



Meeting Minutes
INSTRUCTIONAL COUNCIL
Tuesday, April 19, 2011
3:30pm – Student Center Conference Room A

Present: Tim Allwine, Rick Atkins, Laura Brener, Chair, Renee Carney, David Cordero (for Adam Wolfer), Mike Dugaw, Brendan Glaser, Wendy Hall, Kyle Hammon, Joan Herman, Jon Kerr, Helen Kuebel, Tamara Norton Charlotte Persons, Cary Rhode, Carmen Robinson, Courtney Shah,

Absent: ASLCC Representative, Renee Carney, Adam Wolfer

Guests: Katrina Fuller as part of her tenure track process.

The following amendment was made to the March minutes: The term eBooks will be replaced by the term online texts. The minutes were approved as amended by a unanimous vote.

❖ **Old Business**

○ **Instructional Council mission and composition**

- Laura did a brief review of the mission and membership of Instructional Council. A handout describing both the mission and the membership composition of the Council was distributed
- The Instructional Council Committee structure was also reviewed and the reporting structure was included on the handout.
 - Each committee under the Council Committee structure will give a report once each quarter. This will enable Instructional Council to be more informed on what is happening in instruction.

○ Laura also informed the Council that she plans to form a Curriculum Development Committee, to be in place fall 2011. The main mission of the Curriculum Development Committee will be to review and approve curriculum development proposals.

- The make-up of the new committee will include faculty from across the disciplines as well as one or two deans.
- There will be a budget to support the approval of the curriculum development proposals. The funds will not be new funds but funds that Laura will set aside from her instruction budget.
- A proposal form will be developed and in place by fall.

❖ **New Business**

○ **Final Exams Schedule**

- An example of a final exam schedule was distributed. Laura asked the group if they felt the schedule works. A short discussion followed including the following comments and questions:
 - the printed schedule and the online schedule do not match.
 - online classes need to be better addressed
 - are days/times rotated from quarter to quarter
 - are evening classes checked to ensure they have a final day/time
- Laura reminded everyone that the Test Proctoring Center is not to be used to give final exams. She asked that the department chairs remind all of their department members and adjunct faculty.

❖ Computer Lab Scheduling

- Joan expressed the concern that there is a lack of time in the labs for non computer classes. There are multiple reasons for this, some of which include:
 - several of the labs are equipped with specific software that supports specific classes.
 - the demand for space requires that a class be assigned either a lab or a classroom instead being assigned a classroom and a lab as was done in the past.
 - some of our computer and accounting classes require a lab.
- Brendan explained that the labs are scheduled week by week.
 - several commented that they submit their lab request one or even two quarters in advance.
- Jon said that with CEO moving into a new building with computers soon, the CEO use of labs will be much less if at all. Jon also said that WorkFirst classes are being redesigned and will not have as much need for lab time.
- Laura said that she certainly does understand the frustration. She would like outfit an additional lab but the current budget situation may delay that from occurring soon.
- Laura also said that different scheduling options would be explored. Perhaps a priority system could be put into place to accommodate as many as possible.
- For now, it was suggested that department chairs inform faculty that if they need the use of a computer lab, they plan early and submit their request early.

❖ Program Planner Update

- Kristy reported that she is in the process of redesigning the program planners. She has a taskforce working with her to review the current planners. They have met once.
 - are focusing first on the AA-ADT.
 - would like input from faculty.
- Kristy explained that the end goal is to make the program planners more useful and understandable for students and advisors.
- Laura added they we want faculty input as faculty make up the majority of advisors.

❖ Outstanding Student Awards

- The Outstanding Student Awards reception is scheduled for May 24.
 - Laura announced that Student Services and Instruction are working more closely on the reception than in past years.
 - Laura also said that it would be appropriate if a department was interested in awarding an outstanding “department” student in addition to the discipline awards. The “department” award would be awarded to a student who had taken classes in multiple disciplines within the department. This additional award is not required. It should only be given if the department feels they have a student deserving of the award.

❖ Office of Instruction Updates

- Schedule deadlines:
 - Fall schedule will be sent to Public Relations on April 25 and will go online May 23.
 - Laura reminded the department chairs to review the schedule to make sure the adjunct faculty information is accurate.

- Everyone was also reminded that it is important to let Kristy know class modality.
- Laura also reminded the Council that textbook information must be available when students register.

❖ **Learning Management System Update**

- Kyle reported that the ANGEL contract will expire in a few years and must be replaced. As ANGEL will no longer be available as an option, a taskforce has been established to research and review alternate systems and select several to pilot.
 - The taskforce timeline is fairly flexible as we are still several years out from making a final decision.
 - Laura said that the decision to stay independent or join with the state has not been made.
 - Faculty input will be an important consideration when making the final selection.
 - No final decisions will be made until a new President is in place.
- Faculty interested in being involved in the process are encouraged to contact Renee Carney.

❖ **Announcements**

- Wendy announced that the plans for the 2011 Summer Institute are well underway.
 - The 2011 General Education Summer Assessment Institute application form was emailed to all faculty.
 - Faculty selected for the institute will be reading and evaluating student artifacts collected throughout the academic year.
- Laura distributed an article titled “What is a Faculty and Professional Learning Community?” She explained that the article was for their interest only.
- Courtney announced that the Vest Memorial Lecture is scheduled for May 19 and will feature a lecture by Dr. Eric Walther, University of Houston History Professor.

The meeting adjourned at 4:45pm.