message continues to be an issue in some classrooms. Laura said that she would check into it.
- Michael announced the Vest Memorial Lecture scheduled for May. James Loewen, the guest lecturer, will also hold a workshop during the afternoon. There will also be a book signing activity. The LCC Bookstore has copies of at least one of his books.
- Adam thanked all of those who helped with the Science Olympiad. He said that they heard many compliments about the friendly and helpful LCC volunteers.
- Adam said that he has heard complaints from students about the athlete only section in the library. Laura and Jon said that they are looking into the issue.
- Carmen announced that there is a new database in the library titled *Academic Search*.
- Carmen also recommended that instructors schedule library orientations as early as possible. The library gave 55 orientations during winter quarter.
- Jon reminded the group of the faculty resource area in the library. He said that Laura had given \$500 to purchase material for the resource area. All requests must be received in the library by April 1.

The meeting adjourned at 4:45 p.m.