



Instructional Council Minutes

December 4, 2018

Heritage Room

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
~~Student Rep (ASLCC)~~

Ex-Officio Members:

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

Guests:

Kali Brandt - Tenure Track
Mary Hebert - Tenure Track
Wendy Hall (Effectiveness & College Relations)
Matt Quick (Effectiveness & College Relations)
Shalaina Williams (Instruction)

Calendar Review

December 4-6
December 10

Final Exams - Fall Quarter
Last day Fall Quarter faculty contract

Updates & Announcements

1. Call for additional items
 - a. Issuing Incomplete Grades: Governance Council does not have to approve when faculty give an Incomplete as a grade. When the instructor replaces the Incomplete with a letter grade, that is when it will need to go before the Governance Council for approval. Brendan will send out a clarifying email to faculty.
2. Call for Announcements

Action Items

1. Approval of November minutes
Action: Hiedi motioned; Karen seconded. APPROVED
2. Faculty Appreciation Breakfast - Assessment Day 4/4, or Faculty Day 4/5?
Action: Faculty Appreciation Breakfast will be on April 5th, 2019, by consensus.

Discussion Items

1. Budget Update - Equipment

- a. The 2018/19 budget will have a deficit at the end of the year. Faculty and staff are directed to limit travel to essential only. Guided Pathways travel will be allowed as it is paid from different budget. Goods & Services purchases are allowed, but limit spending to essential items only. Prof/Tech grants are available - faculty are to check with Tamra Bell on availability. Faculty Development funds are available as outlined in the faculty contract - all expenditures must be covered by the Faculty Development funds.
- b. Long term budget development will start in January. Karen Joiner will lead that effort until Kirsten Finnel arrives March 18th, 2019.

2. Finals Schedule Update



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- a. Go forward with updates as provided by the Registrar. Winter 2019 finals schedule will be available online. Julie will email the new schedule out to faculty so changes can be reflected in winter syllabi.

3. Guided Pathways Coach Visit Follow Up:

- a. Course Success Data - Course level vs. Instructor level vs. Section level
Three options for the data dashboard are available. The three options available are course, section, and instructor levels. Wendy explained that it is easier to overbuild and remove items than it is to add at a later date. Concerns were raised regarding the instructor and section levels. Some faculty may feel targeted. Hiedi feels that breaking it down by instructor level will cause a lot of problems within the Lang & Lit department. Dawn shared that Math and Lang & Lit departments will be most affected by instructor-level data. Hiedi shared that breaking it down to the section level would also lead to instructor-level data. Collecting modality information is built in the system.

Wendy suggested building two dashboards, one for Math and Lang & Lit and one for the rest of the disciplines. Math and Lang & Lit will be built to the course level, and the rest will be built to the section level. Modality information will also be available. Those with the appropriate security levels will be able to view modality information.

Motion-Hiedi moved to create two separate dashboards - one for Math & English, and another for the rest; Karen seconded.

Action: PASSED

Guided Pathways Steering Committee:

Brendan shared a draft of the GP Implementation Structure Steering Committee.

Meetings will be held on the fourth Friday of each month beginning on Jan. 25th from noon to 4pm. Instructors selected to serve on this committee will need to make other arrangements for classes. The purpose of this committee is to bring in a variety of perspectives from across campus, working in a common direction to implement Guided Pathways.

Next step is the Pathways retreat. Jan. 16th & 17th, 2019. Faculty leading meta major efforts will be invited to participate. Invitations have been sent out.

4. Preparing for Transition

New VP of Instruction is Kristin Finnel.

During the accreditation visit, LCC received a "recommendation for improvement" to the Academic Master Plan. Brendan suggested departments to work with their deans to complete their department action plans which roll up into the overarching AMP.

Brendan will continue work on the faculty handbook. He will be outlining budget recommendations.

Adjourned: 4:28pm

Next meeting: January 8th, 2019