



## Instructional Council Minutes

October 8, 2013 – 3:00 pm

Main 148

### Member Attendance

**Voting Members:** Don Correll, Don Derkacht, Jim Dillinger, Dawn Draus, Max Everett (ASLCC), Brendan Glaser, Kyle Hammon, Joan Herman, Peter Livins, Tamara Norton, Dennis Shaw, Maggie Stuart, Michal Ann Watts, Natalie Richie (recorder) **Ex Officio Members:** Renee Carney, Lisa Matye Edwards, Tamra Bell, Erin Kitchens (ASLCC) **Guests:** Cliff Hicks

### Opening Remarks

General introductions and an overview of the mission and purpose of Instructional Council were shared.

### Consent Items

The minutes of the June 4, 2013 meeting were approved as written.

### Agenda Approval

Two items were added to the agenda: master plan and facilities, & legislative updates.

### Reports/Discussion

**Bookstore updates & rental program** – Guest Cliff Hicks presented on the new book rental program. Discussion items presented by faculty during the fall in-service week were shared and discussed. The bookstore is currently working with 4 book rental companies, which are in competition with one another providing students with the lowest textbook price available, with hope to have 6 – 7 rental companies by winter. This is efforts to keep pace with current bookstore trends. Cliff will be sending out info on the adoption process in the near future, and requested faculty members share feedback and ask questions with the bookstore staff.

**Credit for Prior Learning Assessment** – Guest Tamra Bell presented on the Credit for Prior Learning Assessment initiative and handouts were distributed providing an overview of fees and updates for the 2013-2014 academic year. There are currently four methods of prior learning assessment: pre-assessed training crosswalk, course waiver, course challenge, and College Level Exam Placement (CLEP). The first three will cost a flat fee of \$30 per course and the last mentioned, students will have to pay a fee to take the CLEP test. Changes included: course waiver from free to a \$30 per course; course challenge fee from full course fee to a flat \$30 fee. Faculty may determine which courses to make available for course challenge or pre-assessed waiver. Students may earn up to 25% of a degree or certificate credits through experiential prior learning assessment. Financial aid will not cover the \$30 fees. Faculty members are asked to refer students to Tamra Bell and the Work-Based Learning unit for assistance with prior learning assessment.

**Master plan and facilities** – Discussion was held on the need for faculty input on future facility space. The Domino Task Force was created last spring to allow faculty to be active in the process. Faculty would like to continue to play an active role in the Facility Master Planning. Currently the primary objective is to vacate IOB. This requires moving College Relations, Work-Based Learning, and the Language & Literature department. Brendan will send out information on membership for the Facility Master Planning Committee when it becomes available. Two ideas stemmed in regards to soliciting feedback, including an online discussion board and a centrally located "idea board." Brendan and Lisa would like to focus on collaborating with faculty and working as a team to take forth strong and well thought-out solutions.

**Legislative updates** - Lisa shared there are several updates coming from the legislature which will impact faculty and staff. Updates are in regards to Title 9, National Guard service members, and FERPA training. Lisa will send out emails explaining the updates and how it will impact the LCC campus. FERPA training is now available through SkillSoft.

**Instruction/Department Budgets** – Information was shared on how Instruction’s administrative team is planning to provide faculty with a better understanding of funds available to each department and tracking of expenses, similar to a monthly bank statement. This year work study funds are scarce; a procedure will need to be established in the future to determine which positions/departments receive priority.

**Accreditation/Faculty Evaluation** – Information on the accreditation timeline and steering committee leads & team members was distributed. Department chairs were asked to reinforce efforts to build participation in review team activities. A virtual accreditation visit will be held at the end of the year. Two main focuses for this year are advising and faculty evaluations. The evaluation piece will focus on building awareness and understanding of the system and procedures, as well as piloting additional evaluation methods other than student evaluations. Brendan will provide info as the campus moves through the process.

### **Action Items**

**Exceptional Faculty Committee Membership Vote** - Jeanne Hamer & Jim Stanley were confirmed as faculty representatives on the Exceptional Faculty Committee. Each will serve a two-year term.

**Tutoring Center Name Recommendation** –A discussion was held on changing the name of the tutoring center to ‘Peer Assistance Center’ also known as PAC. The main issue behind the name change is a belief that many students may find the term “tutoring” to be intimidating and/or demeaning. ASLCC reps stated they would be willing to poll students regarding the name change.

**Motion moved and seconded:** All Instructional Council members are requested to conduct informal surveys/polls of students and faculty regarding changing the name of the tutoring center, and report results at the November meeting. These results, along with the ASLCC results, will be discussed, and a formal recommendation will be put forward for a vote. **Action:** Motion approved by unanimous vote. .

**Brief Announcements** – Kyle shared that changes to the direct transfer degree have occurred. An email will be sent out in the near future explaining the changes.

**Next meeting reminder:** November 12<sup>th</sup> @ 3:00pm in Main 148

**Adjourn:** 5:05 pm

#### **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.