



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

**Instructional Council Members:**

Don Correll, Hiedi Bauer, Darlene de Vida, Don Derkacht, Jim Dillinger, Dawn Draus, Brendan Glaser, Kyle Hammon, Karen Joiner, Peter Livins, Tamara Norton, David Benson (Social Science Rep), Maggie Stuart

**Ex-Officio Members:** Theresa Stalick, Natalie Richie (recorder)

**Guests:** Adam Wolfer

**Consent Items:**

- Minutes of the February 10<sup>th</sup>, 2015 meeting were approved as written.

**Agenda Approval**

- Call for additional items –
  - Evaluation of Directors
  - Classroom Design Initiative

**Brief Announcements**

**Equipment Purchase Update** – The final list of equipment requests was distributed to department chairs. Requests totaled \$109,127.33. All but three items were approved for funding and have been processed. The three items not approved totaled \$79,031.00. One of the remaining requests for Automotive lifts will be purchased using both foundation and instruction budgets. The request for music equipment was approved and will be funded through the Hanson grant. A request was made for department chairs to collect additional equipment request for the 2015/2016 funding cycle. Requests can be submitted for replacement and/or new equipment. All requests should be submitted by April 15th. The intention of this is to build a master equipment list to purchase in early fall, or if another funding allocation is received later this year, Instruction will be prepared to respond quickly with pre-identified Instructional needs.

**Budget Development Process** – Cabinet is preparing the 2015/2016 operating budget based on the current projected allocations. The Instruction division's operating expenditures for 2014-2015 have been conservative and on target. Last week, department chairs received monthly budget statements via email. In preparation for next year's budgets, department chairs were asked to discuss and share departmental input on the following item with the respective dean by April 6<sup>th</sup>:

- How is travel working for everyone? Should we continue to pool funds by dean, or distribute to department based on headcount?
- Determine the expected utilization of the department's operating funds.
- Determine if additional funds should be included in the department's base budget to cover reoccurring expenditures.

If you have any questions, please contact your dean.

**Status Report: Faculty Development - Funds Available for Spring 15** – A quarterly report of the 2014 – 2015 faculty development funds was distributed. The \$2,500 allocation for adjunct has been expended. The committee has \$6,899.02 to award for Spring quarter. Deadline is April 23<sup>rd</sup> and applications will be reviewed on May 1<sup>st</sup>. Department chairs should encourage other faculty to apply. Funds must be spent by June 30<sup>th</sup>, 2015. Faculty who wish to participate in activities occurring during the summer, outside of this funding cycle, should consult with their dean.

**April 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> Faculty Contract Days** – Vice President Glaser will send out an email to all faculty regarding the schedule for April 1<sup>st</sup> - 3<sup>rd</sup>. If any departments are interested in offering a professional development opportunity for other faculty during these days, please notify your dean. Faculty made a request to offer in-person presentations on the current mandatory CANVAS trainings during one of the three faculty days, as this modality is one preferred method for training. Vice President Glaser will share the request with Human Resources.

Some agenda items for the April 2<sup>nd</sup> All Faculty meeting will include: Academic Master Plan, Current Issues, and Policies. Discussion was held on ways to improve assessment day activities and a request was made to offer a survey to provide feedback. Vice President Glaser will share recommendation with the Instructional Assessment Committee.

- Wednesday, April 1<sup>st</sup> - Office Day
- Thursday, April 2<sup>nd</sup>
  - All Faculty Meeting, 8:30 a.m. – 10:30 a.m., HSB 123 –
  - Optional Workshops, 11:00 a.m. - noon
- Friday, April 3<sup>rd</sup> –
  - Faculty Appreciation Breakfast, 8-9am, STC Commons (FT Faculty)
  - Assessment Day, Begins at 9am, PSC 104

**Enrollment Management Plan & 2015-16 Annual Priorities available for review** – President Bailey sent emails recently sharing links to the two documents online. Both documents are out for campus review. If departments see something that should be included email your recommendations to Vice President Glaser. As requested, Natalie will re-send the emails with the links.

### **Reports/Discussion**

**Academic Master Plan** – Discussion was held on the purpose of the Academic Master Plan and how it is related to the Enrollment Management Plan. The Academic Master Plan covers a broad range of topics that will include how Instruction plans to support the Enrollment Management Plan, as well as, identify program-specific goals. The Academic Master Plan will be a primary focus at the All Faculty Meeting on April 2<sup>nd</sup>. Departments are encouraged to have discussion prior to then regarding departmental goals and start to identify program-specific priorities. It would be advantageous to also capture what departments are currently working on, and what the next steps are.

**Outstanding Student Awards, May 18<sup>th</sup>, 6pm, Wollenberg Auditorium** - Discussion was held on ways to improve the Ceremony Format with the intent to keep it “short, delightful, and fun.” Some recommendations include:

- Drafting guidelines on what type of scholarship information can and should be shared
- Remind presenters to keep speech short & concise
- Vice President invites entire department and recipients to the stage for next set of awards

Draft guidelines will be prepared and sent out to Instructional Council for review.

**COLL 102, First Year Seminar II – Discussion on Process to Establish as Requirement** – LCC’s completion team made a request to make COLL 102 mandatory, in addition to COLL 101, when a student tests into pre-college English. Discussion was held on the current structure and content of LCC’s college success courses. Data & research show that a full year of intervention is beneficial for these identified students. Information will be sent out for departmental review and Instructional Council members should be prepared to make a recommendation at the April 14<sup>th</sup> meeting. Mary Leach, who is leading the efforts, will be invited to attend the April 14<sup>th</sup> meeting.

**Other Items**

**Evaluation of Directors** – Director Evaluations are completed by a group of employees mutually agreed upon by the employee and supervisor. From the dean level and up, all faculty have the opportunity to evaluate the employee.

**Classroom Design Initiative** – Faculty would like to request that Vice President Glaser lead the Classroom Design Initiative efforts. Vice President Glaser will discuss his role with President Bailey and offer to co-chair in conjunction with the Vice President of Administrative Services.

**Next meeting:** April 14 @ 3:00pm in HSB 105

**Adjourn:** 5:00pm

**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.