



Instructional Council Minutes

March 10, 2020

Main 119

3:30pm-5:00pm

Instructional Council Members:

Dr. Kristen Finnel (Chair)

Hiedi Bauer

Dr. Rob Davis

Dawn Draus

~~Tamra Gilchrist~~

Kyle Hammon

Melinda Harbaugh

Karen Joiner

Corry Kile

Mary Leach

Nadine Lemmons

Tamara Norton

Theresa Stalick

Michal Ann Watts

Dr. Adam Wolfer

Student Rep (ASLCC)

Ex-Officio Members:

Dr. Sue Orchard (VPSS)

Natalie Richie (Instruction)

Sarah Griffith (eLearning)

~~Brad Benjamin (LCCFAHE)~~

Shalaina Williams (Recorder)

Guests: Janel Skreen, Nolan Wheeler

Meeting called to order: Dr. Kristen Finnel called meeting to order @ 3:32pm

Discussion Items

1. COVID-19 Plan (3:30pm) Janel Skreen, Nolan Wheeler, and Karen Joiner
 - a. All faculty are encouraged to give paper exams in their classroom and not the proctoring center.
 - b. We will be asking faculty to identify all face to face classes that must meet face to face to meet outcomes.
 - c. LCC has programs that can't go online- we are working to identify what those are.
 - d. We are not expected to close for the remainder of winter quarter since we are so close to finals.
 - e. A lot of information is coming in- focusing on facts. No known cases in Cowlitz county.
 - f. Questions?
 - i. Instruction- classes going to online if needed is being addressed.
 - ii. Hand sanitizer order was canceled by supplier. We are looking into other options. Wipes are limited in supply and prioritization of where those are used is happening.
 - iii. 65 and older are most at risk. Not high risk for children, but they can carry it. Death is occurring in the older age groups.
 - iv. Zoom option for face to face classes if we do need to go online? LCC has open licenses available if a faculty member needs to use it.
 - v. Faculty who need a computer with a camera- there are some laptops available with cameras from transitional studies if needed.
 - g. Kristen has drafted an email template that faculty can send to their students if needed.
 - h. ELearning will be working on tools and resources for those who do want to put their courses online.
 - i. Financial aid and student worker pay is being looked into to avoid students having to pay back for missed hours due to illness.
 - j. Students who look to be sick- we can't isolate them or ask them to leave.

Calendar Review

- March 9-13 2020 ctcLink Business Operations shut down



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- March 17-19 2020 Final Exams- Spring Quarter

Updates & Announcements

1. Call for additional items (1min)
2. Call for announcements (1min)
3. Fall In-Service - Conference Session
 - a. Call for volunteers- call for proposals for presentation topics. Melinda would love to have two more faculty on her small crew. Please take back to your departments, it'll be first come first serve for joining.
4. Independent Study in ctcLink- Natalie Richie: multicomponent classes are showing as 2 classes in people soft (lab/lecture) classes. We can't pick and choose components based on the quarter or student need like we used to do in SMS. A special class code (299) is being used in place of the independent study component class option. Faculty who find themselves with classes impacted by this change they are instructed to talk to their Dean first and then work with Julie Smith to make the change.
5. [Online Course Review](#) (update) Sarah Griffith: Update of status was provided. A pilot review process is currently underway.
6. Communication Team- Melinda Harbaugh: Shared future meeting dates with the group. It is on the updated agenda and the minutes. Dates and activities were discussed.

Action Items

1. Approval of February minutes (1 min) **Action: Approved**
2. Instructional Policy Review
 - a. Guest Speaker **Action: Approved**

Standing Items

1. Instructional Policy (15 min)
 - a. [Attendance](#) / [Substitutes](#)
 - i. Substitutes: Proposed changes presented. Policy language on hold until ctcLink process is sorted out. To be continued.
 - ii. Attendance: Proposed changes presented. Name change recommended to "faculty absence". Will be brought back to the April meeting.
 - b. [Purchasing](#)
 - i. Proposed changes presented. Will be brought back to the April.
 - c. Field Trips- deferred
 - d. Spring 2020- Reminder of Team Members



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- i. Class Records: Dawn Draus, Karen Joiner, Mary Leach (April 14)
 - ii. Course Plans: Rob Davis, Tamra Gilchrist, Tamara Norton (April 14)
2. Guided Pathway Updates (5 min) -Dr. Kristen Finnel: 2/28/20 Work day with faculty went really well.
3. Round Table- Faculty Department Updates (3 min each)
 - a. Share 1-3 new, exciting, concerning, or “want us to know” type department items
 - i. Social Science: Joanna Mosser NPR spotlight. Very excited for our college and community.
 - ii. Science- Science Olympiad -a lot of students competed. Community members judged and it was nice to have them involved.
 - iii. Transitional studies: ESL graduate rates have increased.
 - iv. eLearning- spring classes are on canvas.
 - v. ASLCC- students are needed for ASLCC, if you have any students in mind push them their way.

Meeting adjourned:

Next meeting: April 14th in MAN 119

Communication Team dates:

Community Crawl events	Thursday, April 16; 4-6 pm; Mill City Grill Thursday, June 11; 4-6 pm; Roland Wines
Meetings	Tuesday, April 7; 1:30-3 pm; location TBD Tuesday, May 5; 1:30-3 pm; location TBD Tuesday, June 2; 1:30-3 pm; location TBD

Spring 2019	*Review	Date	Notes:
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Policies	Team	Completed	
Syllabi Syllabi Procedure	Adam & Michal Ann	First draft 1/5 Revised 4 /18	It appears the guidelines need to be updated. Example, Mary Kate Marthallar. Should there be suggestions about LCC services and email/phone response times. Drop dates, etc***should there be a generic email address so names don't have to be updated and is automatically forwarded to the appropriate person. ***updating the faculty handbook to allow for electronic copy of syllabus instead of paper copy. Do we need a required accessible template? Also, does our current syllabus template address equity-minded practice? (I say it can be updated to reflect current equity minded practices in syllabus creation)
Textbook Policy Textbook Procedure	Hiedi & Tamara		See "Textbook Policy" document shared in this folder - (4/11) Melinda copied and pasted this document's content into the policy template and the procedure template, now linked in the 1st column on the left, and deleted the original document.
Waitlists Waitlists Procedure	Karen & Melinda		Meeting scheduled on 4/29 with Karen, Melinda, Sue, Kristen, and Nichole Seroshek; met 4/29 and decided to maintain current waitlist procedures and revisit in 1 year after ctcLink
Instructional Policy Review Year 2019-20			
Fall 2019 Policies	*Review Team	Date Completed	Notes:
Email	Karen & Melinda		Existing "Email" policies include 490 - Student Email as Official Communication and 705 - Email Retention . Feb 2020- Proposed revisions were presented to group. Motion to approve was made. Motion seconded. Motion approved
Field Trips	Tamara & Hiedi		Deferred: the goal will be one generic policy. Kristen will bring it back to the group when ready. Feb 2020
Guest Speakers	Michal Ann & Adam		Presented at IC Nov 2019 & Feb 2020. Proposed revisions sent to dept chairs with a request for feedback.



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Winter 2020 Policies	*Review Team	Date Completed	Notes:
Attendance / Substitutes	Hiedi Bauer, Michal Ann Watts, Melinda Harbaugh		March 10
Purchasing	Kyle Hammon, Corry Kile, Adam Wolfer		March 10
Spring 2020 Policies	*Review Team	Date Completed	Notes:
Class Records	Dawn Draus, Karen Joiner, Mary Leach		April 14
Course Plans	Rob Davis, Tamra Gilchrist, Tamara Norton		April 14