Meeting Minutes
INSTRUCTIONAL COUNCIL
Tuesday, March 4, 2008
3:30pm – Student Center Conference Room A

Present: Laura Brener (Chair), Steve Byman, George Dennis, Scott Dennis, Dawn Draus, Brendan Glaser, Geary Greenleaf, Wendy Hall, George Henderson, Helen Kuebel, Katie McKie (student representative), Rhonda Meyers, Joyce Niemi (recorder), Tamara Norton, Faye Olason, Carmen Robinson, Robert Rodger, David Rosi, Michael Strayer, Alex Whitman

Absent: Mary Harding, Janelle Runyon

Guests: Sharon Layton

Laura called the meeting to order at 3:35pm.

Approval of Minutes

After a short discussion and some clarification, it was moved and seconded to approve the minutes of the February 2008 meeting as written. The minutes were approved by a unanimous vote.

Old Business:

Credit by Exam from Excelsior University
Geary distributed a draft proposed change to the Academic Policy statement in the LCC catalog and asked for comments. Rhonda asked if there would be a listing of courses that have special testing or competency requirements available. Geary indicated that a listing could be made available. It was agreed that departments would need to identify courses with special requirements and submit them to their Dean to ensure that the list of courses was complete and accurate.
Rhonda moved to approve the proposed change proposed with the understanding that the list of courses with special requirements be made available. George seconded the motion. The motion passed unanimously.

Learning Communities Update
Rhonda, as the represented of the Learning Commons task force, requested that Michael give the update.
Michael began by saying that they had added several new members to the task force to broaden representation across the college. The new members are Joan Herman, Therese Montoya and Marilee Hertig.
Michael also reported that the task force would attempt to have proposals submitted for the fall schedule even though the time would be very tight. He said that the appropriate form for faculty to use when submitting a proposal would be

available soon. The task force will give an informational workshop on March 17. Complete information on the workshop will be distributed to faculty soon. Michael reported that there was a special meeting of the Learning Commons task force on March 4. At that meeting it was decided that the task force would be more effective if it remained a standing committee that reports to Instructional Council. Michael said that the appropriate process for submitting and selecting proposals was also discussed at the March 4 meeting. Proposals submitted by faculty will go first to the committee for review and feedback. Proposals will be sent to Instructional Cabinet where the final decisions will be made. Laura said that all criteria will be considered before the Cabinet makes a final decision. The criteria includes but is not limited to budget implications and enrollment consequences. Laura added that she would like to see a rotating schedule considered with a wide variety of offerings.

Health and Wellness Requirement
Tamara said that she had received very few responses to her request for input and did not feel that she was in a position to move forward at this point. Geary clarified for the group that the health and wellness requirement proposal would apply to the DTA degree only.
Rhonda said that her department felt the proposal was admirable but had several areas of concern.
George added that he felt there needed to be strong input from students before a final decision was made.
After more discussion, it was decided that the proposal should go back to the departments for a more concrete response. Katie will attempt to poll students on their feelings of the proposal as well.

"W" Courses
Alex reported that the Language & Literature department continues to gather follow up information on the "W" courses as done at the University of Washington. Many of the "W" courses would require ENGL 101 as a prerequisite.
Laura asked the Council if they felt the Language & Literature department should continue their work and write course requirements. It was decided to withdraw the idea for now. The idea can be revisited at a later time if needed.

Review of Degree Requirements
Laura told the Council that she is working on a draft template for a systematic review of degree requirements. There was discussion on the need for clear definitions of what criteria are used for courses on the Distribution list. The hope is that the tools needed for review will be in place by the end of spring quarter and the actual review process can begin next fall. It was pointed out that any degree requirement changes must be approved by the Board of Trustees.

New Business:

Advanced Placement Changes
Geary distributed two handouts concerning Advanced Placement scores. The Council was asked to consider whether LCC should modify its requirements so as to align them with the baccalaureate institutions in Washington State. After a brief discussion, department chairs were asked to take the issue back to their departments for consideration and bring input to the April meeting.

Other:

Laura reported that a change in the reporting structure of the Assessment Committee is taking place. The Assessment Committee will report jointly to Student Services and Instruction. Laura said that the main reason for this is the fact that much of the assessment done deals directly with instruction and instruction issues.

Michael reported that the Vest Lecture will take place on May 1. The guest speaker will be Andrew J. Bacevich.

Katie reported that student government is beginning the process to revise their constitution. Katie said that student government would like faculty to consider the idea of having their student council members selected by faculty department chairs. After further discussion, Laura asked Katie to submit the idea to her as an actual proposal to be considered. Katie will submit the proposal directly to Laura by email. The topic will be on the April agenda for further discussion and consideration.

The meeting was adjourned at 4:55pm.