



Instructional Council Minutes

March 6, 2013

Heritage Room – 3:30 pm

Member Attendance: Laura Brener, Don Correll, Don Derkacht, Dawn Draus, Brendan Glaser, Kyle Hammon, Joan Herman, Peter Livins, Tamara Norton, Natalie Richie (recorder), Courtney Shah, Maggie Stuart, Grant J. Wylie (ASLCC)

Guests: Renee Carney, Nicole DiGerlando, Wendy Hall, Susan James, Lynn Lawrence, Terri Skeie, Josie Zbaeren

Absent: Karen Joiner, Michal Ann Watts, Larry Woodriff

CONSENT ITEMS:

- The following amendments were made to the December 4, 2012 minutes:
 - A note will be made stating Don Correll and Courtney Shah were conducting finals at the time of the last meeting.
 - Under Discussion Item MOOC's, the second sentence will read as:
The majority of departments stated MOOC's would not be applicable to their courses, although they would be interested in learning more about how open learning online opportunities could work at LCC.

It was moved and seconded to approve the minutes as amended. The minutes were approved by unanimous vote.

DISCUSSION ITEMS:

GPS-1 document –The new GPS-1 document will be attached to the minutes. It was created to assist students with Admission to Advising. GPS-1 provides a checklist of tasks/questions students need to complete prior to meeting with an advisor. You can locate the document under: LCC Website Advising - Getting Started. [GPS-1](#)

Incompletes - Beginning Summer 2012, incomplete grades have “expirations” with the ‘I’ defaulting to an ‘F’ grade if the course is not completed within one year. An extension can be arranged through the Academic Standards committee.

Digital Literacy Update – The Digital Literacy Task Force has drafted a 15 question test designed to assess students’ digital literacy knowledge. The test will be sent to faculty for input before the intended implementation, scheduled for students entering Fall 2013. The plan is for students to complete the Digital Literacy test at the same time they complete Math & English placement tests.

Room Scheduling Guidelines – The current room scheduling guidelines were distributed and a discussion was held on the established priorities.

Action Items:

- Laura will send out the current guidelines - Department Chairs will discuss with their departments and bring their feedback to the April meeting.
- A suggestion was made to create a Facility Task Force to provide input from those impacted by the upcoming facility changes. It was noted, that a task force can provide suggestions, but the final decision will be made by President Bailey. Laura will put out a call for volunteers to serve on the Task Force.

Guests were excused from the meeting at this time.

3- Year Advising Schedule – A 3-year advising schedule is being created and scheduled to be available Spring 2013. The request for the schedule came out of the Advising Focus Group. The schedule will be an ongoing work in progress but will be a tool for assisting students in attaining their educational goals.

2013 -2014 Annual Priorities – The 13/14 Annual Priorities draft was distributed to members.

Action Items:

- An electronic copy will be sent out to Department Chairs for department review. Chairs will send feedback electronically to be shared at President’s Cabinet.

Instructional Council - Instructional Council is a pivotal group for problem solving, communication, and faculty input. There was discussion on how to increase the role of the Council in Instructional affairs. Discussion focused on clarifying bylaws, increasing faculty input to the President’s Cabinet on college wide issues, committee reports, an annual work plan, and a regular and systematic review of policies and procedures. The council also discussed the need for meeting more often so adequate time was available to achieve their goals.

Action Items:

- Members will provide department feedback at the April 9th meeting.
- Members agreed to increase to three – two hour meetings a quarter, beginning Spring Quarter.

Meeting Adjourned: 5:05 pm

Next meeting scheduled for: April 9th at 3:00 pm in the Heritage Room

Upcoming Topics:

Hiring procedures for adjuncts, online sequential course process, 3-year advising schedule

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.