



INSTRUCTIONAL COUNCIL MINUTES

November 8, 2011

Heritage Room – 3:00pm

Present

Tim Allwine, Mark Bergeson, Laura Brener, Dawn Draus, Brendan Glaser, Kyle Hammon, Joan Herman, Tamara Norton, Charlotte Persons, Courtney Shah, Maggie Stuart, Adam Wolfer, Renee Carney, Lisa Matye Edwards, Kristy Enser, Joyce Niemi (recorder)

Absent

ASLCC Rep., Rick Atkins, Karen Joiner, Wendy Hall, Carmen Robinson

Meeting called to order at 3:05pm by Laura Brener, Chair.

1. Consent Items

- Minutes of the October 2011 meeting were approved as written. Tim made a suggestion and it was approved that future minutes include an “Action Taken” section.

2. Meeting Topics

- **CCN Update** (Included handout)
 - Laura reported on a list of common Course Numbers that were approved at the Instruction Commission fall meeting in October.
 - The common course numbers in Physics will apply to LCC.
 - The common course numbers need to go to Curriculum but as an informational item only.
 - The implementation will be Fall 2012.
 - Laura added that an inventory needs to be taken of all LCC courses that are not currently common course numbers to see if there are any that should be.
- ❖ **Action Needed/Taken:**
 - **The Office of Instruction staff will do an initial inventory. Any courses found that possibly qualify as a CCN will be sent to the appropriate faculty for further review.**

➤ **D- Grade**

- Laura explained for the DTA, only courses with a D or above can be used. If a student transfers to a Baccalaureate with a DTA that includes a D-, the Baccalaureate has the right to not accept the DTA and do a course by course review. This could cause the student additional time and expense. Laura added that the Baccalaureates are the driving force behind this issue which is being discussed state wide.
- Lisa added the following for informational purposes
 - D- counts toward student completion rates
 - D- can, depending on the circumstances, help with athletic eligibilityLisa added that the driving force behind grading should be student performance.
- Laura said that the bottom line is a D- does not transfer. There are several options that can be taken:
 - Eliminate D- as a grade across the board
 - Eliminate D- to transfer courses
- Laura added that personally she believes that one grading system is preferable so would choose to eliminate the D- grade.

❖ **Action Needed/Taken:**

- **Laura will send out complete information to department chairs.**
- **Department chairs are to discuss the issue with their department members and be ready to discuss & come to a decision at the December meeting.**

➤ **NA Grades**

- Lisa told the Council that the Academic Standards Committee has been taking a close look at grading and discovered a gap. It is recommended that the following grade be approved to fill that gap:
 - NA (Never Attended) Students who never attend a class during the quarter may be assigned a grade of "NA" by the instructor at grading time and no "last day attended" will be required.

❖ **Action Needed/Taken:**

- **The Council voted unanimously to approve the addition of the NA Grade.**
- **As another result of the discussion of grading options, Courtney made a motion to officially change the "V" grade from "Vanquished" to "Vanished."**
The motion passed unanimously.
- **Clear instructions will be sent out to faculty on when to use the different grading options.**

➤ **CPLA (Credit for Prior Learning Assessment)**

- Laura explained that there are different assessments used to assess credit for prior learning. These include: course challenge – course waiver – CLEP test – advanced placement exam. Laura further explained that although we have these tools in place, we need to expand how we assess prior learning.
- The Legislature has mandated that credit for prior learning be offered and assessed consistently.
- The State Board has created a task force to stakeholders to research options and put forth recommendations. The task force includes representatives from not only higher education but the military, state agencies, and the private sector.
- LCC will also name a task force. The task force will be made up of mainly Work Force faculty because that is where you find the majority of credit for prior learning. Transfer faculty will also be represented as well as Student Services.
 - No definite policies will be put in place until after the State Board issues state wide policies.

❖ **Action Needed/Taken:**

- **Laura will send Legislative mandate language to department chairs.**

➤ **DTA Inventory**

- Instructional Council will begin an inventory of the DTA this year. This inventory will begin at the December meeting.
 - Requirements should be reviewed. Review and discussion should start at the department level. One main question: is what we currently require what we want to continue to require.
 - Laura reported that the Baccalaureates are questioning what should qualify to satisfy the qualitative DTA requirement.

❖ **Action Needed/Taken:**

- **Laura will send both the ICRC degree requirements and LCC degree requirements to the department chairs.**
- **Department chairs will begin discussion with department members and be ready to discuss at December meeting.**

➤ **AP Scores**

- Laura reported that acceptance of AP scores is another issue brought to the front by work done at the State Board. There needs to be more consistency among colleges on what is and what is not accepted. She also said that LCC might need to start accepting AP, at least as an elective, in some areas where we currently do not. This will depend on decisions made at the State Board

level. Laura would like the discussion to start at the department level.

Departments should discuss what they would like to see accepted as a 3, 4, etc.

❖ **Action Needed/Taken:**

- **Laura will send information relating to AP exams to department chairs.**
- **Departments should begin discussions on AP scores.**

➤ **Other**

➤ **One year transfer courses (Included handout)**

- Laura explained that another issue coming from the state level is the idea for giving a form of credential when a student completes 45 credits. The idea is being referred to as the “Washington 45”. Laura further explained that no action has yet been taken by Instruction Commission on the Washington 45.
- A handout listing the “First Year Transfer List” was distributed. Laura said that if there was any input by faculty, she would be happy to bring it forward to the Commission. It was felt by all faculty present that any common course should be eligible for the Washington 45.

❖ **Action Needed/Taken:**

- **Laura will send the Washington 45 handout to department chairs in electronic format so that it can be shared and discussed with department members.**

➤ **Instruction Commission Efficiencies Recommendations**

- A brief discussion was held on the list of seven efficiencies recommended by the Instruction Commission.

❖ **Action Needed/Taken:**

- **Laura will email the list of Instruction Commission seven recommendations to department chairs.**

3. **Roundtable Discussion/Announcements**

- ❖ Lisa reported that financial aid checks will be mailed to students beginning winter quarter. It is important that students have a current and accurate mailing address on file. A variety of ways are being utilized to get the message out to students on the new procedure.
- ❖ Lisa also reported that research is currently being done to see if there is a way to expedite the way federal government loans are distributed. Additional research needs to be done before any changes in procedure can take place.
- ❖ Laura added what a great job Financial Aid staff are doing helping students with the additional rules and guidelines that have been put in place by the government.

- ❖ Tamara reported what a great success the flu shot clinic was and thanked everyone who took part.
- ❖ Mark reminded everyone of the opening of the play the *Uninvited Guest*.
- ❖ Renee reported on the work of the Learning Management taskforce. She said that they will be ready to forward a recommendation to Laura within the next few days.

The meeting adjourned at 4:43pm