



Instructional Council Minutes

June 4, 2013 – 3:00 pm

Heritage Room

Member Attendance: Don Correll, Darlene DeVida (Dept. Rep), Dawn Draus, Brendan Glaser, Kyle Hammon, Joan Herman, Karen Joiner, Peter Livins, Tamara Norton, Courtney Shah, Michal Ann Watts, Grant J. Wylie (ASLCC) Natalie Richie (recorder)

Guests: Chris Bailey, Renee Carney, Lynn Lawrence, Lisa Matye Edwards,

Consent Items:

The minutes of May 7, 2013 meeting were approved as written.

Agenda Items

- Instructional Leadership Change - There was discussion on the current structure of Instruction. Brendan Glaser has been appointed Interim Vice President for Instruction. The college will conduct a national search to fill the position. A call for input on the Vice President's job description was made. Faculty who wish to have input may submit to Human Resources.
 - Natalie will email the existing job description to council members for review. Suggested changes will be submitted to Human Resources.
- Commencement 2013 – will be held at Kelso High School Stadium, June 21st at 6:30pm. 385 students have registered to walk. Faculty will receive an email from Student Services outlining the day's timeline. Gowns and regalia will be available at Kelso High school in the dressing rooms located underneath the stadium. Faculty will line up to enter the stadium in any order they prefer. Department Chairs were asked to assist in notifying faculty of Commencement 2013 details.
- Waitlists - There was discussion on the current waitlist process and the need for change. Student services will be closing waitlists 10 working days prior to the first day of class beginning fall 2013. This will allow instruction to add additional sessions, review overload, and register students in other sessions to ensure financial aid requirements are being met. The new timeline will be evaluated after fall to ensure the best practices are in place. Instructional council supported student services recommendation by unanimous consent.
- College Initiatives - Chris discussed the five college initiatives: student success, international program, university Center, eLearning, and business & industry. Chris held an open Q&A session with Instructional Council.
- Instructional Council Mission & Bylaws – The final draft was distributed for final review. Two grammatical errors were corrected.
 - A motion was made to approve Instructional Councils Mission and Bylaws as amended.
 - Approved by unanimous vote.
- Fall In-Service Week Activities - A draft of the 2013 Fall In-Service schedule was distributed for review. This year's in-service week will be held September 13, 17-20. The reason for holding the first day of in-service week on a Friday rather than Monday is due to payroll. There will be a mass causality training event on campus one of the days; this will be a collaborative event involving LCC and outside community organizations. More information on the role of faculty/staff will be released in the fall. Instructional council recommended proceeding with the proposed draft which needs to be approved by President's Cabinet.

Status Report:

- eLearning Department Meetings - Brendan will proceed with scheduled meetings. Departments who met previously with Laura will email or schedule a meeting with Brendan to share information collected at these meetings.
- Domino Task Force update – The task force will hold the second meeting on Thursday, June 13th at 4:00pm in the Heritage room. The next step is to establish process and procedure for assigning locations, identify each department's short-term and long-term needs and wants, and establish guiding principles. This task force will become a part of the Facility Master Plan process this fall.

Old Business:

- Sequential Course Texts – There was discussion on using the same textbook for sequential courses. In the case of sequential courses, utilizing common texts helps students by keeping out-of-pocket expenses down, and supports their success by providing continuity between courses. However, because the Faculty Contract allows instructors to pick their own course materials, it is possible someone could choose not to use a book selected by the department. Currently, faculty have been successfully working through any issue and cooperation has been good. Some ideas on how to approach potential issues were discussed, and Brendan suggested looking ways to more formally enable this type of collaboration in the next contract bargain.
- Room Scheduling – The council will revisit the established room scheduling process in the fall. Brendan made a request for faculty to identify the classrooms which are less desirable so improvements can be made. A suggestion was made for IT to create a list of technology available and directions on how to use devices for each room on campus.
 - Natalie will email the current room scheduling process for review.
- Department Structure – A follow up discussion was held on the need to align incoming disciplines under the current departmental structure. Emergency Management will be placed under the Business & Information Technology Department as a short-term solution. In the long-term, realignment of disciplines and departments will need to be considered as new degrees emerge.

Meeting Adjourned: 5:08 pm

Next meeting scheduled for: TBD, Fall 2013

Upcoming Topics: shared governance, room scheduling