



Instructional Council Minutes

February 12, 2019

LIB 130

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
Tim Timmreck (ASLCC)

Ex-Officio Members:

Sue Orchard (VPSS)
Natalie Richie (Instruction)
~~Sarah Griffith (eLearning)~~
Mark Gaither (LCCFAHE)
Julie Smith (Recorder)
Shalaina Williams (Guest)

Wendy Hall (Guest-VP/IR)
Angie Rogers (Guest-IR)
Matt Quirk (Guest-IR)

Academic Calendar Dates

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. March Meeting Date will stay on the 12th
2. Call for Announcements
 - a. DSS - Testing through CANVAS
 - i. eLearning would like to be informed when tests are added after the quarter begins.
 - b. Deans were informed that they cannot allow telecommuting. This is described in the faculty contract.
 - c. Larry Dore passed away on Friday, 2/8/19. More details about a service will be shared by Human Resources.

Action Items

1. Approval of January [Minutes](#)
Action: Approved - consensus

Discussion Items

1. Systematic Policy Review - work group report out
 - a. Michal Ann provided a handout from the Systematic Policy Review workgroup which outlines how the workgroup will coordinate a systematic review of policies that belong to Instructional Council. It will occur on a 3-year cycle and include report outs from committee that report to Instructional Council. Council will move forward using framework provided.



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b. Kyle reported that the Learning Communities has recently reviewed and updated their Bylaws and will bring to IC sooner than Spring 2021.

2. Program Viability

a. Data review by departments and dean will occur in February with recommendations/ conclusions to be submitted via a shared google doc by March 1st. ITeam will review & forward recommendations on in March to the Executive Leadership Team.

b. Packets were distributed to committee members. Links will be emailed out to council members. These documents can also be found in the Curriculum & Program Review folder & in Google Docs. These will include:

i. Guiding Questions have been provided for the Data Review process:

1. Enrollment Trends
2. Student-to-Faculty Ratio
3. Completions
4. Running Start FTE
5. Median Wage by Program (Prof/Tech only)
6. Employment Rate by Program (Prof/Tech only)
7. Job Openings/Labor Market Data
8. FTE by Disc.
9. Transfer
10. Cost by FTE

ii. 3 Year Comparison by Dept

iii. Enrollment by Program

iv. Student-Faculty Ratio-Total FTE

v. Student-Faculty Ratio-State FTE

vi. Number of Completions

vii. Running Start FTE by Dept Div

viii. Median Wage Data by Program (Prof/Tech only)

ix. Estimated Employment Rate by Program

x. Labor Market Data, Burning Glass reporting system searches for advertised openings.

xi. FY18 Cost per FTE formatted; overhead = cost to run the college. Beda FTE do not pay tuition. Information provided by Nolan Wheeler.

xii. Transfer Courses 2017-18; common course are accepted at all community colleges, but not guaranteed at 4 year university.

March 1st is the deadline. A [Q&A google doc](#) will be shared out, please post any questions and we will work to provide responses.

Next task is for IC's department chairs to schedule a meeting with their departments and invite dean to discuss any questions or concerns.

Call for March Agenda Items:

- n/a

Next meeting: March 12th, 2019