

**Instructional Council**

**Monday, October 14, 2013, 2:30-4:30 p.m.**

**Building 11, Senate Room**

**Minutes**

2:30-3:25 p.m.

Closed Faculty Session

**3:30 p.m**. Roll Call Jackie Gorman

1. Faculty Forum Items Ken Fox
* No items
1. Approval of Minutes – June 10, 2013 Jackie Gorman

 (M) Barb Peterson (S) Bekah Townsend

1. Approval of Agenda Tod Treat

(M Dave Howard (S) Jim Carroll

1. Introduction and Welcome Tod Treat

Pamela announced the passing of Mike Smith from a massive heart attack on Sunday, October 13th

1. Instructional Council and Shared Governance Jackie Gorman

Jackie discussed role of Instructional Council in shared governance and asked representatives to be active participants and to communicate with the faculty in their programs and departments.

[**Presentation**](http://cms.tacomacc.edu/UserFiles/Servers/Server_6/IntranetFile/Staff%20Portal/Optional%20Channels/Academic_Affairs/Academic_Affairs/IC%20Minutes/2013-14%20Academic%20Year/TCC%20I%20C%20short.pdf)

**Informational Items (to update the faculty on institutional issues).**

**(10-15 minutes)**

* IC SharePoint Site Charlie Crawford

The portal went down and Charlie was unable to show us SharePoint. He did share with us that the site was a common space that would allow faculty to access the documents pertaining to the issues being discussed at IC. This site will be open to all faculty members and deans. It can be accessed through the following links:

\* Participate in the SharePoint site at: <https://sites.tacomacc.edu/committees/ic>
\* View the group home page at: <https://sites.tacomacc.edu/committees/ic/_layouts/people.aspx?MembershipGroupId=221>

* Dean of Organizational Learning and Effectiveness1

Tod gave an update of the status of the dean position. This position is taking the position held by Scott Marsh as the Director of Institutional Effectiveness and combining it with Alan Waugh’s position of Professional Development Coordinator. The closing date for this position is tomorrow, October 15. The screening committee will be made up of a combination of faculty and staff.

 Please look at IC SharePoint for further information.

* American Honors. The college is exploring the American Honors Program. This is a new, selective honors program for students who want to transfer to a “top-flight” university to earn a bachelor’s degree. A task force of faculty and staff is being assembled. Spokane Community Colleges are currently involved in this program.1,C

* WCCW/Puget Sound Freedom Project1,B

The Freedom Education Project organization is a national movement to provide college level education to people who are incarcerated.  They use volunteer college and university instructors to teach college level courses inside the institutions. The Puget Sound group has approached the TCC administration in hopes of creating a partnership where TCC would “transcript for credit” college level courses taught by FEPPS volunteer instructors. Dr. Treat wants the TCC faculty involved in the evaluation process for not just courses to be offered, but to ensure that the volunteer instructors meet the high standards of instruction we embrace here at TCC. Work on this project will be spearheaded by the Curriculum Committee.

* Laptops on Campus and Canvas

The number of access points and the number of electronics being used on campus is overloading our wireless system. The Information System staff is investigating getting another access point that is cheaper than our HP system. They are also investigation purchasing wireless cards for iPad carts. The IS department has already put a change order in the Harned building to increase wireless access. Information Systems staff needs a heads up if you are going to have your students using lap tops all at the same time for a class.

* Faculty Leadership/ Leadership Transitions Tod Treat

This was omitted due to lack of time

* Writing Across the Curriculum –

This was omitted due to lack of time Ken Fox

* Update on Student Services Mary Chikwinya
	+ The federal government has mandated priority registration for veterans in winter quarter. We are attempting to coordinate with other Pierce County institutions so that the implementation processes are similar.
	+ TCC is partnering with the Tacoma Housing Authority for students who do not have housing.  Applications for the program will be available end of November in the Counseling and advising area.
	+ Fall quarter enrollment is up 1.4% over last fall quarter

**1** Additional Information available in SharePoint.

**New Business (to discuss and act upon informational items or additional items).**

1. Request Motion to adopt Dismissal for Cause Committee (Craig Cowden, David Straayer, (alt). Michael Huffman

(M) Jim Carroll, (S) B. Schmitt

 Motion passed

1. Request Motion to request Curriculum Committee develops a credit assessment process for quality assurance of non-TCC instruction (e.g. WCCW, WCC, Invista).

(M) B. Peterson, (S) Becky Sproat

 Motion passed

1. Request Motion to appoint a faculty task force to assess American Honors Program at TCC.

(M)Annalee Rothenberg (S)Barb Peterson

The motion passed.

1. Request Motion to approve the following tenure committees:

Mary Jane Oberhofer – Business & Logistics

Annalee Rothenberg, Camille Lowman, Don Ramage

Jennifer Sorenson – Paralegal

Jim Carroll, Mary Chen Johnson, Jackie Gorman

Mary Pederson – Counselor

Gail Watters, Jackie Gorman, Kathy Brown

Andrea Jarmon – Paralegal

Replacement for Rachel Goon – Char Gore

 (M) B. Peterson, (S) Bekah Townsend

Discussion centered on the fact that approval needed to be made by tenured faculty. The motion failed.

Dave Howard made a motion to have the tenure committees approved by a vote of all tenured faculty. The motion passed.

The meeting was adjourned at 4:30.

**Next Meeting: November 18, 2:30-4:30 p.m., Senate Room**

**Instructional Council Meetings 2013-2014 (second Monday of each month)**

Co-Chair – Tod Treat, Executive Vice President for Academic and Student Affairs

Faculty Co-Chair – Jackie Gorman

**Faculty Forum 2:30-3:30 p.m. and IC Meeting 3:30-4:30 p.m., Bldg. 11, Senate Room**

**Meeting Schedule for 2013-14**

**November 18, 2013**

**December 9, 2013**

**January 13, 2014**

**February 10, 2014**

**March 10, 2014**

**April 14, 2014**

**May 12, 2014**

**June 9, 2014**

**1** Additional Information available in SharePoint.