



Instructional Council Minutes November 12, 2013 – 3:00 pm Main 148

Member Attendance

Voting Members: Don Derkacht, Max Everett (ASLCC), Brendan Glaser, Kyle Hammon, Karen Joiner, Peter Livins, Jeff Lucas (Math dept. rep), Tamara Norton **Ex Officio Members:** Renee Carney, Lisa Matye Edwards, Tamra Bell, Erin Kitchens (ASLCC) Natalie Richie (recorder) **Guests:** Nolan Wheeler

Consent Items

The minutes of the October 8, 2013 meeting were unanimously approved as written.

Agenda Items

Tutoring Center Name Change – A follow up discussion was held on information collected regarding the tutoring center name change. Individual departments provided feedback which ranged from moving forward with the name change to expressing concern that it may be a lot of work for something that is unnecessary. ASLCC administered a survey to 143 students asking the question “is there a stigma associated with the term tutoring?” ASLCC found over 40% of students identified that there was a stigma associated with using the term ‘tutoring.’ A significant number of students didn’t care one way or the other, and a small percentage thought the retaining the “Tutoring Center” title less confusing. Students are aware of the tutoring center and what services it provides. Many students liked the term ‘P.A.C.’ which was proposed as an acronym for Peer Assistance Center. A recommendation was made to use the term *Peer Achievement Center* to align with the Math Achievement Center (M.A.C.). The discussion was tabled for the December 3rd meeting so the Language & Literature department could review the results of the follow up discussion and make a motion on the next step.

- ASLCC will email out survey results.
- Tutoring Center Name change vote will be placed on the December Agenda.

Review of Room Scheduling Guidelines – Room scheduling guideline were distributed as a follow up discussion item from the June 4th meeting. The guidelines outline how rooms are assigned and identified priorities. Priority assignment, from highest to lowest is: 1) dedicated rooms; 2) full time faculty preferences; 3) full time faculty; 4) part time faculty; and 5) staff sections.

- The Office of Instruction will distribute the room scheduling guidelines, the list of assigned classrooms, and full time faculty preferences with the Spring Schedule for review.
- Department chairs will submit any changes/updates to department’s preferences directly to Diane Bartlett.
- Department Chairs will work with departments to identify classrooms on campus which are inadequate and provide information on what is needed to improve the identified classroom space.

It was recommended that sections with “staff” listed as the instructor be assigned as early as possible, as late changes often cause less-than desirable room changes.

Health requirement for Associate Applied Science degrees – A discussion was held on the history of the health requirement for the LCC AAS degree, which specifically affects Professional Technical programs. The question for discussion is: Is there a current need for professional technical degrees to have a specific health requirement or could this be a program specific requirement? Further discussion will occur, with the goal being to make necessary changes in the new course catalog. This requires that a decision to be made before the end of winter quarter.

- Department Chairs will discuss this question with departments and bring back issues, concerns, and/or recommendations.

- Instructional staff will bring further information on the decision responsibility and an initial assessment of the impact.
- A health requirement follow up discussion will be added to the December agenda.

Equipment lists for next round of purchases – Instruction has a budget of \$30,000 - \$40,000 to purchase department equipment for 2013-2014. A call for equipment was made and a request was made for the equipment to be submitted into three categories: 1) critical items needed immediately; 2) replacement items; and 3) 'wish list' for program enhancement. This information will be helpful to have on hand if money becomes available by the state board. When this occurs it typically has a very short turn around. If equipment needs were submitted with the EDA grant, department chairs are asked to include these items and flag them on the submitted equipment list.

- Department Chairs will work with department to collect items and prioritize needs into the three categories (critical, replacement, wish list).
- Equipment lists submitted by the end of fall quarter will be considered for funding. Spending will begin early winter quarter.

Facilities plan and master planning activities – A master plan meeting is scheduled for November 20th at 2pm. Members of the meeting will include the Domino Task Force, President's Cabinet, members of the campus services and IT. A request was made to include individuals to represent Student Services. Two handouts were distributed: Facilities Planning Summary *Draft* and an example of a Department Facility Plan. The documents were designed to collect and structure information as it is submitted and will be shared with Nolan and at the master plan meeting. LCC will take possession of the new Health & Science Building Spring 2014. Faculty and staff of the new Health & Science building will begin picking out office furniture winter quarter.

- Department Chairs will work with departments to identify additional facility needs to be included on the Facilities Planning Summary document. Please submit to nrichie@lcc.ctc.edu.
- Departments Chairs will help identify and submit facility needs (use DTV Facilities plan draft as a guide).

Brief Announcements–

- It is a catalog year, so please review your areas and submit changes to fnelson@lcc.ctc.edu.
- Last day to drop from Fall Quarter without additional approvals is November 15th. At this point, no financial aid money will need to be repaid, but no credit will be given.
- Priority registration for Vets starts November 15th. Open registration begins November 22nd.

Future Agenda Items- Spring Schedule, Quantitative Symbolic Reasoning (DTA) degree changes

Next meeting reminder: December 3rd @ 3:00pm in Main 148

Adjourn: 4:45pm

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.