LOWER COLUMBIA COLLEGE INSTRUCTIONAL COUNCIL MINUTES

17 January 2006

Attending: Pier David, George Dennis, Dawn Draus, Allan Evald, Brendan Glaser, Geary Greenleaf, Jessica Juell (student government), Rhonda Meyers, Joyce Niemi (recorder), Dennis Shaw, Jim Stanley,

Mary Stone, Laurel Williamson, Alex Whitman, Jerry Zimmerman

Members Absent: Helen Kuebel

Guests: Hilary Gillette and Beth Vaughn, Cowlitz County Health Department

Laurel Williamson called the meeting to order at 3:05 p.m.

C	Consensus Agenda	Highlights/Action Taken
N	finutes of 15 November meeting approved.	

Program Needs Assessment and Evaluation	Highlights/Action Taken
Pandemic Presentation:	
Laurel introduced Hilary Gillette and Beth Vaughn from the Cowlitz County Health Department. Hilary gave a short background on	
Pandemics. She said that at this time the Avian Flu is not considered	Pandemic Planning Handout.
a Pandemic. Not only is the Avian Flu not worldwide but all of the	Tundenne Tiaming Tiandout.
victims have had personal contact with infected birds. The flu is not	
at this time transmitted from human to human.	
Hilary also informed the group that because pandemics happen so	
quickly, there is usually no vaccine immediately available. She said	
there were two pandemics last century and we are overdue for the	
next one.	
Jerry asked if Foster Farms is being monitored considering that the	
Avian Flu starts with birds. Hilary said yes, Foster Farms is being watched closely.	
Hilary said that in the case of a pandemic you can plan for a reduction	
in workforce, up to 30% will be out at any given time. You also need	
to plan for the grief and loss that will go along with the deaths	
associated with a pandemic.	
Hilary said that the Health Department will potentially reduce public	
events, limit travel, close schools, and encourage the sick to stay	
home. She said that it may take four to six months to get vaccine and	
even then it will be reserved for first responders and clinically ill.	
The Health Department would prioritize who would be given vaccine.	
After the presentation, Dennis said that he believes the LCC	
Leadership team should be proactive and develop a policy and or	
procedures in the case of such an event. He said that he hopes they	
might at least consider a plan for classes without face to face	
instruction if it became necessary.	
Academic Honesty: Laurel handed out an example of the academic	
honesty information page on the Chemeketa Community College	
website. It includes the policy, definitions, sample statements for use	
on syllabi, and links to resources. Laurel explained that since LCC is	Academic Honesty webpage
in the middle of revamping our website, we might want to consider a	example handout.
similar page on our new site. Laurel also said that this fall we made it	

mandatory for adjunct faculty to include a plagiarism statement of		
their syllabi. It is not mandatory for full-time faculty, however. She		
said that we could consider taking the step of making it mandatory.		
Laurel welcomes input from faculty on the subject.		

Instructor Initiated Withdrawal:

Laurel handed out the current written procedure for instructor initiated withdrawals. She indicated that there had been concern by some that the current wording is confusing. Laurel asked for input on how the procedures might be made clearer. Several different options of wording were discussed. It was felt that Laurel should discuss any change in wording with the registration and financial aid office to ensure that there would be no complications. With that in mind Dennis moved that Laurel be given the license to make any needed changes in wording to make the statement as clear as possible. Rhonda seconded the motion. The motion passed unanimously.

Handout

Reports from Committees

Curriculum Committee.

Brendan reminded the group that this is a catalog year. Departments need to start looking at the catalog descriptions used. Any revisions need to be made by June.

Brendan also reported that all proposals brought before the committee at the last meeting were approved.

Faculty Development Committee:

Laurel reported that the deadline for winter quarter applications is 08 February. The committee will meet to review applications on 14 February.

Assessment Committee:

Laurel reported the following for Wendy Hall who was unable to attend: The Assessment Committee will sponsor a workshop entitled "Mapping General Education Outcomes" with Dr. Ruth Stiehl on 24 March. Two faculty teams, Communications and Problem Solving, are currently being developed. Wendy has more information for those interested.

The Assessment Committee is looking for ways to institutionalize use of the assessment process to improve outcomes, in both instructional and non-instructional areas. Departments are encouraged to select an assessment-related topic for the March in-service day.

General Education Committee:

Geary reported that the General Education Committee had gone to Curriculum Committee to request a review of the courses offered by LCC to determine which courses offer students the opportunity to master the competencies contained within the LCC General Education Plan. Geary said the first areas to be assessed are Problem Solving and Communication. The department chairs will be given information which will include a set of questions to be answered "yes" or "no". The findings will be reviewed by the Curriculum Committee and sent to the General Education Committee by the end of spring quarter.

Geary also reported that the Committee had voted to go back to all faculty to look at outcomes for any modifications needed. It will

Highlights/Action Taken

include all outcomes but Communication and Problem Solving.	
Capstone Committee: No report.	
Integrative Studies Committee: Laurel reported that the vote on the Integrative Studies Committee by-laws that were discussed at the November meeting was being tabled for now. Laurel explained that the committee was under review at this time to see if it should be modified in any way. She also stated that a set of by-laws were approved last spring. More on this will be coming at a later date.	

Reports from Instructional Administrators	Highlights/Action Taken
Brendan Glaser reported that there is Perkins equipment money	
available for Professional Technical Programs. He said that the	
deadline to have the money spent is 30 June but that a spending plan	
needs to be developed during winter quarter.	
Brendan also reported that the Professional Development fund for	
Professional Technical faculty has been enlarged. The money cannot	
be carried forward. Any faculty in the Professional Technical area	
interested in requesting funds should contact him.	
Brendan said that information would be coming out this quarter on	
Exceptional Faculty Awards. He said faculty should be encouraged to	
start thinking about projects. Laurel added that they should think	
broadly.	
Geary Greenleaf reported that there is a new Major Ready Pathway	
degree in Engineering being offered. LCC must decide if we want to	
offer it. This degree is different from the one currently being offered	
in that it narrows down the electives for specific engineering degrees.	
Pier David:	
No report.	
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<u>Laurel Williamson</u> welcomed Dawn Draus as the department chair of	
the Mathematics Department.	

Reports from Council Members or Guests	Highlights/Action Taken
Dennis Shaw reported that the Social Science Department is busy this quarter with Integrative Studies. The department is offering three IS courses this quarter and are planning for the three they will offer spring quarter. Dennis said that there had been problems with several of the overhead projectors in the Main building. Steve Jones discovered that the problem was with the filters. Steve has scheduled regular quarterly maintenance so the problems should not reoccur. Dennis also reported that their department will plan for the March inservice day at their next department meeting.	

<u>Alex Whitman</u> reported that Allan Evald, Carmen Robinson, and she will initiate a letter to all faculty as follow-up to the work they did on peer evaluations. Dennis indicated that his department plans to develop their own form to use and that they will share it with other departments.

Alex also reported that Spanish classes are being offered at Community House and that they are going very well.

Rhonda Meyers reported that they have several adjunct faculty teaching in the Natural Science Department this quarter. Laurel told the group that Carl Roush is out on medical leave this quarter. Rhonda also reported that Natural Science and Mathematics are doing the film series for spring quarter. The theme is "Science as seen through the prism of Hollywood".

<u>Mary Stone</u> reported that the college degree showcase will feature Medical Assisting this month. Mary indicated that the showcases have been very popular with students.

<u>Jerry Zimmerman</u> had nothing to report.

<u>Dawn Draus</u> had nothing to report other than the fact they were busy with the business of getting organized as a department.

<u>George Dennis</u> reported that the Proctoring Center has been able to add one hour (2:00-3:00pm) each day.

George also reported that Title III will offer an electronic grade books workshop. Maggie Stuart and Karen Kearcher will give the workshop. Next month George will offer a workshop on purchased electronic grade book software.

George said that they are planning for some linked courses with INDV courses. The first linked courses will be offered spring quarter. George said they are starting with Science and Math. One of the first to be offered will be a BIOL 100 class and an INDV 100 class.

<u>Jim Stanley</u> reported that they are busy planning for FBLA which is scheduled for 17 February. He said they will need all the classroom space they can get, especially in the AA building.

Jim said that the assessment of the CIS and BTEC programs are on going. He said that there is a good possibility that CIS will ask that classes teaching applications be taken out of CIS and taught through BTEC.

Jim told that group that the position for a new Business faculty closed on 06 January. Jim has reviewed six applications.

<u>Jessica Juell</u> reported that the student council has been very busy. They had a retreat on 03 January where they discussed goal setting. They also discussed the possibility of having a debit card or food card that could be used in the food services area.

Jessica indicated that the students are not happy that the Quiet Room is being used for classes even though they understand the need. They do plan to use it as a Quiet Room when it is not being used as a classroom.

Jessica said there main concern remains the traffic situation on 15th.

There were five accidents last quarter. The students would like to see a traffic light installed. They hope to take their concerns to the Longview City Council. Laurel said that the students had made an excellent presentation at the last Facilities Master Planning Committee meeting. Laurel said that there were representatives from the City Council at that meeting. Jessica said they were trying to take it slow and follow the appropriate steps. Alex advised Jessica that they do their homework as there are a lot of federal regulations about installing traffic lights, etc.

Jessica reported that the students made 15 turkey baskets for HOFL families for the holidays. They hope to have a toy drive for Easter with the toys going to HOFL families.

Jessica reported that Linda Wilson is now on the Student Council. Linda would like to bring the traveling Vietnam Wall to Longview in August. The students will take donations to help support the project. Jessica said that the highlight of fall quarter for students was the fact that they were able to help get a new bus for athletics.

Laurel handed out an article titled: "Digital Natives, Digital Immigrants" by Marc Prensky. She asked that people read it and offer any input they might have.

Laurel asked if there was any other business. Dennis said that he hoped there would be an opportunity to revisit the issue of block scheduling. Laurel said there would be.

Meeting Adjourned 4:53 p.m.

Handout