



Instructional Council Minutes

January 14, 2014

Main 148– 3:00 pm

Member Attendance

Voting Members: Don Correll, Don Derkacht, Jim Dillinger, Dawn Draus, Brendan Glaser, Kyle Hammon, Joan Herman, Karen Joiner, Grace Leaf, Peter Livins, Tamara Norton, Dennis Shaw, Maggie Stuart, Michal Ann Watts **Ex Officio Members:** Tamra Bell, Renee Carney, Lisa Matye Edwards, Erin Kitchens (ASLCC), Fran Nelson (recorder)
Guest: Marci Gilchrist

Consent Items:

- Minutes of the December 3, 2013 meeting were unanimously approved as written.

Agenda Items

- Welcome by Grace Leaf and introductions.
 - Grace shared some of her core values and perceptions of LCC which included hospitality, pride, and energy/electricity. Two key elements are: 1) assume positive intent, and 2) verify information with the source.

New Business

- **Running Start enrollment numbers** – Joan Herman and Dennis Shaw
 - **Concern:** Running start enrollment in some courses nears 100% which changes the tenor of the course. Faculty were under the impression that a cap of 10 students per class existed for Running Start. Marci clarified the enrollment process. Running Start has priority registration for up to 30% of class cap; then may be able to register as part of priority registration based on credits earned, then may register in the course during open enrollment. English, Speech, and History are needed for high school graduation requirements making these classes high demand for Running Start students.
 - **Solution:** Marci and Roxana are available to attend department meetings to hear concerns and offer support.

Old Business

- **Faculty Positions** – restoring/new positions
 - Cabinet has agreed to fill Tenure Track positions in Computer Science, English and Math; a full-time-temp position will be filled in Math.
- **Evaluation & Assessment Procedures Grid**
 - Wording has been revised to clarify and simplify the evaluation and assessment process. The goal is to strengthen understanding and visibility of the process. The tenured faculty notebooks located in the Office of Instruction are being updated with tabs reflective of the categories used in the evaluation and assessment process. The grid was approved with minor wording clarification regarding Advising.

- **AAS Health Requirement**

- Brendan made a motion to approve the elimination of the Health requirement to the AAS degrees effective fall quarter 2014. Dennis seconded. Motion carried.

Status Report:

- **Accessibility requirements** - distance education courses

- Renee Carney reported that online courses and resources must be accessible for those with hearing and vision impairments. There is currently no set of published guidelines. Faculty are encouraged to consider student needs when designing courses.
- Mary Kate in DSS mmorgan@lowercolumbia.edu is a valuable resource. Canvas facilitates 'screen readers' and DVD's must provide closed captioning.

- **Call for Equipment**

- Brendan provided "Winter Quarter 2014 Equipment Requests" for review and feedback by January 24. Needs are to be placed into the three categories as described on the handout. No purchase orders/requisitions are needed at this time.

Next meeting reminder: February 11, 2014 @ 3:00pm in Main 148

Adjourn: 4:50 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.