

Instructional Council Minutes
October 12, 2012
Hood River Campus, Information Commons, 10:00 a.m. - 1:00 p.m.

Standing Committee Minutes are located on Department Chair Moodle Site

Moodle Link <http://cgccmoodle.com/moodle/course/category.php?id=7>

Agenda

Facilitator - Brian Greene

In Attendance: John Copp, John Evans, Brian Greene, Doris Jepson, Mary Kramer, Diana Lee-Greene, Lynn Lewis, Dave Mason, Brook Maurer, Tim Schell, Jim Pytel

- A. **Review Minutes** - Diana Lee-Greene motioned to approve the minutes and Tim Schell seconded the motion. Motion carried unanimously.
- B. **Guest(s):** Kevin McCabe, Paula Ascher, Susan Lewis, Ex-Officio Members
- C. **Other Items to Add to Agenda** -

Announcements:

Instructor Qualifications - Brian G. reminded DCs that minimum qualifications for teaching are currently 30 graduate credits in a subject area (based on PCC guidelines) which will change to 24 graduate credits **after** accreditation. The current instructor qualifications are on Moodle: Instructional Council > Instructional Council Information > Policies_Procedures > Instructor Qualifications_changes to PCC.

TOPIC	DISCUSSION	ACTION
1) "Embedded Technology" - Dr. Kevin McCabe	Kevin was hired to flesh out what an Embedded Technologies (ET) Program would look like at CGCC. He reviewed his academic background. Kevin has a doctorate in Molecular and Medical Genetics from Oregon Health and Science University and a Bachelor's degree in Biology from John Hopkins University and an extensive background in engineering. For the past month, Kevin has been gathering ideas, figuring out what the program would look like, and examining several two-year transfer programs at PCC. In terms of the Gen Ed math and science, CGCC is about two-thirds of the way there. Embedded Technologies is engineering technology but ET is the language companies in the gorge use so we need to speak their language. There	

	<p>is lots of interest from local companies looking for local employees to fill technician positions. Kevin suggested starting with offering some non-credit courses this Spring. The next step would be to identify the skills needed and build a program around that starting with a certificate program and progressing to a two-year and then a four-year program (run by OSU) at CGCC. The goal is to show students that we can provide jobs. We need to build an ET program gradually, step-by-step being careful about how we structure the program. Diana Lee-Greene expressed concern that students get frustrated when they find out they can't further their education with the certificate work they've done. We need to make sure their classes lead in a transfer direction. Doris J. pointed out the Nursing ladder program in which students complete their degree in steps (prereqs, certificate, associate's degree, bachelor's degree) has worked well and is a successful formula. Kevin has also been making connections with Oregon State University's Open Campus and the Gorge Technology Alliance. He would like to get local companies (i.e. Insitu, Google, Sage Tech, Cloud Cap) involved right from the beginning with short term internships which could lead to better jobs with further training. As Kevin noted, this program is "under construction" with the goal to get it going this Spring or next Fall 2013. Kevin would appreciate any feedback DCs might have.</p>	
<p>2) Other New Programs and Additional Faculty - Brian Greene</p>	<p>Brian G. noted ideas for three new programs have been floated - Bachelor of Science in Nursing, Brewery Science Program, and the Embedded Technologies Program. Now is the time to shape the conversation. Brian solicited input/feedback/suggestions from DC's. Adding New Faculty: Brian G. would like consensus about hiring new full-time (FT) faculty. Questions to consider: What are the priorities for hiring additional full-time faculty? How many FT instructors should we request? Which areas should we focus on? What should we advocate for as the budget process moves forward? What about new programs? Discussion ensued. John C. noted that the highest paid part-timers (with benefits factored in) make about one third of what a full-timer makes. Doris J. suggested looking at flexible options (i.e. working 3 out of 4 terms). Brian asked if an area that already has a full-time instructor should be considered over an area that doesn't have any FT instructors. John E. said every area</p>	

	<p>should have at least one FT instructor. Tim S. noted that a FT faculty is needed in ESOL ~ it's a huge demographic. Jim P. noted that RET is very light in FT staffing. Brook M. said ESOL and Math have been in need of a FT instructor for a long time. Brook noted the Developmental Ed Department needs to review and possibly change their department structure. MK said the CAS-OS area doesn't have a FT instructor but has the potential to grow. The CAS-OS Program Review recommended a FT person. John C. said new programs should take a back seat to existing programs. Consensus: The hiring priority (first tier) should be ESOL, Math, Writing and CAS/OS. The second priority (second tier) should be: Arts/Hum, Social Science (specifically Psychology), and Embedded Technology. This will continue to be a "work in progress."</p>	
<p>3) Curriculum Committee Update - Diana Lee-Greene</p> <p>4) Annual Schedule - Dave Mason</p>	<p>Diana L-G. said the Curriculum Committee (CC) has been working on the program review and course review but haven't fleshed out the timing for course reviews. Accreditation makes this a priority to resolve. There's a variety of opinions and some frustration so a Task Force (TF) is needed to develop a timeline of when courses should get reviewed and how often. The TF would also look at existing policies and elimination of redundancies. Susan L. noted the reality is that things cross over and we don't want to do the same work in multiple places so combining or linking in places makes sense. The Course Review Task Force: Diana Lee-Greene, Stephen Shwiff, Susan Lewis, John Evans, and Brook Maurer. The TF group will meet and come up with a plan and deliver that recommendation at the Nov. 9th IC meeting.</p> <p>Dave M. distributed the Schedule Production timelines so that DCs can communicate with their faculty and meet the deadlines for each term including the annual schedule. Susan L. reminded DCs that if adding new courses for 2012-13 and you want it in the quarterly schedule, it needs to be presented to the Curriculum Committee before the quarterly schedule preparation deadline.</p> <p>Brian G. noted that today (Oct. 12th) is the deadline for all Winter 2013 schedule changes. All DCs reviewed the Winter schedule for errors and all either approved or noted changes to Char regarding</p>	<p>Course Review Task Force will give update and their recommendation about timeline at Nov. 9th IC meeting.</p> <p>Char will add the Schedule Production Timeline to the Faculty Resources Page and to Moodle.</p> <p>Char will send individual task reminders about deadlines to DCs in GroupWise. Char will put reminders about</p>

	their classes.	evaluation deadlines on 4 th & 8 th weeks on Moodle calendar.
<p>5) Expectations for Evaluation - Brian Greene</p> <p>UPDATES:</p> <p>6) Faculty Responsibilities - Dan Ropek & Richard Parker</p> <p>7) Degree/Program/Certificate Outcomes Assessment Update - Susan Lewis</p> <p>8) In-service Attendance - Brian Greene</p>	<p>5) John C. said agreement has been reached on evaluation expectations for full-time (FT) and part-time (PT) instructors but it has not been formally documented. A lively discussion took place regarding contents of portfolios for both part-time and full-time instructors. John C. would like each DC to receive individual appointments for their instructors evaluation deadlines on GroupWise. It was agreed that the Instruction Office would compile initial portfolios for part-time faculty so that they will have a base from which they can further develop per the evaluation process.</p> <p>6) No discussion. Dan R. was sick and Richard P. was at a WICHE (Western Interstate Commission for Higher Education) Conference.</p> <p>7) Susan needs updated information from DCs about what term classes are offered in. She needs verification that last year's plan hasn't changed or changes need to be submitted by Nov. 1st. Susan will send out a reminder email to DCs with last year's plans attached for updates. Susan L. was pleased that many instructors have sent in revised outcomes. The Adult Fitness courses (PE 182H) have not been included in this year's figures because they don't really apply to what we're doing. Brian G. noted that we need to figure out what to do with those classes for next year.</p> <p>8) Brian G. didn't send letter out to non-attendees by Oct. 12th because there were a number of wrinkles - some faculty were sick, there were new instructors, Adult Fitness instructors are not invited, some faculty were excused from coming, online instructors (in-state and out-of-state) don't attend, some instructors teach classes during in-service, and some instructors had responsibilities involved with New Student Orientation. What are legitimate excuses? Discussion ensued. Consensus: Each DC determines who to excuse or not excuse. DCs inform CAO before each in-service which of their instructors are excused from attending in-services. No matter what</p>	<p>Char will list on Moodle calendar the general evaluation deadline dates required by the end of the 4th and 8th weeks of each term. Char will also list other relevant timelines and Professional Development opportunities.</p> <p>7) The list of courses to be assessed for Winter and Spring 2013 are due no later than Nov. 15th.</p>

<p>9) Sandra Buchanan's Resignation - Tim Schell</p> <p>10) Key Scan Cards - Tim Schell</p> <p>11) IT Presence Needed at Hood River Center Two Times/Week</p>	<p>term they are teaching, all instructors should attend in-services unless excused by their DC and that includes all online instructors. Brian G. will send a letter to all faculty reminding them that attending in-services is mandatory. John C. will draft the letter.</p> <p>Motion#1: John Copp moved for Department Chairs to have "discretion" about excusing their faculty from attending in-services. Tim Schell seconded the motion. Motion carried with one abstention.</p> <p>Motion #2: John Copp moved for Department Chairs to provide the Chief Academic Officer a list of faculty excused from attending in-services by the beginning of an in-service. Brook Maurer seconded the motion. Motion carried with one abstention.</p> <p>9)Tim S. said the college community needs some transparency about Sandra's resignation. We are talking about a public institution and public funds. John C. said the college legally cannot share details about her situation as it is a personnel matter.</p> <p>10)Tim S. suggested that we get rid of the \$25 fee imposed on faculty who lose their key scan card. He noted a Hood River instructor who lost their key scan card and not only had to pay the \$25 fee but had to drive from Hood River to The Dalles to pick up the new card. Dave M. said it's a good time to revisit the key card policy. Instructors should have access to the rooms they are teaching in even if they have lost/misplaced their key card. Consensus: DCs recommended that Brian Greene talk to Facilities about the key card policy and dropping the \$25 fine.</p> <p>11)Lynn Lewis would like to have an IT presence in Hood River on a regular weekly basis (at least once a week, preferably twice a week). She's frustrated because she sends helpbox emails on a regular basis and things don't seem to get fixed. Dave M. noted that with the recent new hires in IT, we don't have anyone to monitor things remotely. Brian G. will follow-up with Bill Bohn to see if a regular schedule exists in Hood River or if a more frequent presence by IT staff is a possibility.</p>	<p>10)Brian G. will talk to Facilities about the key card policy and dropping the \$25 fine.</p> <p>11)Brian G. will follow-up with Bill Bohn to see if a more frequent IT presence in Hood River is a possibility.</p>
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<p>12) Other Items:</p> <ul style="list-style-type: none"> • CTE Department Chair Position • Instructor Yearly Participation in Course Assessment <p>Next meeting: Friday, Nov. 9th, The Dalles Campus, Board Room, 10:00 a.m. - 1:00 p.m.</p> <p>Meeting adjourned.</p>	<p>12)CTE Department Chair Position: John C. said the CT Department Chair position is not an appointed position. There still needs to be a nomination process even if only one person is available/interested. Mary K. said no one volunteered. Jim Pytel is considering being the CTE Department Chair representative for a three-year term.</p> <p>Doris J. and Diana L-G. asked Susan L. for clarification of an email sent on 10.9.12 in which Susan said that "all instructors are to participate in a course assessment a minimum of once per year. It was decided by department chairs that all instructors should conduct an assessment and receive student feedback on at least one teaching assignment per year." Susan L. clarified that this requirement was for any faculty member who was an instructor of record for a course during the year. Lab assistants and clinical instructors who are not an instructor of record for any course are exempt from this requirement.</p>	
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