



Instructional Council
February 10, 2015
HSB 105 – 3:00 pm
Minutes

Instructional Council Members: Hiedi Bauer, Ignacio Bautista-Sanchez – ASLCC, Don Correll, Darlene de Vida, Don Derkacht, Jim Dillinger, Dawn Draus, Brendan Glaser, Kyle Hammon, Karen Joiner, Peter Livins, Tamara Norton, Courtney Shah, Michal Ann Watts
Ex-Officio: Renee Carney, Lisa Matye-Edwards, Nichole Seroshek, Natalie Richie (recorder)

Consent Items:

- Minutes of the December 2nd, 2014 minutes were distributed and reviewed. Motion was made to approve the minutes as amended, motion carried.
- Minutes of the January 13th, 2015 meeting minutes were distributed and reviewed. Motion was made to approve the minutes as amended, motion carried.

Agenda Approval

Call for additional items – The following items were added to the agenda:

- Math Sequence - Dawn Draus described a project happening to build an alternative sequence for pre-college Math. Departments were asked to:
 1. Review pathways in their disciplines
 2. Identify and notify Dawn of any pathways that require pre-college math courses
 3. Determine whether the alternative sequence would work for the identified pathway

Most other community and technical colleges have started implementing an alternative math course sequence. The goal is to take the new pre-college math sequence to the curriculum committee this spring and implement it fall of 2015. For more information or questions, please contact Dawn.

- **Hiring Committees** – A list of faculty serving on the 2014-2015 Faculty Positions Search Committees was distributed. Committee members representing classified and exempt will be distributed once identified. Most faculty positions will close at the end of February. Search committees will review applications & identify which candidates to interview before leaving for spring break. Interviews will occur early in spring quarter.

Discussion arose on the role of search committees, and a request was made to ensure that the role of the search committee - as well as the role of individual members - were clarified prior to interviewing candidates. Brendan will share the concerns raised and the request with Human Resources. Search committee members are welcome to request clarification of the committee's role prior to beginning the interviewing process.

The department decisions made regarding the use of the alternative assessment process for faculty hiring was shared. Natural Science will be doing an alternative assessment hiring process for the open biology position in their department. Language and Literature will be conducting a national search to fill two vacant English positions. The Mathematics department will be conducting a national search to fill a position open due to an unanticipated resignation.

- **Hiring Process** - Faculty shared that a request was made to Governance Council to have a faculty member present during the hiring committee's recommendation to the President and Vice President to ensure faculty's perspective is shared. It was shared the request was not approved. Discussion was held on the structure of the current process and that the final decision is up to the President. Brendan shared that he is supportive of the current process and if faculty would like to have further conversation it would be appropriate to do so at Governance Council. One recommendation made was for a faculty search committee member to ask the Human Resource representative to read back what committee recommendations would be shared with the President and Vice President to ensure the faculty's perspective is capture and shared appropriately.

Discussion was held on the job posting errors, which have been resolved. A request was made that if there are errors in future job postings to notify the appropriate dean to help resolve. The intentions were to create job descriptions collaboratively amongst the dean and the department prior to posting.

- **Evaluation of Administrators** – It was noted that the Evaluation Surveys for Instruction Division administrators are now open. A question was raised regarding if and when faculty would have the opportunity to evaluate the various directors across campus, as well as the administrators (including the President) in other divisions. Brendan will follow up to find this information and send an email as a follow up.

Brief Announcements

- **My Advisees - Online Advising** - An informational sheet was distributed with a brief introduction to the new advisee assignment process. The intent of the project is to automate the assignment of advisees, which is currently a very labor intensive task. Students will be matched with an advisor within 24 hours based on intent codes. In addition to ADP-Pro, advisors can access a list of their advisees using Canvas. An email will be sent to all faculty this Friday with more information.
- **Academic Master Plan / Enrollment Management Plan** – Brendan acknowledged the departments that sent feedback on the Enrollment Strategies draft. A request was made to send Natalie or Brendan any additional items or suggestions on strategies that need refinement. The February 17th All Staff meeting will be focused on the Enrollment Strategies Plan. Discussion was held on the relationship between the Academic Master Plan and the Enrollment Strategies. The Academic Master Plan will be more comprehensive, describing a broader range of goals and objectives, as well as department goals and overall action plans.

Reports/Discussions

- **Reorganization – Phase 1:** Brendan thanked each department for their contribution and open conversations over last two months. The final reorganization document was distributed and discussed. The original plan was to implement the reorganization in fall of 2015. After discussions with faculty and staff, Brendan proposed to begin Phase 1 of the reorganizations this quarter with the approval of Instructional Council and President's Cabinet. The intent of the reorganization is to more evenly distribute the workload among instructional team members and hold team members accountable for responsibilities. The reorganization to be implemented during Phase 1 include:
 - The Humanities discipline will move to the Social Science department;

- Mary Leach will move from Language and Literature to the Social Sciences department and will focus on teaching Humanities;
- The Social Science department will report to Dean de Vida;
- Early Education, Education, and Home and Family Life will report to Dean Karen Joiner and the department renamed Nursing, Health & Education ;
- WorkFirst will move under Workforce Programs reporting to Director Tamra Bell;
- Workforce Programs will report directly to Vice President Glaser;
- Transitional Studies will report directly to Vice President Glaser;
- The Humanities department will be renamed Performing & Visual Arts, and Library, and will continue to report to Dean Maggie Stuart;
- Melinda Weatherford will move from the Language and Literature department to Performing & Visual Arts and Library department, reporting to Dean Stuart;
- International Program curriculum will be moved to Dean Stuart.

In the fall, a second phase may come with modifications to Phase 1 based on what is learned over the course of the next 6 months. Other items to be addressed include moving Elena Ross to the Nursing, Health & Education department and establishing a Centralized Scheduling office which can help facilitate the implementation of CTCLink and 25Live room scheduling software.

The general consensus was to move forward with implementing the Reorganization – Phase 1 plan this quarter.

- **Budget –Department Statements** – Department chairs received budget statements for all goods and service budgets. Statements will be sent out monthly, if faculty need balances between statements please contact the respective administrative assistant for the department. The intent of the reports is to ensure faculty are aware of the funding available to support programs and disciplines. The statements are broken in to three categories:
 - State Operating funds - can be spent on goods & services, travel, and equipment;
 - Student Fees – these are class fees collected for consumable purchases, a product with a shelf-life of under 2 years;
 - Foundation grants – limitations are determined by grant received.

The goal today is to understand what accounts are associated with each department and what resources are available. Deans will work with individual departments to help match departmental needs with appropriate resources. Where ever possible the best practice to use student fee money first and try to conserve operating funds. Instruction will be working to find the proper balance between student fee amounts and the expenditures they support.

Faculty expressed the need to have real time budgets. It was shared that the Office of Instruction uses internal budget books for operating budgets and requests for this information can go directly to the respective administrative assistant.

A question was asked about why departments had to cover facility repairs out of departmental budgets. In general, departments should not have to do this. If this occurs please consult with the respective dean to help facilitate further discussion.

- **Nursing DTA** – A document was distributed on the new Associate in Nursing – Direct Transfer Agreement/Major Ready Program. Campus informational sessions were held in January. This is a new nursing degree approved by the State of Washington last spring. This

degree is a 3+1 degree, allowing a student to complete three years at LCC, and then transfer to most universities as a senior into a baccalaureate program. LCC intends to implement the program in winter of 2016. Only students selected for the Nursing program would be allowed to enroll in these classes. The Social Science and Nursing & Allied Health departments will work closely to ensure social science subjects are adequately covered in the degree. A request was made for Instructional Council to approve the new degree before taking before Curriculum Committee. A motion was made that Instructional Council endorsed moving forward with the Nursing DTA with the expectation that the involved departments will collaborate as necessary on course development. Motion carried.

- **Worst Classroom on Campus – Results** – The Worst Classroom on Campus survey results were distributed. Submissions included good feedback on facility issues that need to be addressed. The identified facility issues have been shared with Campus Services and will be added to a ‘punch list’ and addressed during routine maintenance. The INC building, where the CEO program is held, received the largest number of votes. Brendan will work with Director Tuan Dang to address next steps for improvement. Faculty identified the following as the top three worst classrooms on campus: Don Talley 215, Main 205, and Main 205. Discussion was held on how to proceed with improvements and a request was made for departments to share how to best improve the teaching environment in the identified classrooms. One key idea forwarded was that some of the rooms may not be worth the effort, and attention would be better spent on a “fair” classroom that could be made better.

- **Academic Standards –**
 - ***College-wide pre-requisite level of a C or C-*** - Discussion was held on pre-requisite grades. Currently if a grade is not specified for a pre-requisite then it defaults to a D. Instructional Council did not recommend implementing a College-wide Pre-requisite grade requirement. A recommendation was made to request, if applicable, a pre-requisite grade on the course plan document and to have further discussion with the Curriculum Committee.

 - ***GPA – If pre-college courses are required for a program, should it count towards GPA for graduation- Prof/Tech use cumulative GPA, DTA Uses college level GPA (Transfer degrees)*** - Discussion was held on the current process for calculating Grade Point Averages (GPA). Professional-Technical students have requested receiving only the college-level GPA, but for most professional-technical degrees a cumulative GPA is automatically generated, which includes pre-college course work. Transfer degrees use the college-level GPA. Registration does not manually calculate GPA for professional-technical students. Once CTCLink is live this may be an automated process and can be revisited at that time, but for now, a cumulative GPA will be used for professional-technical students.

Next meeting reminder: March 10th @ 3:00pm in HSB 105

Adjourned: 5:09pm

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.