



**Instructional Council**  
**January 13, 2015**  
**MAIN 148 – 4:00 pm**  
**Minutes**

**Instructional Council Members:** Hiedi Bauer, Ignacio Bautista-Sanchez – ASLCC, Don Correll, Darlene de Vida, Don Derkacht, Dawn Draus, Brendan Glaser, Kyle Hammon, Karen Joiner, Peter Livins, Tamara Norton, Dennis Shaw, Maggie Stuart, Michal Ann Watts  
**Ex-Officio:** Renee Carney, Lisa Matye-Edwards, Natalie Richie (recorder)  
**Guest:** Davis Boswell-ASLCC, Elena Ross (fulfilling tenure track obligation) Corry Kile (fulfilling tenure track obligation), Elizabeth Engel (fulfilling tenure track obligation)

**Consent Items:**

- Minutes of the December 2<sup>nd</sup>, 2014, meeting will be presented for approval at the February 10<sup>th</sup> meeting

**Agenda Approval**

- Call for additional items – no additional items were added to the agenda

**Brief Announcements**

- **Informational Session on Associate in Nursing DTA – January 20<sup>th</sup>, 4:15-5:00pm, HSB 123** – Interested faculty and staff are invited to attend.
- **Collection of Student Evaluations of Instruction for Faculty** - Department Chairs received a document outlining the new process for administering Student Evaluations of Instruction. The new process is designed to help decrease the evaluation workload for the Office of Instruction staff. Faculty will designate a student to administer, collect & return student evaluations to Office of Instruction. The respective administrative assistants will notify faculty when evaluation packets are placed in faculty mailbox located in the Office of Instruction. Written instructions for the collection process will be provided with the packets.
- **Schedule Model Task Force Update** - Over thirty people volunteered to serve on the Schedule Model Task force. The implementation of task force activities will be delayed slightly in order to facilitate timely input for the new budget development process. Volunteers will be notified about the revised timeline.
- **Atomi University, Japan, English & American Culture Program, Feb 15-Mar 7** - The International Program is looking for instructors to teach two 2-hour sessions during a 3-week program for six students from a woman's college in Japan. An email went out to all faculty about this opportunity. Interested parties can contact Margit Brumbaugh. Instruction will help cover the cost of subs if needed.

**Reports/Discussion:**

- **Faculty Positions and Hiring** – Brendan thanked all departments who participated in the faculty positions discussions over the past month. Instruction's recommendation, which was reviewed with department chairs on January 6<sup>th</sup>, was to move forward with filling seven full-time faculty positions. Cabinet was appreciative of all the work completed by departments and approved all seven full-time positions. The positions to

be filled are: Anthropology, Drama, two English positions, Biology, Machine Shop/Manufacturing, and Computer Science. Job descriptions have been submitted to Human Resources for review, and once finalized a final draft will be sent to the Instruction for final review. Brendan will send out an email to faculty sharing the status of faculty positions. Brendan shared that it will be up to the Language and Literature and Natural Science departments to determine if they wish to use the alternate assessment process for the positions currently held by full-time temporary faculty, or to proceed with a national search. Discussion was held and both department chairs will discuss with department faculty and notify Brendan of decisions at their earliest convenience. Department Chairs may opt to have a formal department vote regarding the choices. If a vote is requested, Brendan reminded Chairs that contract language exists about who can vote.

- **Budget - Overview & Equipment Purchases** - A budget planning timeline was dispersed to department chairs to help clarify the budget planning process. LCC administrators will be preparing a budget proposal over the course of the next few months to be presented at the June Board of Trustees meeting. The Board of Trustees meeting may occur before the legislative session ends, which could result in the need to revise the budget early next academic year. During Brendan's visits with departments, he heard many misconceptions about how money is allocated from the state. Brendan distributed a document from the SBCTC which provides condensed information on the funding allocated by the state board: State Allocation operating funds, and federal grant funding. The handout, taken from the state board system allocation budget, does not reflect tuition revenue, which should be about \$6.7 million for the 14/15 Academic Year. The totals listed are determined by a formula based on LCC's state target FTE count, which is 2,524.

Instruction's 2014-2015 master operating budget was distributed for review. The document is broken into two components: a Summary Page by Administrative Unit, and Details by Administrative Unit. Administrative Units are divided up as follows: A2 Vice President, A4 Dean Joiner, A8 Dean de Vida, A9 Dean Stuart, AB Hammon, AX Home and Family Life. Most goods and services as well as travel have been placed in the deans administrative accounts to be dispersed out as needed.

In order to help departments better utilize resources, Instruction is working on preparing financial statements for each department. The statements will also include information on student fee accounts. Instruction needs to do a better job of utilizing fees collected for consumable supplies related to courses, as this helps conserve operating funds.

Natalie will be sending out a call for critical equipment to departments. Request forms will be emailed out by the end of the week. Faculty should complete the forms, submit to department chairs, and department chairs will send over prioritized requests for the Instructional Leadership team to review. Once items are approved for purchasing, a PR will be completed & faculty will be notified. Any requests not approved for funding will be sent to the foundation for further consideration.

- **Academic Master Plan / Enrollment Management Plan** - A rough draft of the 2015-2018 Enrollment Strategies & Activities was distributed. The primary goal of the strategies listed is to stabilize LCC's enrollment at 2950 over the next three years. Instruction is working on outlining the action steps to be taken to accomplish the

strategies. The Instructional Leadership team is recommending a 9<sup>th</sup> strategy, which is: “Stabilize basic skills enrollment at 700 FTE”. The Instructional Leadership team began brainstorming action steps; these are listed as bullet points on the document. Members submitted additional items to be included. Department Chairs were asked to review the document with departments and submit any changes to Natalie by January 30th. The next draft will be available for review at the next Instructional Council meeting.

The Academic Master Plan will build on many of the initiatives identified in the Enrollment Management Plan. Departments will be asked to share input and assist with the development of the Academic Master Plan.

### **Other Items**

- Facility Updates – Nolan met with the Language & Literature department to discuss its move to the Applied Art Building. The IOB demolition will need to occur before AAR will be complete. The Language & Literature department will be relocating to Student Center Conference Center until renovations are complete.
- Courtney Shah’s recent accomplishment was recognized by Department Chair Dennis Shaw. Courtney’s dissertation, titled “Sex Ed Segregated” will be published by University of Rochester Press in the fall.
- Vest Lecture: Anthropologist John Bodley from Washington State University will be on campus at the end of April.
- Community Conversations - Dennis Shaw will be the guest speaker this Thursdays, 1/15.
- 25Live – Training for the new room scheduling software will begin at the end of the month. Discussions will need to begin in the near future on room priorities.
- Fitness Center Update – The Fitness Center advisory committee has been busy drafting policies, estimating costs, and making operational recommendations. One item requiring further discussion is room scheduling, as a variety of groups are interested in utilizing the new facility. Also, students will be asked to increase by \$25 the fee they pay to help cover operating costs. ASLCC representatives expressed their desire to have some priority for the Fitness Center during the scheduling process.

**Next meeting reminder:** February 10<sup>th</sup> @ 3:00pm in Main 148

**Adjourned:** 5:01

#### **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.