



# Instructional Council Minutes

November 13th, 2018

Student Center Conference Rooms

3:30 p.m. – 5:00 p.m.

## Instructional Council Members:

Brendan Glaser (Chair)  
Hiedi Bauer  
Tamra Bell  
Rob Davis  
Dawn Draus  
~~Ken Ecklund~~

~~Jim Franz~~  
Kyle Hammon  
Melinda Harbaugh  
Karen Joiner  
Nadine Lemmons  
Tamara Norton

Theresa Stalick  
Michal Ann Watts  
~~Adam Wolfer~~ Katrina Fuller  
~~Student Rep (ASLCC)~~

## Ex-Officio Members:

Sue Orchard (VPSS)  
Natalie Richie (Instruction)  
Sarah Griffith (eLearning)  
~~Brad Benjamin (LCCFAHE)~~  
Julie Smith (Recorder)

## Guests:

Alex Brehm, Tenure Track requirement  
Anita Quirk, Tenure Track requirement  
Wendy Hall, Institutional Research  
Shalaina Williams, Instruction

## Calendar Review

November 22 & 23	Thanksgiving Holiday (campus closed)
November 30	Last day of Fall Quarter classes
December 4-6	Final Exams - Fall Quarter
December 10	Last day Fall Quarter faculty contract

## Updates & Announcements

- Call for additional items
  - a. Instructor Initiated Withdrawal-Student Support Services will send out email reminders to faculty. Sue reminded council that the option of giving N/A as a grade will no longer be available and requested input on how to notify faculty to ensure engagement.
- Call for Announcements
  - a. FAFSA information & Advising Meetings
    - i. Byron Ford asked that faculty and staff get the word out to as many students as possible to remind about filling out their FAFSA forms. Byron emailed instructors directly, offering postcards. Also, faculty are invited to attend advising meetings. He has been going to the department meetings to introduce himself to the instructors. Advising meets weekly and Byron would like to invite faculty to participate in those meetings.
  - b. Finals Schedule - updates at December meeting
- i. Instruction has reached out to the Registrar's office to have the Finals Schedule updated to reflect changes recently made in the block schedule. More details to come at the December meeting.



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## Action Items

1. Approval of [October 2018](#) minutes

**Action:** Approved - consensus

2. [Instructional Practice per eLearning Request - Publishing Online Courses](#)

Online courses will be published by 10 a.m. on the first day of the quarter. If the online course is not ready for publication, eLearning staff will place an "Under Construction" banner on the page with instructions on how to contact the instructor. All other navigation links would be hidden to prevent students from accessing course content.

**Action:** Approved - Tamara motion; Katrina seconded; motion passed.

3. [Instructional Practice per DSS Request - Extended Test Taking Time](#)

Disability Support Services will work collaboratively with eLearning to extend test time for students approved for this accommodation at the beginning of each quarter. eLearning will be granted access into online classes for the purpose of extending test times throughout the quarter for students designated by DSS. Tamara Norton asked that faculty be notified before any students receive an extension. It was agreed that faculty would be notified prior to extensions being given.

**Action:** Approved - Karen motion; Rob seconded; motion passed.

## Discussion Items

1. Main Technology Recommendations

- a. Main Technology Committee proposed to council will be Trey Batey, Hiedi Bauer, Stefan Rijnhart, Jennie Mynhier, Terrie Skeie. Recommendation will be sent on to Nolan & Brandon for final selection.

**Action:** Approved - Nadine motion; Michal Ann seconded; motion passed.

2. Guided Pathways

- a. Steering Committee will consist of representatives from each Meta Major, a representative from Basic Skills, and a representative from the Administrative Services area, and Vice Presidents. Invites will be sent out soon.
- b. Coaches visit next Monday, Nov. 19th.
- c. The Council reviewed the proposed steering committee structure, purpose, and responsibilities. The deadlines and expectations of the grant are laid to help guide the committees work. The steering committee will be considered a part of workload. Faculty will be eligible for additional compensation for work completed/deliverables accomplished. Staff will be expected to adjust responsibilities to fit it in. Discussion was held on who would chair the meetings. College Spark states that the VPI and the VPSS co-chair the grant work. Wendy suggests that one of the deans steps in to help with the transition between Vice Presidents. Sue will work with ASLCC to invite two student reps to help with workgroup efforts.

3. Grading Policy

- a. Brendan will be sending out a reminder to faculty of our Grading Policy. In the faculty contract, it states that grade changes must go to Academic Standards committee.

4. Budget



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- a. Position Planning - 71 FTF
  - i. We are halfway through the year and we are projected to have around a \$355K downfall. President Bailey plans on making mid-year budget cuts. Instruction not currently looking at reduction in force, but next year may have to reduce a few positions. Possible budget implication include: hiring & travel freeze, only essential equipment purchases, increase fill ratio of classes.
- b. [Equipment Requests](#) - Department Chairs were asked to gather equipment requests for 2019-20, while keeping in mind the budget and ensuring equipment is essential to program operations.

**Next meeting:** December 4, 2018

**Adjourned:** 5:07pm