

Meeting Minutes  
 INSTRUCTIONAL COUNCIL  
 Tuesday, April 20, 2010  
 3:30pm – Student Center Conference Room A

**Present:** Tim Allwine, Steve Byman, Mike Dugaw, Kristy Enser, Brendan Glaser (Acting Chair), Wendy Hall, Jon Kerr, Helen Kuebel, Mary Leach (for Deborah Wöhrmann), Joyce Niemi (recorder), Charlotte Persons, Carmen Robinson, Adam Wolfer, Sue Yarbrough (for Tamara Norton), Jerry Zimmerman (For Michael Strayer)

**Absent:** Laura Brener, Renee Carney, Kyle Hammon, Jeff Lucas, Alina Nestjorkina (ASLCC representative), Tamara Norton, Michael Strayer, Deborah Wöhrmann

**Guests:** Brendan called the meeting to order at 3:34p.m.

**Minutes:**

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

**Old Business**

❖ **Evening Block Schedule:**

- Jon distributed the proposed evening schedule
- After discussion on several different class start and stop options, the following was approved by the Council:

Time	Monday	Tuesday	Wednesday	Thursday
5:15-7:30		X (50% hybrid)		X (50%+hybrid)
6:00-8:15	X		X	
7:40-9:55		X		X

- This model is based on hybridized classes that meet face-to-face only one night per week. Additional exceptions to the list below can be worked out with the appropriate dean.
- Exceptions
  - Pre-college classes (includes ABE/ESL/GED)
  - Activity/performance based classes (choir, ceramics, welding, drama, etc.)
  - Lecture/lab classes can be offered on the following schedules:
    - Lecture online/1 night of lab face-to-face
    - Lecture 1 night face-to-face/1 night of lab face-to-face
    - Lecture & lab offered face-to-face on 1 night
- It was suggested that the above schedule be piloted for one quarter after which time data should be collected and reviewed. Wendy will look into possible options for collecting data.

**New Business**

❖ **Self-paced Learning Guidelines:**

- A handout of Self-Paced Learning Guidelines was distributed. Charlotte reviewed the guidelines with the Council. The Council understood the need for the updated

guidelines but as this was considered a class policy issue, no action was taken by the Council.

❖ **Applications for Learning Communities**

- Jerry reported that three applications have been received for fall 2010. Two are for linked classes and one is for a coordinated class.
- No applications have been received for winter or spring.
- Jerry asked that faculty be encouraged to apply.

❖ **Other**

- Adam reminded the Council that any Faculty Emeritus status requested need to be submitted to the Sabbatical Leave Committee for review as soon as possible.
- Brendan brought an update concerning the high speed copier in the library building. Faculty have voiced concern that the copier is down for repair more than seems normal and that communication when the copier is down is not adequate. Brendan reported that the copier is getting much more use than expected mainly due to increased enrollment. The feeling is that repair service calls are made in a very timely fashion. He reported that a better notification system is being put in place.
- Adam asked that faculty be encouraged to attend the workshop on April 22 titled *Discussion of Interpersonal Skills*.
- Charlotte announced that the GED graduation is scheduled for June 17 this year. Mary Harding will be the guest speaker.
- Mary asked that if anyone has an idea for the College Showplace, please send them to her.
- Carmen reported that the library has given 17 orientations so far this quarter. She added that faculty should be encouraged to schedule their orientations as early as possible.
- Carmen also reported that the library has added a new database. The *Green File* is concerned mainly with environmental issues.
- Steve reported that they will host the High School Car Show on May 22.

The meeting adjourned at 4:53 p.m.