



# Instructional Council Minutes

January 8, 2019

Heritage Room

3:30 p.m. – 5:00 p.m.

## Instructional Council Members:

Karen Joiner (Chair)  
Hiedi Bauer  
Tamra Bell  
Rob Davis  
Dawn Draus

Ken Ecklund  
Jim Franz  
Kyle Hammon  
Melinda Harbaugh  
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)~~ Mark Gaither  
Julie Smith (Recorder)

## Guests:

Dana Cummings - Tenure Track  
Holly Brewster - Tenure Track

## Academic Calendar Dates

January 7	First day of quarter - Winter Quarter
January 21	Holiday - no classes
February 18	Holiday - no classes
March 15	Classes end - Winter Quarter
March 18 & 22	Instructional Planning & Preparation Days
March 19-21	Final Exams - Winter Quarter
March 25	Grades Due
April 4	Assessment Day
April 5	Faculty Appreciation Breakfast
April 5	Instructional Planning & Preparation Days
May 22	Outstanding Student Awards
June 21	Commencement

## Updates & Announcements

1. Call for additional items
  - a. Sarah reported back out on the effectiveness of publishing all courses by 10am on the first day of classes, by using the 'under construction' placeholder. The eLearning office reported that everything went great for winter quarter and the number of student calls regarding course content was greatly reduced.
2. Call for Announcements
  - a. Department chairs were asked to help with onboarding new faculty, especially with the transition from adjunct to FT, and clarification of faculty contract days and committee assignments.
  - b. Jan. 17th - deadline for Faculty Development Applications. Any expenditures over the approved amount is paid out of pocket by traveler. Some funding left for this next round (approximately \$3000). Perkins funding is available for professional/technical faculty.
  - c. A call for nominees was requested due to a vacancy on Kali Brandt's tenure track committee. Department chairs will submit department nominees to Natalie before



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January 16th. The selection committee will make a selection & send out for an all tenured faculty vote shortly after.

- d. Curriculum Committee will hold its last big meeting in April. Small “housekeeping” items will be taken care of in May. Curriculum Committee will be suspended next fall due to the implementation of CTCLink/PeopleSoft.

## Action Items

1. Approval of December [minutes](#)  
**Action:** Approved by consensus.

## Discussion Items

1. College & Instructional Priorities - “setting the stage”
  - a. Instructional Council- Karen’s goal is to make meetings substantive and meaningful and requests all members be active participants in open discussions of both the good and the troublesome. Karen will publish a monthly newsletter via email to all instructional employees (staff & faculty) to facilitate communication and promote discussion. Department chairs are welcome to add agenda items for Instructional Council - email any potential agenda items to Karen for consideration. To complete the work of Instructional Council, sub-groups will be created to work on projects and bring outcomes to larger committee for consideration. Projects and input is needed from all council members.
  - b. Program viability-Urgency is stemming from the current and upcoming negative budget situation. Are our programs viable, or do some need to be re-energized, revised, or retired? Will have data in February for this committee to review. Program viability analysis needs to be completed to inform the budget recommendations presented at Executive Leadership.
  - c. Instructional Policy - we need to systematically review and update instructional policies & the faculty handbook, per accreditation. Volunteers are needed to put together a proposed plan to accomplish this. Email Karen or Natalie by the end of the week if you are interested. Tamara Norton, Michal Ann Watts, Melinda Harbaugh volunteered; (Adam Wolfer and Hiedi Bauer expressed his interest after the meeting.)
  - d. Instructional Council oversees various instructional committee. Need to develop a process for systematic review of these committees. It was determined that the work group being formed to review instructional policy will also provide a framework for the review of committees.
  - e. Planning for fall in-service week. Agreement was reached on using one of the upcoming Instructional Council meetings to help in planning the in-service week.
2. Diversity & Equity Strategic Plan  
Dani Trimble and Sue Orchard explained that this is a result of work that the D & E Committee has spent months working on with the intention of thinking about LCC's strategic goals around diversity and equity. The value is in putting a plan in writing, then putting action behind it. In addition, as the college moves forward with guided pathways, diversity & equity need to be kept in the forefront. A diversity & equity strategic plan will tie into hiring, student support, and instructional areas of the college.



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The plan has been to the Educational Leadership Team, Instructional Council, and other groups for input. Dani explained that the Committees intention was to leave the strategies broad with the goal of having smaller plans feeding into it. A final draft will be shared for campus review and comment, and will be taken to the Executive Leadership Team for final review.

Dani and Sue gave a broad overview of each of the plan's sections:

1. Introduction
2. Mission
3. Goals
4. Transformative Culture
5. Assessment

Department chairs were asked to share the plan with their departments and send any feedback or questions to Dani and Sue by the end of the month.

## February Agenda items:

- Systematic review workgroups
- Program viability review

**Adjourn:** 4:55 pm

**Next meeting:** February 12th, 2019