

Columbia Gorge Community College Instructional Council Meeting Agenda December 6, 2019- TDC-Board Room 10:00-12:00

Recorder: Mary Martin

Guests: Student Services

Agenda Item	Presenter	Time	Key Points	
Welcome	Paula	10:00-10:05		
Student Completion Report	Paula/All	10:05-10:50	<ul style="list-style-type: none"> • Update since report to IC - Meetings on 6/5 and 11/20 • Discussion of implication of late adds and drops particularly in online classes - In-service discussion • Policy • Next Steps 	Prep Materials: Student Completion in Online/Hybrid Classes College Policy
Zoom Accounts	Paula	10:50-11:00	<ul style="list-style-type: none"> • Seeking input into student accounts for Zoom 	
Distance Learning Quality Assessment Committee - QM	Zip/Leigh/Paula/All	11:00-11:20	<ul style="list-style-type: none"> • Results of QM poll - 11/15 meeting • Committee follow up on QM standards - 12/5 meeting • Next steps 	
DLQAC - Manual	Zip/Leigh/Paula/All	11:20-11:25	<ul style="list-style-type: none"> • Follow up from October IC editing/DLQAC review 11/15 • Approval of manual 	Online/Hybrid Quality Assessment Manual
ESOL Supports	All	11:25-11:40	<ul style="list-style-type: none"> • Discussion of what supports are needed for second language learners in credit classes 	
Technical Math	Pam/Stephen	11:40-11:55	<ul style="list-style-type: none"> • Follow up on progress for the development of standards for technical Math for CTE programs 	
Please review the prep materials prior to the meeting. January meeting topics will include: AVID and FYE, Development of process and criteria for independent study, action steps to address D,F,W,I classes.				

Columbia Gorge Community College Instructional Council Meeting Minutes

December 6, 2019

Recorder: Mary Martin

Guest: Gerardo Cifuentes, VP of Student Services

Attendance: Elizabeth Anderson, Paula Ascher, Leigh Hancock, Rob Kovacich, Mary Kramer, Zip Krummel, Dylan McManus, Ashley Mickels, Pam Morse, Jim Pytel, Stephen Shwiff, Lorie Saito

Agenda Item	Presenter	Key Points
Welcome	Paula	
Student Completion Report	Paula/All	<ul style="list-style-type: none"> ● Update since report to IC - Meetings on 6/5 and 11/20 ● Review of Student Completion statistics ● Discussion of implication of late adds and drops particularly in online classes. Needs to be an In-service discussion. ● Review of completion rates based on time of registration. ● No need for draconian policy of not adding students during the first week. ● Add Drop policy can't be changed because system doesn't allow different add and drop dates. ● Need to improve website to make it clear about how online classes work and what is involved. ● Text messages about online classes. ● Gerardo will do research on why students have to log-in to MyCGCC to access their email. ● Dylan will research legal aspect of email issue. <p>Add email topic to January agenda</p>
Zoom Accounts	Paula	<ul style="list-style-type: none"> ● Seeking input into student accounts for Zoom ● OCCDLA renegotiated license for Zoom; possible for students to have Zoom pro accounts ● IC recommends allowing students to use free Zoom option.
Distance Learning Quality Assessment Committee - QM	Zip/Leigh/Paula/All	<ul style="list-style-type: none"> ● Results of QM poll reviewed. ● Committee follow up on QM standards ● Committee wants to change from CRMS to MyCR so the worksheet and rubric can be customized. ● Issues with PDF accessibility are usually because of scan quality.

DLQAC - Manual	Zip/Leigh/Paula/All	<ul style="list-style-type: none"> ● Follow up from October IC editing/DLQAC review 11/15 Sent out in October for IC edits; committee reviewed at November meeting; bringing back for approval Questions: 2 kinds of formal reviews – we use subscriber reviews which allows us to select the reviewers Require QM training? – No ● Approval of manual MOTION to approve the Online/Hybrid Quality Assessment Manual as amended. Moved by Zip Krummel; seconded by Dylan McManus; approved unanimously.
ESOL Supports	All	<ul style="list-style-type: none"> ● Discussion of what supports are needed for second language learners in credit classes Leigh – some writing instructors have ESOL students who need more support; this is also an issue with other departments; ESOL department has offered to provide support; Linnea and Silvia met and talked about help with writing in Spanish – perhaps community ed class; Andy also offered help from Pre-College. Other option would be to use creative writing, spoke with Dan about grant to offer creative writing classes in Spanish. Ashley – has been talking with Andy and will be offering an evening lab in winter term with Matt Fitzpatrick in order to assist ECE students. Zip – only issue in social science is with final papers that are written in Spanish word order. Leigh – lack of writing desk hours is still an issue. Rob – could consider contracting with online tutoring services.
Technical Math	Pam/Stephen	<ul style="list-style-type: none"> ● Follow up on progress for the development of standards for technical Math for CTE programs Abel and Jim have come up with course description and outcomes; course should be available fall 2020. Will be co-requisite for basic electronics in EM-Tech program; gives them only the math they need at the right time.