



# Instructional Council Minutes

April 9, 2019

**LIB 130**

3:30 p.m. – 5:00 p.m.

## Instructional Council Members:

Kristen Finnel (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)  
Shalaina Williams (Guest)

## Academic Calendar Dates

May 22	Outstanding Student Awards
June 21	Commencement

## Updates & Announcements

1. Call for additional items
  - a. None
2. Call for Announcements
  - a. Outstanding Student Awards will be held on May 22nd. Department Chairs will be sent the link to submit nominees for their respective disciplines/departments. Deadline for submission is April 26th.
  - b. Commencement is June 21st. Reminder all full-time faculty are expected to participate. Kristen will extend invite to all faculty at a later date. Department chairs were asked to remind faculty to check with Rachel Mystic if there were any updates/changes to their regalia/gown order.

## Action Items

1. Approval of March [Minutes](#)  
**Action:** Unanimous approval

## Discussion Items

1. AA-DTA Outcomes (Karen)
  - a. These were developed by a faculty team, in which most AA-DTA disciplines were represented. This occurred on Assessment Day, in response to realizing we had no outcomes for our AA-DTA; we do have a bunch of “program-specific” outcomes (which are on each AA-DTA “area of focus” program planner), but no general AA-DTA degree outcomes. LCC really only offers one AA-DTA. Guided Pathways will help us define the “checklists” or paths through the AA-DTA for students based on their chosen Career Path (or Area of Interest), but we need generic degree outcomes. This starts with a purpose statement-type outcome. The faculty team decided it was more clear to divide the outcomes into two categories for assessment purposes - degree level and course level. The global skills language is from our current definitions; the diversity outcome is a slight modification from what is on the Diversity Proposal form for Curriculum



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Committee; the distribution areas outcomes were developed from general definitions of the areas.

Next step is for Instructional Council to approve. Once approved by IC, then forward on to Curriculum Committee for approval. Karen will send out this information to the department chairs to share with their faculty. Chairs will then email their departments "yes" or "no" to Karen no later than Friday, 4/12/19 by noon.

## 2. Distribution of DTA (Karen)

- a. Proposal to accept two disciplines in each distribution list. Hiedi reported the English department is split. Composition faculty are ok with the change and the literature faculty are concerned. Nadine stated as an advisor, is supporting narrowing it down to two requirements, and the current requirement is hard to advise this quarter with the limited classes and having to find three disciplines. The Social Science department is in favor of the change.

Motion: Nadine; Second: Michal Ann. Motion carries, unanimous.

\*Need to work with NWCCU to inform/approve. Any changes to degrees will need to go to Curriculum at the May meeting for approval/updates. Effective July 1, 2019.

## 3. Turn off ability to add people to Canvas course (Sarah)

- a. Currently, faculty are allowed to add students to their Canvas courses, which is a potential FERPA violation. LCC is the only college in WA that allows faculty adding. Transitional Studies area frequently uses the Instructor Add in Canvas. Sub-accounts are available. Teachers/TAs are still an option. Canvas updates every 90 minutes. Michal Ann feels there needs to be more communication to faculty from Sarah regarding changing the process. Kristen suggested Sarah draft up clear, detailed directions on Incompletes. Sarah will send out to department chairs for discussion with their department members and return with results prior to the next IC mtg.

## 4. Tenure Track Meeting Agenda Draft (Karen)

- a. Based on Board of Trustees feedback, the Tenure Track Meeting minutes form needed revamping. Karen looked over the faculty contract and updated the form. Brought to IC as an FYI. Second page changes are straight out of the faculty contract. Supervisor's assessment section shall be pre-populated prior to the tenure track meeting. The Board of Trustees feels the college is way too lenient, adding there is always room for improvement. The Classroom Observation form will need updating.

## 5. Systematic Review (Melinda)

- a. A small group started working on a system on updating any instructional policies and procedures. Melinda created a shared folder, which is located on Google Drive. Syllabi and Textbooks information is completed and will be reviewed at the next Policy Review meeting, to be scheduled next week. Karen and Melinda will complete the Waitlists information after a meeting with Sue.

## 6. Fall In-Service Week - Building the Basics (Kristen)

- a. This year, based on the calendar, there are six faculty days. Lindsey Keevy and Hiedi Bauer are both interested in joining the Fall In-Service Conference Workgroup.



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- b. Suggested schedule: (call for proposals)
  - i. 9/13/19-Friday: Department meetings & First Aid/ CPR
  - ii. 9/16/19-Monday: Welcome Back and Mini-Conference (trainings)
  - iii. 9/17/19-Tuesday: Mini-Conference, Tenure Track Luncheon, Mini-Conference
  - iv. 9/18/19-Wednesday: Guided Pathways with an extended lunch (invite adjuncts)
  - v. 9/19/19-Thursday: Assessment Day
  - vi. 9/20/19-Friday: Faculty Prep Day

**Call for May Agenda Items:**

- Systematic Policy Review share-out

**Next meeting:** May 14, 2019