



## Instructional Council

October 7, 2014

Main 148 – 3:00 pm

Minutes

### Member Attendance:

**Voting Members:** Don Correll, Darlene de Vida, Jim Dillinger, Dawn Draus, Brendan Glaser, Kyle Hammon, Mary Leach, Karen Joiner, Peter Livins, Tamara Norton, Dennis Shaw, Michal Ann Watts

**Ex-Officio Members:** Renee Carney, Lisa Matye Edwards, Natalie Richie (recorder)

**Guests:** Brad Benjamin, Adam Wolfer

### Consent Items:

- Minutes of the May 13, 2014 meeting were unanimously approved as written.

### Agenda Approval

- Call for additional items – A request was made to add Faculty Excellence to agenda. (Due to time constraints, this agenda item was not discussed. It will be added to the November agenda)

### Action Items

- Exceptional Faculty Committee Vote – Ann Williamson was selected as the faculty representatives for the Exceptional Faculty Committee. She will serve a two-year term.
- December meeting date – 12/2 vs. 12/9 – was discussed. By consensus, December 2<sup>nd</sup> at 4:00pm was selected to accommodate the schedule conflicts of multiple council members. An updated calendar invite will be sent.
- Curriculum Committee Membership - In preparation for the fall Accreditation visit, a review of committees was conducted. Through this process, a revision of the membership language was suggested to the Curriculum Committee chair, to clarify the current structure, which consists of two student service representatives, rather than one representative from each Student Service “department.” The new language will read: “Committee membership consists of an academic employee from each Instructional department, two Student Services representatives, the deans for instructional programs, and one student representative.” A motion was made to approve the amended membership language and was unanimously approved.

### Guest

- Professional Development – Brad Benjamin was approached last spring by Grace to consider taking over the Professional Development position and revamping the program. In the past, professional development opportunities were offered mostly in the afternoon on campus and had low attendance, due to a variety of different reasons which were discussed. Brad is proposing to offer professional development in both face-to-face and hybrid formats, using lecture capture to record and upload trainings modules into CANVAS, providing faculty with an online professional development resource library. Upon completion of modules faculty could apply for PDU's. To provide incentives for faculty to create modules, Brad will be discussing

compensation ideas with the instructional administration. One suggestion was PDU credit. If faculty have additional ideas, they are asked to contact Brad Benjamin.

### **Reports/Discussion:**

- **Instructional Priorities** – A draft of the 2014-2015 Instruction's Priorities was distributed and discussions were held on each of the main bullet points. Department chairs will take this draft back to department for discussion and will send Natalie feedback by October 27<sup>th</sup>. Feedback should include: 1) What's missing? 2) Which items would your department rank as the highest priority? This will be a working list to be altered as needed over the course of the academic year. Natalie will send out an electronic copy with the minutes to department chairs.
- **Budget Update** – A discussion was held the 2014-2015 Instruction Division Budget which included an overview of the reductions which have already been made: 1) a 6% cut to part time faculty budget 2) 50% cut to travel, 3) a 6% cut to goods and services. In addition, self-paced learning will be eliminated by the end of fall quarter and unused 2013 – 2014 student help funds were removed from the 2014-2015 budget. Next steps include identifying potential additional reductions. A request was made for faculty to help determine what needs to be preserved and the priorities. Additionally, the question “are there alternate options which would be of a lower cost for the college?” needs explored. One example was further examination and discussion of the test proctoring center.

In regards to the travel reduction, the \$185 in travel money which faculty have had in past years has been consolidated into one budget under each dean. These funds will be issued by the deans for mandatory travel engagements. There are alternative funding resources available for faculty which include: Faculty Development Funds, Carl Perkins Grant, and Exceptional Faculty Grant.

- **Class Schedule Models** – A discussion was held on the need to determine what schedule model our college uses (block, daily, etc.). In 2006, the college moved to block scheduling. Over the course of the last 8 years, the schedule has morphed and no longer follows a specific design. A recommendation was made to create a task force to begin determining a recommended schedule model. This is being revisited at this time specifically to prepare for CTCLink. An email will be sent out for volunteers to serve on a task force to begin these efforts.
- **Facility Update & Room Improvement** – A review of current facility projects was held, most of which originated from the work done on the Domino Task Force last year. There is a need to continue discussions for future facility improvements. Kyle and the Language and Literature will reach out to Nolan to provide input on the development of the Applied Arts building footprint.

### **Other Items**

- **Accreditation and Faculty Evaluation (Grid)** – A copy of the Evaluation Grid, approved by Instructional Council on January 14, 2014, was distributed to council members. A request was made to share this document with departments and ensure all faculty are aware of the various evaluation methods. Two other documents were

distributed: 1) Faculty Evaluation & Assessment Meeting 2) Faculty Self-Evaluation. Both were updated to reflect changes made in the faculty contract.

### **Brief Announcements**

- International Program – Atomi University - A 4-year University from Japan will be bringing students over for a 3-4 week program in February, and potentially a longer program over the summer. If you are interested in participating or would like more information, please contact Margit.
- CTCLink - Discussion was held on the implementation of CTCLink. This program will change all processes currently in place, and the impact should not be underestimated. Darlene will be Instruction's liaison. Trainings will be designed for faculty and include the relevant information. The current go-live date will be May 18<sup>th</sup>. Spring quarter grades will be entered using the new system.

**Next meeting reminder:** November 4<sup>th</sup> @ 3:00pm in Main 148

**Adjourn: 5:13pm**

#### **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.