



**Instructional Council**  
*November 4<sup>th</sup>, 2014*  
*Diversity & Equity Room – 3:00 pm*  
*Agenda*

**Instructional Council Members:** Ignacio Bautista-Sanchez, Don Correll, Darlene de Vida, Don Derkach, Jim Dillinger, Dawn Draus, Brendan Glaser, Kyle Hammon, Mary Leach, Karen Joiner, Peter Livins, Tamara Norton, Dennis Shaw, Maggie Stuart **Ex-Officio:** Renee Carney, Lisa Matye-Edwards, Natalie Richie (recorder) **Guest:** Klint Hull

**Consent Items:**

- Minutes of the October 7, 2014 meeting were unanimously approved as written.

**Agenda Approved**

**Brief Announcements**

- Meeting ground rules for discussion were briefly reviewed.
- Class Schedule Development Task Force – The Council was updated on the discussion started at the October council meeting regarding a new class schedule model. There is no need rush to deploy a new schedule model before CTCLink is implemented. Over 30 employees, faculty & staff, have been identified by departments and the schedule development project will after the start of Winter Quarter. Chairs were asked to thank those within their departments that volunteered .A handout was distributed which shows departmental representatives and a tentative project timeline. This will be shared at the first task force meeting. If the task force recommends a change to LCC's schedule model, the proposed project timeline would have a new schedule model ready for Fall of 2016 implementation. The intent is to keep the meetings open and hold them in a large enough location so that other faculty or staff who are interested in participating can attend.
- Room Improvement Needs - Faculty have shared concern that some rooms on campus are less than desirable to teach in than others. A recommendation was made to host a competition for the 'worst classroom on campus.' The goal of this project will be to identify the top 3 less desirable classrooms on campus, determine what changes need to be made to improve the quality of the classrooms (furniture, technology, layout, etc.), and begin planning for improvement implementation. The top 3 winners will be identified and improvement plans will be developed and implemented.
- Room Scheduling – An update on the current room scheduling process was given, as requested at the last council meeting. Room scheduling begins by rolling over data from the previous year/quarter, which includes room assignments. When conflicts arise between classes, rooms are assigned as much as possible based on faculty rank in this order: Tenured, Probationary, Full Time Temp, Affiliates, and Adjuncts. Other factors are considered before final assignments are made including room capacity, course capacity, back-to-back courses, disability requests, etc. During the summer/fall 2014 schedule development process faculty will be provided with schedules which identify classroom assignments. A notification email will be sent out to all faculty that schedules are out for department review & a link to an online submission form will be included so faculty can submit room change requests, as needed.
- Instruction Division Reorganization Discussion - A draft of potential reorganization scenarios for departments/disciplines was distributed for review. The intent of the proposed reorganization is to even out the number of faculty reporting to each dean. Under the current model, Dean Hammon supervises over half of the full-time faculty. Departments were asked to share the proposed reorganization with their departments and send feedback to Natalie by November 26<sup>th</sup>. A request was made for department chairs to share the proposed reorganization, collect feedback and help

with establishing a transition plan. Council members listed items that warrant further discussion, such as whether the proposed modes provide logical discipline groupings, what is the timeline for implementation, how do we facilitate teaching cross administrative units, distribution of faculty evaluation load, scheduling, tenure track committees, etc. Brendan discussed the possibility of setting up with each individual department to discuss interests, needs, and concerns. Council members indicated that this would be a good method to gather feedback.

### **Reports/Discussion:**

- Faculty Awards - A request was made to explore the reinstatement of a Faculty Award, similar to the awards given to the Classified & Exempt employees. Currently there is a faculty of the year award given to a faculty member selected by the student body rather than fellow employees. Department chairs will share this request with the faculty in their departments and provide feedback on whether they support the award and, if so, what criteria should be used. Feedback will be sent to Natalie to be compiled and shared.
- Instructional Priorities – Feedback, Academic Master Plan - Departments submitted feedback based on the initial 2014 – 2015 Instructional Priorities distributed at the October 7<sup>th</sup> meeting. All feedback was compiled, distributed, and incorporated into the 2014 – 2015 Instructional Priorities document which was reviewed briefly with the council. Two general themes were identified from the feedback: filling tenured & full time positions, and the management of the overall budget. The intent of Instructional Priorities is to drive the division’s focus for this academic year. To be successful, it will be critical to revisit, reflect, and modify throughout the year. Planning for next year’s priorities will start during Spring Quarter to allow for faculty to have more input.
- Positions/Budget – The council held a review of the position planning put forth from 2013 – 2014 academic year. Currently there are 67 full-time faculty positions, 57 of which are tenured or tenure track faculty. A draft of the 2014-2015 position planning grid was distributed and discussed. After review, a recommendation was made to fill the tenure track biology position, and sustain three full-time temp positions which include Fire Science, and two Nursing positions. Prioritization of the remaining positions needs to be determined. The goal for the 2014-2015 position proposal is to put forth a plan which balances programmatic needs with available resources. A request was made for department chairs to share the position planning document with departments and collect input. Brendan suggested that the meetings he will set up with each department would also be a good forum to discuss positions. He expressed that he wants to be able to advocate for each department’s needs accurately.

### **Other Items**

- An update regarding the Applied Arts Building remodel was shared. A meeting was held with representatives from the Language & Literature department to discuss the planned remodel. Refinements suggested and other feedback given will be submitted to the architect. College Relations is also relocating to the Applied Art Building in preparation for the demolishing of IOB.

**Next meeting reminder:** December 2<sup>nd</sup> @ 4:00pm in Main 148. The meeting will be one hour long and focus on feedback from Brendan’s meetings with departments.

**Adjourn: 5:01pm**

#### **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.