



Instructional Council

April 14, 2015

HSB 105 – 3:00 pm

Minutes

Instructional Council Members:

Don Correll, Ignacio Bautista-Sanchez, Hiedi Bauer, Darlene de Vida, Don Derkacht, Jim Dillinger, Brad Benjamin (Mathematics Representative), Brendan Glaser, Kyle Hammon, Peter Livins, Merry Bond (Nursing Representative), Courtney Shah, Maggie Stuart

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

Consent Items:

- Minutes of the March 10th, 2015 meeting were approved as amended.

Agenda Approval

- Call for additional items – none

Brief Announcements

Vice President Glaser shared recent updates:

- **Demolition of IOB** - The demolition of the IOB building will begin in early to mid-May. All employees with a reserved parking spot in Parking Lot G will be relocated to the HSB parking lot once demolition begins. This project will include the demolition of the IOB building, landscaping, and construction of the proposed pavilion.
- **Language & Literature** - The completion date for the AAR remodel is scheduled for June 15th. Faculty should plan to move to the new office location over summer break. More information to come on the logistics of that move.
- **Equipment requests** - As a follow up item from last month's meeting, faculty are encouraged to continue to submit Equipment Request for 2015-2016. The Office of Instruction will keep an ongoing list. The spending cut-off dates were sent out earlier in the week. Those dates include:
 - Equipment Orders needing longer delivery time: April 24th
 - Purchase Requisitions: May 22nd
 - Credit Card Purchases: June 5th
- **Request for travel feedback** -As a follow up item from last month's meeting, department chairs were in consensus that the current travel process is working, to have money lumped into the dean's account and issue out as needed. Instruction will provide a list of travel expenditures for 2014-2015 at the beginning of next year.
- **Budget update** - President's Cabinet has been working on the proposed 2015-2016 budget. A draft will be out for campus review in the near future. Instruction is working on mapping out actual expenditures within our division. Department's goods and service allocations should remain the same, unless drastic cuts are needed.
- **Outstanding Student Awards** – Program Schedule & Nomination form - A draft of the nomination form and the program schedule was distributed for review. The recommended changes will be made and sent to department chairs for distribution. Department chairs will encourage faculty to be mindful of FERPA regulations as they honor students. Deadline for submission will be Monday, April 27th.

Reports/Discussion

- **COLL 102, First Year Seminar II** - As a follow item from last month's meeting, Mary Leach was invited to continued discussion on the First Year Seminar. Initially Achieving the Dream (ATD) coaches recommended implementing a mandatory success course to increase completion rates of high-risk students. During the pilot project, students were enrolled in 6 credits of college success courses over the course of three quarters. It was determined the last 2 credits, in the third quarter, were not necessary. The current recommendation is to require students who test into pre-college English to enroll in 4 credits of college success courses over the course of two quarters. Those courses would be COLL 101 and COLL 102.

Currently ten instructors are trained in the On-Course curriculum. Fifty-to-sixty percent of students place into pre-college English. The trigger to require students to enroll in these College Success courses is placement testing.

Two business processes need to be worked through - 1) How do we structure this courses to meet financial aid guidelines? 2) What processes can be put in place to ensure, and track, that students testing into pre-college English enroll in both COLL 101 and COLL 102. Brendan, Lisa, Marisa Geier & Nichole Seroshek will meet to discuss how to implement these business processes.

Next steps include getting everyone up to speed on next steps, roll out an implementation plan, and customize pathways.

Recommendation for Prof/Tech faculty to receive the On-Course training and know how to apply in the classroom. This could include incorporating the curriculum into I-BEST Courses.

A request was made to share longitudinal data, either national or LCC specific, to support the efforts. A document will be created to identify the long-term assessment plan of these courses and will be shared once available. This could include identifying national benchmarks and how LCC plans to measure them.

- **Test Proctoring** - Discussion was held in regards to a proposed change to the Test Proctoring Center. Discussions have been circulating about moving the Test Proctoring Center under the Testing Center and charging a fee to students to use their services. After discussion, Instructional Council is in favor of keeping the Test Proctoring Center operating under the Instruction Division, with the intent of serving faculty and students, and to be an extension of instructional efforts. Instructional Council is not in favor of charging students a fee to complete a required assignment to pass a course. Vice President Glaser agreed to share Instructional Councils recommendation.
- **eLearning position update** - The vacant eLearning position will be posted as an exempt position. Faculty who are interested in the position are encouraged to apply and compete for the position. If a faculty member is selected as the finalist, instruction will collaborate with the faculty member to maintain faculty status for a period of time, the intent of this is for the best interest for faculty.

Next meeting: May 12, 2015 @ 3:00pm in HSB 105

Adjourn: 4:56pm