



Instructional Council

April 15, 2014

Main 148– 3:00 pm

Minutes

Member Attendance:

Voting Members: Merry Bond, Don Correll, Don Derkacht, Max Everett (ASLCC), Kyle Hammon, Joan Herman, Grace Leaf, Peter Livins, Dennis Shaw, Terri Skeie, Maggie Stuart,

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

Guests: Nichole Seroshek, Stephanie Neill (fulfilling tenure track obligation)

Called to Order: 3:02pm

Consent Items:

Minutes of the March 11, 2014 meeting were unanimously approved as written.

Follow up

Equipment purchases – The final equipment request list was distributed for review. The document showcases critical need items and funding sources. Deans and faculty should submit Purchase Requisition forms, as soon as possible, for all equipment listed on the first two pages. The third page highlights items the LCC Foundation will help recruit funding and donations for. If a department has a critical item which is not listed, please submit to Brendan so priorities can be rearranged.

New Business

Finals schedule discussion - A discussion was held on the effectiveness of the quarterly finals schedule. The schedule was originally created to align with the block schedule. The Office of Instruction was made aware of a few room scheduling conflicts during winter quarter which is the reason it is being brought to Instructional Council for discussion. A few recommendations were made by the council: include information regarding hybrid and online courses; offer longer breaks between final exams; reorder the petition sentence to first 'encourage students with more than two finals to first contact the instructor, then petition to the VPI.' Nichole Seroshek was present for the discussion so information would be relayed back to the registration office to determine what changes could be made to enhance the effectiveness of the finals schedule information listed in the printed schedule.

June 10th meeting – Facility Master Plan –The June 10th Instructional Council meeting is planned for the same time/day the final campus-wide facility master plan meeting is scheduled for. The goal of the facility master plan meetings is to circle back and share out what information the architects have collected and share master plan proposals. A proposal was made for Instructional Council to attend as a group. Members agreed. Natalie will send out an updated meeting invite.

Info Item

Health & Science Building – progress report - A proposed timeline and checklist will be created to help share information about the upcoming building transitions. Most likely the Language and Literature department will begin moving into the AAR building after the start of fall quarter.

Student Gmail Accounts - In efforts to save local server space and college money, students emails are moving off local servers to a cloud-based server. In preparation, student first needed to change their passwords to facilitate a smooth transition to gmail accounts. Lisa has communicated via email with faculty and staff about the student password/login changes. Once live, student emails will change to: first initial last name @mylowercolumbia.edu
For example: Don Correll dcorrell@mylowercolumbia.edu.

Other

Standing Items

Instructional Cabinet highlights – Topics discussed recently at cabinet meetings include: Trip to China to recruit for the international program; college initiatives; budget discussion; corporate training program; new hires; the move to the Health & Science Building.

Other-

Richard Kelly Learning Garden - Louis LaPierre will be proposing a plan for Richard Kelly Learning Garden to the Board of Trustees tomorrow night, April 16th. Faculty and staff are encouraged to attend to show support.

ATD Visit – In May, LCC's two ATD coaches and two SPARK grant evaluators will be visiting campus to provide an external evaluation of LCC's progress on identified projects. The purpose of the visit is to provide global-perspective recommendations/suggestions. The LCC Completion Team committee helps spearhead efforts made toward the following projects: IT, First Year Seminar, advising reform, English bucket classes, math,

Upcoming Events:

Instructional Council: May 13

ATD Visit: May 19-21

Red Devil Days: June 3-5

Master Facility Plan Meeting: June 10 (Instructional Council will attend)

Outstanding Student Awards: June 11

Spring Reception: June 13

Commencement: June 20

Fall In-Service: Sept. 15-19

Nursing Accreditation Site Visit: Oct 14-16

Next meeting scheduled for: May 13, 2014 @ 3:00pm in Main 148

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.