



**Instructional Council**  
**October 2, 2012**  
**Heritage Room – 3:30 pm**  
**Minutes**

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**Attendance:** Laura Brener, Renee Carney, Don Correll, Don Derkacht, Dawn Draus, Kristy Enser, Brendan Glaser, Wendy Hall, Kyle Hammon, Joan Herman, Karen Joiner, Lynn Lawrence, Peter Livins, Lisa Matye Edwards, Tamara Norton, Natalie Richie (recorder), Courtney Shah, Maggie Stuart, Michal Ann Watts, Larry Woodriff

**Guest:** Daniel Schabot (fulfilling tenure track requirement), Jim Dillinger (fulfilling tenure track requirement)

**Absent:** Iris Gonzalez (ASLCC), Susan James

**Introductions:** All members of the council & guest were introduced.

**Consent Items:**

- The following amendment was made to the June minutes:
  - Lisa announced that three part-time technicians in IT will be moved to full-time for a *two* year period using student tech fees.It was moved and seconded to approve the minutes as amended. The minutes were approved by unanimous vote.

**Discussion Items:**

- **Exceptional Faculty Vote** – The ballots for Exceptional Faculty were distributed to all voting members of the council & were returned to Natalie by the end of the meeting.
- **Advising Focus Team** - Karen Joiner provided background information on the Achieving the Dream advising focus team. The advising focus team is meeting weekly to review LCC's advising model and explore other models. The goal of this task force is to determine the most efficient & effective advising program which best suits LCC students, faculty, and staff. Students and faculty will be invited to participate in forums to provide input on advising, similar in format to the IT forums of last spring. November 13<sup>th</sup> has been declared ATD day, and forums will be available for participation. Faculty & staff are welcome to contact team members with questions and comments.
  - **Action Items:**
    - A request was made for a list of all team members. Natalie will formulate a list of the task force members and send with the minutes from today's meeting.
- **Digital Literacy Focus Team**– Renee Carney provided a handout covering background information on the digital literacy task force. The first meeting of the task force will be held in Fall 2012. The goal of this task force is to conduct research to determine the most efficient and effective way of assessing & building digital literacy skills for all LCC students. Discussions were held on the process to establish digital literacy requirements for students. Faculty & staff are welcome to contact team members with questions and comments. Wendy Hall recommended including a Student Tutor to serve on the committee.

- **Action Items:**
  - A request was made for a list of all team members. Renee will send the provided handout to Natalie to include with the minutes from today's meeting.
  - Lisa approved adding Amber Lemiere as a member of the task force.
  - Renee will extend an invitation to a Student Tutor to join the task force.
- **College Student Success** – Kyle Hammon provided some background information on the College Student Success task force. The task force is currently being formulated. The goal of this task force is to establish courses & resources for students to overcome discipline barriers. Discussions were held on the process & preliminary research that needs to occur prior to establishing what those courses will be. Discussions were held on previous & current courses/programs and their effect on completion rates. Work begins now on building our new courses for the years to come.
- **Mentoring Program** – Laura shared information on the Mentoring program which is being overseen by Adam Wolfer. The purpose of the mentoring program is to increase student/faculty engagement. Adam will contact department chairs to begin the discussion about the details.

#### **Announcements**

- Lisa:
  - ADP Pro training can be scheduled for faculty interested in using this tool. Contact Lisa for more details. ADP Pro is accessible through the Faculty Tools page & the login is the same as your LCC computer login.
  - Reviewed details on Degree Audit and Academic Early Warning.
  - Graduation Applications can now be completed and sent electronically to Lynn Lawrence.
  - Degree Boost provides students wishing to switch degrees with a percentage of completion for a new desired degree. The program should be accessible by winter.
  - Free tickets to comedian Josh Blue are available at the Student Activity Office. The event is scheduled for October 10<sup>th</sup> at 7pm in the Wollenberg.
- Don:
  - Scholarship Social is scheduled for October 9<sup>th</sup> hosted by the Foundation Office.

**Meeting Adjourned at 4:08**

**Next meeting scheduled for: November 6<sup>th</sup> at 3:30 pm in the Heritage Room**

#### **Our Mission:**

The mission of Lower Columbia College is to ensure each learner's personal and professional success, and influence lives in ways that are local, global, traditional, and innovative.