



INSTRUCTIONAL COUNCIL MINUTES

December 6, 2011

Heritage Room – 3:00pm

Present: Tim Allwine, Mark Bergeson, Laura Brener, Dawn Draus, Brendan Glaser, Kyle Hammon, Joan Herman, Karen Joiner, Claudia Moreno, Tamara Norton, Adam Wolfer, Larry Woodruff, Renee Carney, Lisa Matye Edwards, Kristy Enser, Wendy Hall, Susan James, Joyce Niemi (recorder)

Absent: ASLCC Representative, Courtney Shah, Maggie Stuart

Guests: Jim Dillinger (fulfilling a tenure track requirement)

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

Laura introduced several new Instructional Council members: Susan James, the new Library representative; Claudia Moreno, Department Chair of Transitional Studies, and Larry Woodruff, Industrial Technology Department Chair replacing Rick Atkins who is retiring at the end of fall quarter.

1. Consent Items

- Minutes of the November 2011 meeting were approved as written.

2. Meeting Topics

➤ D- Grade

- After hearing and discussing input from the various departments, the following proposal presented by the Math department was unanimously approved: keep the D- grade with the caveat that a D- would not count as a DTA degree requirement. This will be effective winter 2012.

❖ Action Needed/Taken:

- The proposal recommended by the Math department was approved unanimously.
- Laura will send out information to all faculty.

➤ **Advanced Placement Update**

- Laura distributed the Lower Columbia College Advanced Placement Credit Guidelines document and gave a brief update. She reported that anyone receiving a 3, 4, or 5 on test will be given some credit at all colleges in Washington State as mandated by the State Legislature. The Legislature has mandated consistency across the state. LCC will not move forward with any changes until more specific information comes from the state board.

➤ **CPLA Update**

- There was no specific update at this time. A task force has been identified and will have their first meeting in mid January. Laura explained that the main concentration will be on enhancing what we currently do with portfolio assessment and assessment of apprenticeships. Laura also said that all assessment will be done by faculty. This will continue to be a topic for discussion with updates as progress is made.

➤ **Running Start Caps**

- There was a question raised on what percent of a class can be made up by Running Start students and whether or not that percent changes during open enrollment. The following clarification was given:
 - Running Start students can make up no more than 30% of a class up to the point that open enrollment begins. Once open enrollment begins, Running Start students can enroll in a class if there are seats available, just like any other student.
- Laura told the Council that there are 323 Running Start students this quarter and all but two are transfer students.

➤ **2 & 3 Credit Online Courses**

- Joan told the group that through her advising students and helping them find appropriate classes, she has discovered there is a need for more two and three credit online offerings.
- Laura said she totally agrees that there is a need for a more diverse array of courses and suggested that department chairs encourage faculty to develop new courses.

➤ **Enrollment Management**

- Laura explained that the college needs to keep enrollment substantially above state supported in order to avoid budget

deficits that could lead to layoffs, etc. With that in mind, a set of enrollment management initiatives have been drafted.

❖ **Action Needed/Action Taken:**

- Laura will email the draft version of the enrollment management initiatives to department chairs. They should be shared with department members. Any suggestions, concerns, etc., should be sent to Laura.

➤ **Program Planners**

- Kristy distributed several program planner examples. They have a new look and are much more user friendly. Kristy designed the new look with input from faculty. Program planners will be sent to faculty every winter quarter for review. Laura complimented Kristy on a job well done.

➤ **DTA Review**

- Laura explained that a review of the DTA will be done every four or five years. The requirements will be reviewed to ensure that we are in compliance with the ICRC rules. There will also be a review of the areas that we exceed the ICRC minimum requirements to determine if we want to continue to do so. Several of the areas that LCC currently exceeds the requirements are:
 - Capstone course requirement
 - Communication (Speech is not an ICRC requirement)
 - Diversity requirement (recommended but not required by ICRC)
 - Number of disciplines required (LCC requires three/ICRC requirement is two)
- Laura asked for input from the department chairs:
 - Mark said the Humanities faculty like the LCC requirements just as they are.
 - Adam reported that his department likes the Speech requirement; they did not have a strong feeling on the Capstone requirement; they were not completely decided on the Diversity requirement. At least one faculty said that they feel that a diversity requirement can actually have a negative effect and cause a student to embrace diversity less.
 - Dawn said that the math faculty feels that the three discipline requirement can make it difficult to advise students if they have a strong interest in a certain discipline.

- Joan reported that the Language & Literature department believes the three discipline requirement offers a good breadth of experience for students. She said there was some disagreement on the Diversity requirement but overall they believe it should be kept. Joan said they also have a concern over the Capstone requirement because of the limited number of options. Laura agreed that Capstone could be an issue because we do not have enough faculty interested in teaching a Capstone.
- Renee asked if this might be the time to consider initiating a digital literacy expectation for students. Since the majority of our classes have requirements that make it necessary for a student to have a certain degree of computer competency or the class has an actual online component, should students need to take a form of placement test to ensure that they have the necessary skills to be successful. If a student does not have the necessary skills, they would be required to take a computer class.
Laura agreed and said that faculty have identified this as a challenge.

❖ **Action Needed/Action Taken:**

- Laura asked the department chairs to have a discussion with their departments on the topic and bring back input.

➤ **Washington 45**

- This is a proposal by the State Legislature that would give a credential to a student who is transfer ready but does not obtain a degree. There is a specific and limited list of classes included in the Washington 45. LCC does not offer all of the classes on the list but does offer enough to make it doable. Laura said that the Washington 45 basically makes a student Gen Ed ready. Lisa added that if the intent of a student is the Washington 45, they would not qualify for financial aid.

3. **Roundtable Discussion/Announcements**

➤ **Vacant Faculty Positions**

- Laura asked department chairs to identify vacant faculty positions in their department that they feel should be filled with a tenure track position. A case should be made for filling the position. She

would like the information by January 13. Laura said that there are no guarantees but that the input would be considered carefully when determining if and what positions to fill with a full time faculty member.

- Lisa reminded the Council that financial aid checks would be mailed to students beginning winter quarter.
- The Council was reminded of the Jazz Band concert scheduled for tonight as well as the Holiday Party on December 9th and the sports events scheduled for the weekend.

The meeting was adjourned at 4:37pm.