



Instructional Council Minutes - Draft

November 8th, 2016

Heritage Room

3:00 p.m. – 5:00 p.m.

Instructional Council Members:

Hiedi Bauer

Tamra Bell

Rob Davis

Jim Dillinger

Terri Skeie (for Dawn)

Katrina Fuller

Jim Franz

Brendan Glaser

Kyle Hammon

Melinda Harbaugh

Thomas Holtslander (ASLCC)

Karen Joiner (Chair)

Tamara Norton

Michal Ann Watts

Jim Stanley (for Nadine)

Ex-Officio Members:

Sarah Griffith (eLearning)

Sue Orchard (VP Student Services)

Theresa Stalick (BEdA)

Kelly Hall (recorder)

Brad Benjamin (LCCFAHE)

Probationary faculty

Shari Samuels

Agenda

Approval of Minutes

October minutes were approved

Call for additional Items

- Brief curriculum announcement from Karen Joiner
 - In ctcLink, we will not have the option to offer students the opportunity to let students repeat classes for credit bearing courses more than twice.
 - We will find out about the status of the data freeze later in November

Agenda Approval

Two items were added to the agenda

- Clarity regarding Title IX training sent to students
- Google accounts for faculty

Brief Announcements

- Updates: CTC Link, LCC budget, faculty positions/department visits
 - Faculty position planning-- purpose is to have conversations before making decisions which positions are going to be funded for the 16-17 year so positions can be posted in January. Enrollment has fallen which has impacted our funding, but Running Start has offset some of our losses. Shortage will be between \$200-\$300k. Funding may be tight, so our ability to add and convert positions will be limited.
 - Department meetings will be occurring over the next two months to check in with Brendan about faculty positions. All departments are currently scheduled



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except one. There is still room for influence in decisions, so thoughts are welcome.

Brendan identifies top areas of need in Performing and Visual Arts, and Transitional Studies (our top FTE earner). Brendan invited people to schedule time with him and their dean to discuss any thoughts or concerns.

- Budget summaries for department chairs: faculty decided they would like the updates 2x each quarter. Brendan reminded everyone to make good use of lab and course fee money, especially on consumables and costs associated directly with the courses. Departments should discuss equipment needs with their deans.

Reports/Discussion

- Review feedback on draft of FERPA guidelines for cross-listing courses
 - There were no revisions or changes submitted by the Instructional Council after the October meeting. It will be linked on the website under faculty tools. Rob suggested that these guidelines are a part of faculty training.
 - Registration will receive a copy of the guidelines before we finalize the draft.
 - The council agreed to adopt the guidelines, so long as there are no additional changes. We will bring additional changes back to the council to share.
- Discussion about Winter Quarter planning day
 - There are currently two assessment days planned for the end of the winter quarter. Brendan would like to consider having time once per quarter to gather the full faculty and the administrative team to discuss topics of interest in instruction concerning our next steps on new initiatives.
 - Brad said the assessment committee would like to see more detail about what would happen during Winter planning, and how it fits in with assessment to figure out how the two meetings can align best.
 - What about adjuncts? Can we invite them? Can we pay them?
- Guided Pathways report
 - The guided pathways model addresses student completion. Guided Pathways develops clear pathways for students to progress through programs by grouping 'meta-majors' together that make sense. It limits the number of choices to streamlined options that are developed to help them progress and stay on track.
 - Guided Pathways encourages students to choose a pathway at the beginning of their academic career to get them on the right track.
 - Many different members of the faculty have attended Guided Pathways conferences and meetings. The people who have gone have come back with interesting perspectives.
 - To begin, we might analyze our current curriculum work and see where Pathways emerge from what we're already doing.
 - Hiedi Bauer asked how guided pathways would work for liberal arts disciplines. A discussion ensued.



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- Katrina asked if there was a list of meta-majors. Tamra explained that meta-majors are unique to each institution and can be customized to the offerings of the school, so we will create our own.
- Sue is looking into the intake and entry-level advising process.
- Discussion on Instructional Policy review and development
 - As we've had change-over in faculty and staff, we've lost institutional memory about policy, process, and procedures. It becomes difficult to train new people under these circumstances.
 - What things in the instruction division need to be clarified? How do we go about reviewing this issues?
 - The FERPA compliance and guidelines (completed)
 - Policies in the catalogue that have to do with credits and residency
 - Student-led publishing
 - Committee structure and governance structure are unclear
 - Usage of logos
 - How do we go about reviewing this issues and crafting policy? How do we define our policies? Brendan recommended bringing the a priority list to Instructional Council for decisions.
 - Hiedi expressed a desire for faculty to be involved in the creation of policy that involves them.
 - Karen suggested that we compile a list of policy questions and bring them to the next meeting (submit to Brendan first?).

Next meeting: January 10, 2017