



Meeting Minutes
INSTRUCTIONAL COUNCIL
Tuesday, May 31, 2011
3:30pm – Main 118

Present: Tim Allwine, Rick Atkins, Mark Bergeson (for Mike Dugaw), Laura Brener, Chair, Renee Carney, Kristy Enser, David Cordero (for Adam Wolfer), Brendan Glaser, Wendy Hall, Kyle Hammon, Joan Herman, Jon Kerr, Helen Kuebel, Lisa Matye-Edwards, Joyce Niemi (Recorder), Tamara Norton, Charlotte Persons, Cary Rhode, Carmen Robinson, Courtney Shah,

Absent: ASLCC Representative

The minutes of the April 2011 meeting were approved by a unanimous vote.

❖ **Old Business**

- LMS Task Force Update
 - Renee told the Council that the task force has selected three vendors they would like to invite to campus for face to face demonstrations. The three selected are: Desire2Learn, Moodlerooms, and Canvas.
 - Interested faculty and Student Services staff will have an opportunity to attend the demonstrations.

❖ **New Business**

- **Grades**
 - A discussion was held on the “V” grade which has financial aid implications for students.
 - Lisa explained that we need to be consistent with the use of the “v” grade.
 - Lisa also explained there are new federal rules for financial aid. These rules will be available by fall 2011.
 - An information session will be held for faculty concerning the new rules. Information will also be given at all adjunct orientation sessions.
- **Academic Standards Committee**
 - Lisa gave the Council overview and background information on the work the Academic Standards Committee has completed this year. Several handouts had been sent to Council members for their review and input:
 - Academic Dishonesty Policy
 - Academic Misconduct Flowchart
 - Instructor Letter to Students
 - VP Letter of Warning
 - Lisa also told the group how important it is for faculty to notify her when academic dishonesty infractions occur.
 - Lisa said she plans to reconvene the Student Conduct Committee next academic year. This is a committee that has been on the books but has not been active in recent years.
 - Student orientations are also being revamped to include multiple workshops.
 - A workshop on academic dishonesty will be included.

- Lisa also reported that there is no current policy stating that students cannot withdraw from a class when accused of academic dishonesty. There is a practice of this, however.
- The Academic Standards Committee is also working on floating incompletes.

➤ Room Scheduling

- Courtney expressed a concern on behalf of the Social Science Department on the shift in how and who makes room assignments and how it will work with faculty.
- Laura and Kyle explained that rooms are assigned by capacity and function and will continue to be. Laura also said that the college is purchasing room scheduling software. Laura said that if faculty do have concerns, they should take them to their dean.
- Courtney said that after hearing the explanation, she felt that the concern of her department members was due to a misunderstanding.

➤ Prior Learning Assessment

- Laura told the Council that the college would soon need to do more with prior learning assessment. This ties in with the state push for completion rates and helping students succeed.
- Laura said we currently have several ways of assessing prior learning including course challenges, waiver of credit, advanced placements tests/scores but that we need to do more.
- She explained that one other way of assessing is through portfolio development. She said that this is currently being done at several colleges. There are rules governing the cans and cannots of portfolio development. She also said that it is used mainly in the prof/tech areas.
- Laura told the Council that the idea of portfolio development is in the beginning stages but she would like them to think about it. She also said that it would be faculty controlled. The criteria would be determined by faculty and the portfolios would be assessed by faculty. It has also been determined that this would be a great marketing tool to help recruit the adult learners who are currently working and who do not attend college.

➤ Faculty Advisor to Tutoring Services

PTK Advisor

Professional Development Coordinator

- Laura told the Council that the following three faculty roles are needed by fall 2011:
 - Faculty Advisor to Tutoring Services
 - PTK Advisor
 - Professional Development Coordinator
- Laura plans to send an email out to full-time faculty with a brief description of each role. Any interested faculty should inform their dean by writing a brief letter explaining why they would like the position.

❖ **Announcements**

- Lisa explained that we are outgrowing the gym for our commencement ceremony. She would like to take an informal poll to get faculty input on the idea of offering a December commencement ceremony. Faculty are encouraged to provide Lisa with their feedback.

The meeting adjourned at 4:55pm.