



Instructional Council Minutes

March 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~~
Stefan Rijnhart
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)
~~Shalaina Williams (Guest)~~

Academic Calendar Dates

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. No additional agenda items.
2. Call for Announcements
 - a. Meet and Greet Kristen, March 18, and transition plans (LIB 130):
 - i. Transition details will be worked out. Karen will assist Kristen as needed.
 - b. Notes from the Bridge:
 - i. Karen will send out on 3/13/19.
 - c. Strategic Plan draft will be out for campus review via email:
 - i. This was previously known as Annual Priorities. Reminder: 35 faculty participate on the monitor teams, thus gave input into the strategic planning.
 - d. DSS - Testing through Canvas:
 - i. Sarah gave an update on the extended time on tests in Canvas required by DSS students. DSS alerts eLearning as to who needs the extension. eLearning is continuing to refine this process, as they can easily adjust tests that are in the course when the course is published, but it is more challenging if tests are added later in the quarter.
 - e. Curriculum Committee - April will be the last planned curriculum meeting for this year:
 - i. The meeting was moved from April 10th to the 17th to give more time for submissions. The absolute deadline for submissions is Friday, April 12th at noon.



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Action Items

1. Approval of February [Minutes](#)

Action: Consensus

Discussion Items

1. Grade changes and Academic Standards:
 - a. This is in reference to grades of incomplete or grades in which there was an error in recording or computing, and was approved by Instructional Council email vote.
2. Demo of new FAQ under faculty tools regarding Instructor Initiated Withdrawals:
 - a. Demonstration by Sue: Faculty & Staff page, Instructor-Initiated withdrawal FAQs. Department of Ed requires refunds within 30 days if a student has not attended class in the first five days of the quarter.
3. Program Viability update
 - a. Karen gave kudos for all the work by faculty on the program viability review. She took the information to cabinet. Tamra noted that the updated (current) job market information was interesting to see. Karen suggested that we consider systematically reviewing program viability every three years; it was mentioned that this is part of Curriculum and Program review. Karen concurred, but suggested it be strengthened. Tamra added that it was helpful to look at the data supplied by Institutional Research.
4. Budget update
 - a. Last week the Executive Leadership team meeting was devoted to budget discussion. More information to come in the Notes from the Bridge. Adjunct faculty will be most affected; no reductions in full-time faculty positions are currently being considered. We need to continue to monitor class enrollment, look at efficiencies, and ensure full-time faculty have appropriate workloads. There is likely to be a 20% G&S cut, as well as other cost saving measures, as it is projected that there will be a . 1.5M\$ deficit. The president is likely to plan for mid-year adjustments.
5. Waitlist changes
 - a. Student services and instruction agreed that the last day to add students to waitlist is the Friday before classes start.
6. Clarification regarding teleworking
 - a. 601.1.b of the faculty contract refers to workloads and "flexibility;" occasionally working offsite does not require a telework agreement. "Regular" requests will need an approved teleworking agreement. The deans may grant occasional work off-site requests.
7. AA/DTA requirements for Humanities, Social Science, and Natural Science
 - a. Per the ICRC rules, 2 different disciplines are required. LCC requires 3 disciplines in each distribution area. Sixteen of 29 colleges require two disciplines; six colleges require three disciplines, of which LCC is one.
 - b. Discussion ensued about two versus three disciplines per distribution list and Guided Pathways. Karen encouraged Instructional Council to consider moving forward with changing the AA DTA requirements to two disciplines in each distribution area. After discussion, Kyle made a motion to move this forward for departmental discussions; Theresa seconded. Motion passed unanimously.



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8. Sarah Griffith reported that Honor Lock proctoring service will be available on April 1st. The price for the student is \$12 for entire courses tests or \$7 per test. Sarah will send out information to faculty.

Call for April Agenda Items:

- AA/DTA discussion

Next meeting: April 9, 2019

Meeting adjourned 4:14 p.m.