



INSTRUCTIONAL COUNCIL

MINUTES

March 6, 2012

Heritage Room – 3:30pm

Present: Tim Allwine, Mark Bergeson, Laura Brener, Renee Carney, Dawn Draus, Kristy Enser, Brendan Glaser, Wendy Hall, Kyle Hammon, Joan Herman, Susan James, Karen Joiner, Lynn Lawrence (for Lisa Matye Edwards), Claudia Moreno, Tamara Norton, Jeremy Schoenberg (ASLCC), Courtney Shah, Maggie Stuart, Adam Wolfer, Larry Woodriff, Joyce Niemi (recorder)

Absent: Lisa Matye Edwards

Guest: Colleen Allwine and Lynn Lawrence

1. Consent Items

- Minutes of the February 2012 meeting were not approved at the March meeting. They will be approved either electronically or at the next meeting.

2. Meeting Topics

➤ ICRC Violations (Handout)

- Laura reviewed the list of ICRC violations and explained that it is mandatory that these issues be addressed. A short discussion was held on the changes that need to be made. The majority are items in need of changes to add clarification/very few actual violations were found and those are easy to fix. No action by Instructional Council was needed or taken.

➤ Identity verification process for students enrolled in distance education courses

- Laura asked if LCC has a set procedure for student verification and is it clearly stated. Renee said that this is an issue being discussed statewide. After discussion the consensus is that with the login securities built into the Student Learning Management System and Tegrity video capabilities, our security is as good as possible. There

is a natural assumption that the student doing the work is the actual enrolled student, which everyone agreed might not always be the case. There are certain practices that can be done by faculty to help further ensure student verification. Joan and Renee agreed to make a presentation of Best Practices at a future faculty meeting or in-service.

➤ **Instruction Master Plan**

- Laura gave a brief update. She said that faculty would be hearing more soon and that faculty input would be essential. Laura also said that she would be putting together a task force of department chairs or their designees and that she would put a call out for other interested volunteers. Instruction is what guides the direction of the college and it is important to have a plan in place for moving forward.

➤ **CPLA**

- Laura said that planning continues but there is nothing specific to report at this time.

➤ **Recommendations from the 2011 General Education Summer Assessment Institute (Colleen Allwine)**

- Colleen first explained that the term “Global” is replacing the term “Gen Ed”. This is a recommendation that came from the state level. The feeling is that it will cause less confusion.
- Colleen said that the Instructional Assessment Committee is recommending that Instructional Council approve the list of four Global Skills so that they can move forward. She further explained that the list of Global Values needs to be better defined and addressed in a different way. The Assessment Committee is recommending that no vote be taken at this time on Global Values allowing for more time to develop a plan to better assess Global Values.

➤ **Action Needed/Action Taken**

- It was moved and seconded to approve the set of Global Skills. The vote was unanimous to approve.
- Department Chairs will discuss the Global Values with department members and bring input to the next meeting.

➤ **Collection of Artifacts for Summer Institute**

- Colleen and Wendy explained that it is getting increasingly more difficult to get enough artifacts for the yearly Summer Institute. They are even more concerned now that there will be no artifacts available from Capstone classes. There were various suggestions made including making it a requirement for each individual faculty member to provide one artifact per year or perhaps each department be required to submit an artifact. All were in agreement that the Council would support a reasonable request made by the Instructional Assessment Committee to facilitate the collection of artifacts. After further discussion, Colleen was asked to go back to the Instructional Assessment Committee and ask them to provide a reasonable request that Instructional Council will vote on at their next meeting.

➤ **Washington 45 update (handout)**

- Laura explained that the Washington 45 is a “done deal.” She further explained that it is not a credential, although that may happen in the future.

➤ **Reciprocity of pre-college course placement levels (handout)**

- When pre-college students move from one CTC to another, system policy provides that:
 - A student who places into math, English, or reading either through course completion or local skills assessment and enrolls at any Washington CTC can expect to have that placement level honored upon transfer to another Washington CTC if the student so requests, even if the courses may not be exact equivalents. Students requesting reciprocity must initiate the process within one year of their initial placement assessment.
 - Laura explained that it is the responsibility of the student to make the request.

3. Roundtable Discussion/Announcements

- * Adam announced that the Science Olympiad is this Saturday.
- * Mark announced the concert scheduled for this Friday and that this is the last weekend for the play.

The meeting adjourned at 4:55pm.