



Meeting Minutes  
INSTRUCTIONAL COUNCIL  
Tuesday, October 4, 2011  
3:00pm – The Heritage Room

**Present:** Tim Allwine, Rick Atkins, Mark Bergeson, Laura Brener, Chair, Renee Carney, Dawn Draus, Brendan Glaser, Wendy Hall, Kyle Hammon, Joan Herman, Karen Joiner, Joyce Niemi (recorder), Tamara Norton, Charlotte Persons, Carmen Robinson, Courtney Shah, Maggie Stuart, Adam Wolfer

**Absent:** ASLCC representative, Kristy Enser, Lisa Matye Edwards

**Guests:** Brad Benjamin (fulfilling a tenure track **requirement**), David Benson (substitute for Courtney Shah for first 15 minutes/remained as guest)

Meeting called to order at 3:00pm by Laura Brener, Chair.

❖ **Exceptional Faculty Committee Voting**

- Voting on the nominees for the Exceptional Faculty Committee took place
- Results will be announced by Vice President of Instruction's office

❖ **New Business**

➤ **Department Chair Responsibilities**

- Laura distributed copies of section 304 and 304.1 of the faculty contract which clearly define the duties and responsibilities of the department chair. Laura reviewed the duties with the Council explaining the importance of carrying out these responsibilities.

➤ **Criteria for "I"**

- A discussion was held on the current guidelines used when giving a student and incomplete "I" and whether or not faculty feel that any changes need to be made.
  - One suggestion was to tighten up the language if possible without actually quantifying it.
  - It was suggested that faculty include the topic of an incomplete grade in their syllabi.

➤ **Instructional Assessment Committee**

- Laura announced the formation of an Instructional Assessment Committee. Laura also said that the Gen Ed Committee has been disbanded. Laura made it clear that there have been no changes at this time in the processes used for assessment of instructional programs.
- Each department is asked to forward a name to Laura of a department member interested in serving on the new committee. She asked that this be done by the end of October.

➤ **Learning Communities**

- Mark expressed a concern on the behalf of a number of faculty that the room Main 118, which had currently been used as a seminar room for Learning Communities classes, was turned into an art lab. Mark said that some faculty feel that this was done without consulting the stakeholders who used the room to hold Learning Communities classes.

- Laura said that she appreciates the concern brought forward. She said there was no disrespect intended in the decision making process. Laura went on to explain that there had been one other room under consideration for the art lab but because of ventilation issues it was not a viable option. She also said that there had been a close review of the actual room usage by looking at the schedule kept by Karla Rivers. Laura went on to say that the decision process had taken place before Jon Kerr left so she had no way to verify what all steps were taken or who all was consulted before the final decision was made. Laura ended the discussion by saying that she believes in collaborative communication and is sorry that there was a breakdown in communication in this instance. She added that she hopes that everyone also realizes that we must maximize our available space as much as possible.

➤ **Technology Committee**

- An Institutional Technology Committee is being created. Membership has not yet been identified nor is the charge of the committee fully defined at this time. Everyone agreed that planning of technology for the future is vital.
- Tim said that there is not a strong comfort level at this time among faculty. He suggested that a release schedule be published by the IT department for six months period including application upgrades planned so that faculty can plan their classes accordingly.
- Laura said that the IT department is aware of communication concerns and that plans are being made to improve. She said that any future concerns should be put in writing and sent to her via email.

➤ **Coop/ICP Updates**

- Laura distributed the language in the new faculty contract covering Coop and ICP.
- There was a short discussion on the history of ICP. The role of faculty in ICP was also discussed.
- Tim said that to some faculty the scheduling of the Coop seminar is unclear.

❖ **Other**

➤ **Announcements**

- Charlotte announced the Northwest Voices October 12 event.
- Joan reported on the activities planned for the October 14 faculty in-service day.
- Adam announced that March 10, 2012 is the date set for the Science Olympiad. He also said that there is discussion underway on establishing an elementary level.
- Karen told the group that there would be a flu shot clinic in October. She also said that the student nurses were participating in the Veterans Stand Down Event.
- Maggie said that the Gallery Reception was being held today.

The meeting adjourned at 4:22 p.m.