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LARAMIE COUNTY COMMUNITY COLLEGE
COLLEGE COUNCIL
Monday, September 22, 2014
11:00 a.m. to 1:00 p.m.
Center for Conferences and Institutes
CCI 129

</div>

MINUTES

AN ATTENDANCE LIST IS ATTACHED.

CALL TO ORDER of the September 22, 2014, College Council Meeting – President Joe Schaffer

President Schaffer called to order the September 22, 2014, College Council meeting at 11:05 a.m.

1. **Acknowledgement of New Members** (2014-2015 Membership)

    President Schaffer acknowledged the following new members:
    - Caroline Ross – Professional Staff – Fall 2014-Spring 2016
    - Mary Ludwig – Faculty (Appointed) – Temporary – Fall 2014-Spring 2016
    - Mohamed Chakhad – Faculty (Elected at Large) – Fall 2014-Spring 2016
    - Melvin "Hawk" Hawkins (Mid-level Manager – appointed by President Schaffer – Fall 2014-Spring 2016
    - Ali Briggs (Student) – Fall 2014-Spring 2015
    - Bill Dalles (Student) – Fall 2014-Spring 2015
    - Hailie Pragnell (Student) – Fall 2014-Spring 2015
    - James Malm (President's Cabinet) – Continuous

ELECTION OF 2014-2015 COLLEGE COUNCIL CO-CHAIR – President Joe Schaffer

2. **Election Process.** Nominations from the floor will be accepted for College Council Co-Chair. The Co-Chair must be from the voting membership of the Council. Nominations will be requested three times. Nominees must accept their nomination. If more than one nomination is received, a paper ballot vote will be taken.

    Terry Harper nominated Amy Ehlman. Amy's prior commitments would not allow her to add additional duties to her calendar so declined the nomination.

    José Fierro nominated Chad Marley. Kim Bender accepted the nomination on behalf of Chad, whose class schedule delayed his arrival until 12 noon.

    NOMINATION OF CHAD MARLEY CARRIED unanimously.

APPROVAL OF THE MINUTES

3. **Approval of the College Council April 10, 2014, Minutes and the May 2, 2014, Minutes** – President Joe Schaffer

    Jeff Shmidl moved and Terry Harper seconded,

    MOTION: That the College Council approves the April 10, 2014, and May 2, 2014, minutes as written.

    MOTION CARRIED unanimously.

ACTION ITEMS (*Items on which College Council will make recommendations.*)

4. **Innovation Funds Requests** (THE DEADLINE FOR SUBMITTING PROPOSAL SCORES WAS WEDNESDAY, SEPTEMBER 17TH, AT 5 P.M.) – President Schaffer

   Attached to these minutes is President Schaffer's "FY15 Innovation Funds Award Announcement" email in which he summarizes the Council's recommendations and identifies his expectations as well.

   Suggested Action: No suggested action is offered, rather it is suggested the Council consider each proposal individually and act on those proposals accordingly to make a recommendation to the President for awarding funding, not awarding funding, or some modification of the proposal.

   A. Proposal Ranking and Totals
      1) Innovation Funds Totals Summary – President Joe Schaffer

         President Schaffer explained the innovation funds program was implemented for the first time last academic year. The intent behind the innovation funds program was for anyone in the campus community to submit project proposals of an innovative nature that would benefit the institution by helping achieve the College's mission. Last year, project proposals were submitted for innovation funds in two rounds in early fall and again just before the holiday break. However, feedback from those who were awarded funding for their projects indicated the half-year timeframe made implementing their funded projects extremely difficult. So this year, only one round of funding will take place allowing one year for implementing the projects for which innovation funds are awarded. This year's total funds available is $200,000, which was the same amount set aside for last year's two rounds of funding. The $200,000 allows for all six proposals submitted this year to be funded. However, each project must be considered on its own merit before funding is awarded. Also, a project may be partially funded if the College Council determines doing so would be a better use of the innovation funds. The projects have been reviewed by President's Cabinet and are now before the College Council for funding consideration. President Schaffer asked Council members to engage in dialogue about each proposal and noted proposal authors are present should members like to ask them questions. After all six proposals have been discussed, action will be taken on each individual proposal. A motion to approve will be made on each proposal so that additional discussion may take place prior to voting on the motion. (NOTE: Motion language is stated in the positive; i.e., to approve versus not to approve.)

   B. Proposals Received
      1) Center for Teaching and Learning (CTL) – 2nd Year – $25,148.92

         Comments and Clarifications
         – This proposal was ranked the highest of the six.
         – Jeff Shmidl – The proposal is very well put together. Would like to have seen the project team expanded to include staff so that the classified and professional staff are represented in both the design and implementation of the Center for Teaching and Learning and also the discussions of professional development opportunities.
         – Judy Hay – Including staff members would provide perspectives for training options outside academics.
         – José Fierro – Amy Ehlman and Michelle Kallhoff have developed some training opportunities as part of a Certified Public Managers' project.
         – José Fierro – José clarified the current fund budget amount of $116,704 includes salary monies for the new CTL's director position. The balance of the current fund monies were moved from the Academic Affairs' budget to the CTL's budget for the CTL's initial activities. The current fund monies do not include funding for the four consultant stipends or any other activities.

- Kari Brown-Herbst – The CTL is running a year one group of 11 faculty and a year two group of 10 faculty, providing support to the group of 8 interim faculty, and providing portfolio support to the year three faculty who will be submitting their portfolios in January.
- José Fierro – A commitment on the first proposal was to have enough money allocated in the current fund at the end of the third year. However, at the current time the Center for Teaching and Learning cannot be fully funded from the current fund.

At Jeff Shmidl's request, President Schaffer read the comments that were submitted with the score sheets for all the proposals.

Melvin Hawkins moved and José Fierro seconded,

MOTION: That the College Council approves the Center for Teaching and Learning proposal as submitted in the amount of $25,148.92.

DISCUSSION: None

MOTION CARRIED unanimously.

Other Discussion
President Schaffer explained a formal request could be made of proposers to provide supplemental information before funds are awarded. That request would need to be articulated in an amendment to the motion to approve. Or, an informal request could be made that would not require an amendment to the original motion. For example, the Council could make an informal request for a recommendation for incorporating staff into the CTL. The information received from Kari Brown-Herbst would be considered informal feedback. If the Council determined the award of innovation funds would be dependent on their request for additional information affecting the project scope that would go beyond clarification or suggestion, the Council would need to include that determination in an amendment to the original motion as a condition for funding.

Kim Bender stated that the innovation funds' awardees are required to submit an introductory report, two progress reports on December 31st and June 30th, and a final summary report. The introductory report will include proposal improvements and/or supplemental action requested by College Council. The reports submitted for previously approved proposals may be found on EaglesEye – Dashboard – My Communities – Innovation Funds Awards.

Concerning stipends, President Schaffer stated the College Council's discussion clearly indicates a more structured analyses of the appropriateness of stipends—their amounts, appropriateness, and necessity—is needed in the future. However, he is hesitant to impose other parameters on this round of proposals, because the Council has not had that discussion.

2) Collaborative Model for Online Innovation – 2nd Year – $53,948

- Leah Noonan – Leah asked how well the first year's efforts performed. Les Balsiger stated a couple of "blipps" were encountered with faculty transfers and personal issues. However, a new instructional designer will soon be on board and the project is now on track to have the first four psychology courses' instructional design completed and submitted to Tammarra Holmes for coding. Criminal Justice courses should be to the instructional designer in a week or two.
- Jeff Shmidl – Jeff expressed his concern that the success of the online courses cannot be evaluated since no course deliveries have been completed from last year. He does sense, however, success has been achieved and does believe the project's continuation is needed.
- Judy Hay – Judy was also looking for a little more robust evaluation that would provide a needs assessment as to the potential for students engaging in online courses and also the quality of the

online courses. Les stated students are surveyed in each of the courses. The survey can be structured to provide feedback on any areas of interest; e.g., programs rather than courses. The rubric currently being used is from Quality Matters. José added program success cannot be evaluated until the courses that make up those programs are completed.

− José Fierro – Another delay occurred because the first proposal did not include faculty salary calculations. The online course faculty had not requested salary monies but soon realized the amount of work involved in development the online courses was far more than anticipated. Once realized, resources to cover salary costs had to be found so the courses could be finished. The salary costs will be paid from the curriculum development budget in the current fund.

− Terry Harper –Terry questioned how 31 courses could be completed by the end of year two. Les agreed the completions are ambitious but doable based on his experience so far and the enthusiasm of those faculty involved in the courses completions. José noted the importance of differentiating between coded and ready. Coded means once the work of the designer has been developed, the course is put into a consistent format in D2L that requires HTML5 language. However, the actual design and content have already been developed.

− Terry Harper – Considering the ambitious schedule, Terry asked if time will be available to talk with other faculty regarding their online courses. Les stated with the addition of instructional designer Dr. Kochera time will be available to begin conversations with other faculty. He added on average an instructional designer can handle about six projects at one time and still have time for other design-related projects.

− Jeff Shmidl – Jeff agreed the plan to complete 31 courses is a little over-ambitious, especially when the courses get to the coding stage, noting further a bottleneck that occurred with coding of the courses because only Tammarra Holmes does this. Les clarified that Tammarra was on a partial contract and not working fulltime during the summer, so the course coding did get a little bit behind. Jeff also reiterated retention and completion data should be used as a method of assessing the success of online programs and their courses.

− Ann Murray – A couple of methods are available for determining the retention and success rate of the courses—redesign courses, compare with other online courses, redesign versus the general population. Data is beginning to be imbedded in the program review process for programs of study. This data could be "weeded down" to delivery method.

− Leah Noonan – A number of CIS programs have been online for several years, so data associated with these courses would be available. Leah asked why courses will need to be coded with the enhanced HTML5 language. Les stated the HTML5 language makes the courses easier to navigate and ADA compliant (e.g., colors benefit those with sight disabilities). Faculty members can still change things behind the coding; i.e., the design and layout can be done within D2L. José added the coding applies consistency to how the courses are displayed, so that when students move from one course to the next in a program they do not have to re-learn how to navigate the course.

− Les Balsiger – Last year's project award of $17,000 during the second round of funding in December 2013 has a balance of $9,000. That balance will need to be carried over to cover faculty stipends. The stipends will be paid at the adjunct rate of $700/credit hour.

− President Schaffer – Referring to Jeff Shmidl's comment on the need for an assessment process, President Schaffer stated the Project Management Handbook under development by Kim Bender and Julie Gerstner will provide a mechanism for project development continuity for the many projects and initiatives in progress across campus. The Handbook will be housed in the same system as documentation for academic and non-academic program review, assessment, and planning along with Campus Labs and Aquila. Innovation funds awardees will be required to go through the project management process where they will be asked to provide information such as team membership, timeline, deliverables, resources needed, and both formative and summative evaluations.

− Kim Bender and José Fierro – Both noted the Online Classes Procedure No. 6165 is still in effect and has a section VIII. Online Course Evaluation and Online Course Technical Evaluations. Although the procedure needs to be "modernized," it still emphasizes the ongoing standard of

gathering "feedback from students about the course organization, instructor interaction with the students, and the overall quality of the course."

Jeff Shmidl moved and Melvin Hawkins seconded,

MOTION: That the College Council approves the Collaborative Model for Online Innovation as proposed in the amount of $53,948 on the condition that the Center for Online Education develop a workflow process map with a clear timeline to determine resources are enough to complete the projects and that an assessment plan be submitted to President's Cabinet.

DISCUSSION: José Fierro reiterated the need for reporting and that the reports should be available to all interested persons. President Schaffer stated the innovation funds reporting mechanism in place should suffice for this and reiterated the reports may be found on EaglesEye.

MOTION CARRIED unanimously.

3) Developmental Math Proposal – $17,133

The Council agreed the proposal should be funded but questioned:
- The amount of $14,000 for stipends
  - o The Council should look at standardizing stipends for course development taking into consideration an evaluation of workload. The adjunct rate would be a good benchmark for standardization.
  - o Stipends should not be provided until the deliverables are met.
- The existence of collaboration between the Laramie and Cheyenne campuses
  - o Team member Shannon Zavorka who teaches on the Cheyenne campus will be a collaborative member on the project.
- The evaluation of the project's success
- The need for a third developmental math proposal
  - o This proposal has different deliverables.
  - o The concept is to see if the "flip classroom" would provide a developmental approach to mathematics that is more effective in getting students to succeed.
  - o The "flip classroom" concept would provide more instructor and student interaction, which is being credit with increasing student success.
  - o The robotics proposed are available in the UW math lab.

In additional discussion, Ann Murray clarified the "Exploring Innovative Approaches to Developmental Mathematics" proposal submitted in 2013's Round I was funded and stipends were paid. However, the proposal for Phase 2 of the math redesign submitted in 2013's Round II was not funded. President Schaffer stated that a concerted effort by the mathematics faculty in spring 2014 has led to the Carnegie Statway Project, and some of the unallocated innovation funds were used to assist with that project. (Statway is about developing a statistics-based pathway for programs.) He added that the deliverables for this project are more tangible than the expanded literature review of the 2013 Round I math redesign project.

Ann Murray asked about the course number for Algebra II to which Stacy Maestas replied LCCC's is Math 930 (Intermediate Algebra); UW's is Math 925 (Algebra II).

Melvin Hawks moved and James Malm seconded,

MOTION: That the College Council approves the Developmental Math Proposal in the amount of $17,133.

DISCUSSION: Because the Council expressed extreme concern about the stipend amount specific to this proposal and also a concern about sending a message that all course-based efforts should be accompanied by a stipend, a motion to amend the original motion was made. Chad Marley noted from his daughter's experience in a math flip classroom, that she saw a tremendous improvement in her scores, much of which he attributed to the one-on-one help with her homework while in the classroom.

AMENDMENT TO ORIGINAL MOTION by Terry Harper as re-stated by President Schaffer: That the College Council approves the proposal on the condition that the stipends in the budget are evaluated so that they are in line with the institution's standard for course development and that the stipends will be paid upon completion of the deliverables.

Melvin Hawkins noted President Schaffer's earlier statement that the proposal stipends would be accepted at face value for the 2014 awards. José Fierro recognized, though, the proposal as submitted will probably fail if an adjustment in the stipend amount is not made. President Schaffer stated that in this case the Council feels strongly about the stipend amount and therefore he would agree with the Council's amending the original motion to include structured parameters for the stipends. Melvin Hawkins stated, since the pleasure of the Council is to consider the approval of proposals on a case-by-case basis, where stipend amounts are in question, then he accepts the amendment. James Malm seconded the acceptance of the amendment.

AMENDMENT TO ORIGINAL MOTION CARRIED unanimously.

President Schaffer asked Terry Harper if she is comfortable with him and Kim Bender managing the proposal as directed by the amendment. Terry Harper said she was.

ORIGINAL MOTION CARRIED unanimously. President Schaffer asked James Malm to communicate the Council's decision to Tyler Kjorstad.

4) High-Definition Student Media Broadcasting Initiative (Channel 11-resubmission) – $25,490

College Council members agreed the proposal's improvement in format and collaboration is to be commended along with seeking the expertise of a consultant. Lisa Murphy stated "beefing up" the video production classes would be of benefit to students. Jeff Shmidl likewise stated he would like to see the number of high-definition classes increased.

Aaron Casteel moved and Terry Harper seconded,

MOTION: That the College Council approves the High-Definition Student Media Broadcasting Initiative as proposed in the amount of $25,490.

MOTION CARRIED unanimously.

5) LCCC Summer Theatre Proposal (resubmittal) – $28,000

Discussion was held concerning the need for collaboration with the College's music department, the Foundation, and external theater groups such as the Cheyenne Little Theater Players. The use of College facilities during the summer that otherwise remain dormant and the value added to theater student's résumés who participate in summer theatre were also noted. Jason Pasqua stated the funds requested are for one Summer Theatre. His long-term goal is for the Summer Theatre to be self-sustaining. President Schaffer suggested the College should be willing to back up successful projects with institutional revenue funds. Allocating small operating budgets for Fine and Performing Arts programs would be in line with those allocated for athletics. Following discussion, College Council

members agreed the proposal has incorporated improvements from the feedback on the first proposal submitted during 2013's Round I.

Dawn Williams moved and Melvin Hawkins seconded,

MOTION: That the College Council approves the LCCC Summer Theatre Proposal as submitted in the amount of $28,000.

DISCUSSION: Integrating music and instrumental concerts into the Summer Theatre proposal would strengthen the partnership between theater and music. However, questions were posed about whether the music performers would also need to be paid, and if so, is the requested innovation funds amount enough to cover the additional payments.

AMENDMENT TO MOTION by José Fierro as re-stated by President Schaffer**:** That the Council approves the LCCC Summer Theatre Proposal with the engagement of music faculty to make the music aspect of the College's performing arts part of the Summer Theatre project.

ADDITIONAL DISCUSSION: Judy Hay and Stacy Maestas questioned how the budget submitted for strictly the summer theatre project would be impacted if music performers were added to the project. José stated if additional resources are required, he will pay for them out of his budget. Terry Harper stated that although Jason Pasqua was open to the inclusion of music performances, the amendment to the motion mandates the addition of music performances on a project that Jason Pasqua wants to become self-sustaining with limited resources.

Dawn Williams accepted the amendment to the motion and Melvin Hawkins seconded the acceptance.

AMENDMENT TO ORIGINAL MOTION CARRIED with three no votes from Terry Harper, Stacy Maestas and Leah Noonan.

ORIGINAL MOTION CARRIED unanimously. Jodi Weppner stated for the record that Jeff Shmidl's proxy vote was yes.

6) [Walk While You Work](#) – $10,000

College Council concluded location in BATS (gives appearance of exclusive use by BATS division) and duplication of existing facilities were overwhelming concerns. How the project's success would be measured was also questioned. Melvin Hawkins noted that no one asked him to sign off on the space to be used for the pilot project. Jeff Shmidl stated the proposal could be strengthened by working with Cindy Henning to see how the concept could be integrated across campus in a wellness program.

Terry Harper moved and Stacy Maestas seconded,

MOTION: That the College Council approve the Work While You Walk proposal as submitted in the amount of $10, 000.

DISCUSSION: None

MOTION FAILED unanimously. Leah Noonan abstained, noting she was one of the proposers.

FOR THE RECORD: Jodi Weppner submitted her proxy vote through Aaron Casteel prior to leaving the meeting.

Kari Brown-Herbst asked if formal notification of the proposal approvals and non-approvals would be received. President Schaffer stated he will accept the College Council's recommendations and that the proposers will be receiving formal notification. Any purchases identified in the proposals may be made.

5. Policies and Procedures – President Joe Schaffer

President Schaffer stated that in addition to the consultative feedback process, opportunities for feedback will occur during College Council and Board meetings.

A. Academic Program Review Policy 10.2 (no feedback received)
B. Academic Program Review Procedure 10.2P (no feedback received)

Lisa Murphy moved and José Fierro seconded,

MOTION: That the College Council ratifies Policy 10.2 and Procedure 10.2P and recommends the President approves these and advances Policy 10.2 to the Board of Trustees for their approval.

DISCUSSION: None

MOTION CARRIED unanimously.

C. Academic Standards Committee Procedure 2.12P Revised (feedback received)

Melvin Hawkins moved and Carol Hoglund seconded,

MOTION: That the College Council ratifies Procedure 2.12P as revised for President's approval and signature.

DISCUSSION: Terry Harper asked that the procedure's consideration for ratification be postponed until the next College Council meeting because some changes were proposed that would add consistency throughout the policy and procedure. She had two concerns she believed were still not addressed:

- 5.0 Procedures, B. Membership of the Committee and C. "Length of Term and Appointment" – Terry cited a consistency issue: Will individuals be elected or appointed? She would like the Academic Standards Committee to provide feedback on what their preference would be.
- 5.0 Procedures, No. 7), "All competencies for existing programs on a four-year rotating schedule." Academic Program Review has a rotating five-year schedule.

The motion upon agreement by Melvin Hawkins and Carol Hoglund was withdrawn and tabled until the next College Council meeting possibly in October.

D. Campus Printing Copy Policy 7.2 (no feedback received)
E. Campus Printing Copy Procedure 7.2P (no feedback received)

Lisa Murphy moved and Stacy Maestas seconded,

MOTION: That the College Council ratifies Policy 7.2 and Procedure 7.2P and recommends the President approves these and advances Policy 7.2 to the Board of Trustees for their approval.

DISCUSSION: None

MOTION CARRIED unanimously.

F. Complaint Policy 9.7 (no feedback received)
G. Complaint Procedure 9.7P (no feedback received)

Terry Harper moved and Judy Hay seconded,

MOTION: That the College Council ratifies Policy 9.7 and Procedure 9.7P and recommends the President approves these and advances Policy 9.7 to the Board of Trustees for their approval.

DISCUSSION: President Schaffer noted once the link is established for the on-line complaint form, it will be added to the procedure. The addition will be considered an administrative function so that the procedure does not need to be brought back to College Council for further consideration. (POSTSCRIPT TO MINUTES: The link has been added to the procedure which may be found at http://policies.lccc.wy.edu/9.shtml.

MOTION CARRIED unanimously.

H. Student Fees Policy 4.10 (no feedback received)
I. Review and Approval of Student Fees Procedure 4.10P (no feedback received)

Carol Hoglund moved and Judy Hay seconded,

MOTION: That the College Council ratifies Policy 4.10 and Procedure 4.10P and recommends the President approves these and advances Policy 4.10 to the Board of Trustees for their approval.

DISCUSSION: President Schaffer stated the policy and procedure give students a formalized role in weighing in on student fees. The procedure establishes a new way of doing business and will likely have procedural amendments as the College works through the new process. However, this is a good first step.

MOTION CARRIED unanimously.

J. Tuition Policy 4.9 (no feedback received)

President Schaffer pointed out the Wyoming Community College Commission sets the tuition and therefore the community colleges really have no role in setting tuition but will weigh in on the matter.

Terry Harper noted the policy language in section 3.0 Persons Affected should be consistent with that in the procedure. However, President Schaffer stated the College cannot impose procedure on the trustees. Therefore, section 3.0 Persons Affected in Tuition Policy 4.9 will read:

This policy is applicable to the Board of Trustees, all full-time and part-time administrators, staff, professionals and students.

And, section 3.0 Person Affected in Tuition Procedure 4.9P will read:

This procedure is applicable to all full-time and part-time administrators, staff, professionals and students.

K. Tuition Procedure 4.9P (no feedback received)

Judy Hay moved and Stacy Maestas seconded,

MOTION: That the College Council ratifies Policy 4.9 and Procedure 4.9P and recommends the President approves these and advances Policy 4.9 to the Board of Trustees for their approval.

DISCUSSION: Terry Harper asked if language similar to that in the second paragraph of the policy under 1.0 Policy & Purpose: "Although the Board of Trustees of LCCC do not have the authority to set tuition rates, the Board believes keeping a higher education affordable is a cornerstone of the community college mission. Therefore, it shall be the policy of the Board to consider pending changes to tuition at the College, and where appropriate take position of those changes and direct the President to communicate the Board's position to the WCCC and other pertinent individuals and groups." should be included in the procedure. President Schaffer explained procedures dictate administrative action and cannot mandate what the Board does or does not do.

MOTION CARRIED unanimously.

L. [General Admissions Procedure 3.1P Revised](#) (Approved by Temporary Executive Order-President's Cabinet July 15, 2014, per Procedure 1.2.1P Policy Development and Approval, Section H. Temporary Executive Order)

Stacy Maestas moved and Judy Hay seconded,

MOTION: That the College Council ratifies Procedure 3.1P as revised for the President's approval and signature.

DISCUSSION: At Terry Harper's suggestion a full definition of referenced areas in the procedure will be inserted. For example: under 5.0 Procedures, C. "Applicants over the age of 18 who do not meet the criteria in sections A. or B. may be admitted as non-degree seeking students. These applicants may be admitted as special degree-seeking students if they can demonstrate the ability to benefit from college level work." will be changed to read: "Applicants over the age of 18 who do not meet the criteria in sections 5.0 A. or 5.0 B. may be admitted as non-degree seeking students. These applicants may be admitted as special degree-seeking students if they can demonstrate the ability to benefit from college level work."

Referring to 5.0 Procedures D. "Students under 18 who are enrolled in secondary school courses may enroll in credit classes concurrently at LCCC." Stacy Maestas clarified for Terry Harper that an application process exists for these students. Therefore, language should not be added to this section indicating the application process is waived.

MOTION CARRIED unanimously.

DISCUSSION ITEMS (*Items needing discussion by College Council.*)

6. **Issue/Concern Feedback Site on EaglesEye** – President Joe Schaffer
   EaglesEye, Dashboard, My Communities, College Council (right-hand column), Submit an Issue Form

   Because the College Council meeting was running beyond 1 p.m., discussion was postponed until the next meeting.

7. **Highway Clean-up** – Lisa Murphy

   Because the College Council meeting was running beyond 1 p.m., discussion was postponed until the next meeting.

8. **50th Anniversary in Four Years – Planning needs to start now.** – Lisa Murphy
   A. Case(s) for Memorabilia
   B. Memory Book
   C. Planning Committee

   Because the College Council meeting was running beyond 1 p.m., discussion was postponed until the next meeting.

INFORMATION ITEMS (*Items not needing large discussion, but are important for College Council's awareness.)*

9. **Enrollment Report** – Ann Murray

   Now that the semester has started, enrollment monitoring reports are produced on Mondays and include data through the end of the previous week. The end of the fourth week was last Friday, September 19th. That enrollment data will be distributed today. Also, enrollment data for UW students is being entered as of today.

10. **Human Resource Recruitment (Position Vacancy Status) Report** – Peggie Kresl-Hotz

    Searches are active for 10 positions. Interviews are in process for two of those—Director of Academic Affairs at the Albany County Campus and a Research Analyst at the Cheyenne campus. The remaining eight positions are being advertised.

11. **Set Next Meeting(s)**

    Some College Council members were in favor of the third Friday of each month. Leah Noonan asked that the meeting not be scheduled during the same time as Faculty Senate from 1 p.m. to 3 p.m. on Fridays. Lisa Murphy voiced her support for 11 a.m. to 1 p.m. Vicki Boreing will email College Council asking for their preference(s) for the times below on the third Friday of each month.

    - 11 a.m. to 1 p.m.
    - 3 p.m. to 5 p.m.

    (POSTSCRIPT TO MINUTES: College Council will meet the third Friday from 3 p.m. to 5 p.m. in 2014 on October 17, November 21, and December 19. College Council will also meet on the third Friday from 3 p.m. to 5 p.m. during the spring 2015 semester on January 16, February 20, March 20, April 17, and May 15.)

12. **Constituent Feedback**

    None

ADJOURNMENT of the September 22, 2014, College Council Meeting – President Joe Schaffer

President Schaffer adjourned the September 22, 2014, College Council meeting at 1:10 p.m.

Respectfully submitted,

Vicki Boreing
Recorder

P E UE*	Member	Representative Area	Term Start Date	Term End Date
	COLLEGE COUNCIL 9/22/14 **ATTENDANCE RECORD**			
P	President Joe Schaffer	ex officio	N/A	N/A
P	Aaron Casteel	Classified Staff – Elected at Large	Fall 2014	Spring 2016
P	Dawn Williams	Classified Staff – Elected at Large	Fall 2013	Spring 2015
P	Amy Ehlman	Classified Staff – Appointed	Fall 2014	Spring 2016
P	Stacy Maestas	Professional Staff – Elected at Large	Fall 2013	Spring 2015
P	Caroline Ross	Professional Staff – Elected at Large	Fall 2014	Spring 2016
P	Jodi Weppner	Professional Staff – Appointed	Fall 2014	Spring 2016
E	Mary Ludwig	Faculty – Appointed by Faculty Senate	Fall 2014	Spring 2016
E	Mohamed Chakhad	Faculty – Elected at	Fall 2014	Spring 2016
P	Jeff Shmidl	Faculty – Elected at Large	Fall 2013	Spring 2015
P	Terry Harper	Mid-level Manager	Fall 2013	Spring 2015
P	Melvin "Hawk" Hawkins	Mid-level Manager	Fall 2014	Spring 2016
P	Chad Marley	Mid-level Manager	Fall 2014	Spring 2016
E	Ali Briggs	SGA (Student Government Association)	Fall 2014	Spring 2015
P	Bill Dalles	SGA (Student Government Association)	Fall 2014	Spring 2015
P	Hailie Pragnell	SGA (Student Government Association)	Fall 2014	Spring 2015
P	Kim Bender	President's Cabinet	N/A	N/A
P	José Fierro	President's Cabinet	N/A	N/A
P	Carol Hoglund	President's Cabinet	N/A	N/A
P	Judy Hay	President's Cabinet	N/A	N/A
P	Peggie Kresl-Hotz	President's Cabinet	N/A	N/A
P	James Malm	President's Cabinet	N/A	N/A
P	Lisa Murphy	President's Cabinet	N/A	N/A
E	Jayne Myrick	Budget Coordinator – ex officio	N/A	N/A
P	Ann Murray	Institution Research Manager – ex officio	N/A	N/A
P	Vicki Boreing	Recorder (non-voting)	N/A	N/A

GUESTS

Les Balsiger, Juan-Antonio Bernabeu, Kari Brown-Herbst, Leah Noonan (for Mary Ludwig), J Obrien, Jason Pasqua, Cathy Rogers, Roz Schliske

*Key: P – Present   E –Excused   UE – Unexcused

Boreing, Vicki

From:	Schaffer, Joe
Sent:	Tuesday, September 30, 2014 10:28 AM
To:	Brown-Herbst, Kari; McAllister, Melissa; Balsiger, Leslie; Kjorstad, Tyler; Pasqua, Jason; O'Brien, J
Cc:	Bender, Kim; Myrick, Jayne; Boreing, Vicki; Gerstner, Julie; Fierro, Jose; Malm, James; Bryant, Nicole
Subject:	CC 9/22/14 - FY15 Innovation Funds Award Announcement (I attached this email to the minutes.)
Categories:	Follow-up Feedback

Dear Colleagues…

I want to take this moment to formally thank you for submitting a proposal for the 2014-2015 round of LCCC's Innovation Funds program. As I am sure you are aware, your proposal has been received favorably by the College Council, and I have received their recommendation to fund them. Because I value and believe strongly in the Council's recommendations I have concurred and approved the funding of each of your projects. There are a few areas that the Council made recommendations on some of your proposals. I will list those in the following:

- **Center for Teaching and Learning Phase II:** The Council felt there would be some benefit by including a staff perspective in the work of the CTL. Initially I would recommend perhaps adding a staff member to the CTL's oversight/advisory group. Long-term, there may be a role for the CTL in helping launch a companion center for staff development, but I do not see that as a priority for the CTL to address in this phase.

- **Collaborative Model for Online Innovation 2nd Year:** The Council had some hesitation on supporting the entire scope of this proposal given the significance of what it proposes to do and the relatively limited progress made in the 1st year, or phase one of this project. The Council suggested that this project include implementation and development timelines for those involved in the design process to see the general expectations for when work would occur and be completed, as well as to be able to report on overall progress of the course design and implementation. These reports can be built into the standard reporting for the Innovation Funds program, but I would also highly recommend documentation and timelines be established early on to identify the entire scope of the project and make it clear to those involved on when tasks and deliverables would need to be accomplished.   It was also recommended that there is a clear assessment plan developed for this project to determine if it was successful and by what measures.

- **Exploring Innovative Teaching Methods for Developmental Mathematics:** Many members of the Council liked this proposal and what it may offer. There was some concern though that the level of the stipends may be in excess of what the College would normally compensate faculty or staff for this type of project. I recommend that the project team leads work with the Associate Vice President of the Albany County Campus to refine the budget for this proposal and submit it to the Associate Vice President of Institutional Effectiveness, Dr. Kim Bender, for approval prior to proceeding with the project. The Council also recommended payment of the stipends be made after completion of the deliverables of the project, either in totality or based on milestones established in the timeline.

- **LCCC Summer Theater Proposal:** The Council recommended that this summer production explore ways to incorporate the other performing arts at LCCC into this project. The area mentioned mostly was the inclusion of the other performing arts, primarily music.   I would also encourage this project to look for ways to broaden the participation, and thus the impact to our students, faculty, campus and community by considering this request.

- **High-Definition Student Media Broadcasting Initiative:** No changes recommended.

We have modified the reporting requirements this year. Your first report, which will be a project start-up report is due on October 31st. This report simply describes the initial preparation and structures, as well as includes any response to recommendations by me or the College Council. I would also ask that you revisit your evaluation plans, strengthen them if needed, and articulate those in this initial start-up report. Progress reports will be due at the end of the calendar year (Dec 31, 2014) and at the end of the fiscal year (June 30, 2015). A final report will be due on September 30, 2015.

The College is also working on a project management process and handbook to help bring some continuity to the various initiatives and projects we have going on. I am not positive when those will be ready for implementation, but I do anticipate that occurring sometime this fall semester. I will likely ask you to step into that process when it goes live and use it for these projects. More to come on that in the future.

I am copying Jayne Myrick, the LCCC Budget Director, on this email as she will work with you to ensure funding (budget) is moved to the appropriate location and where you will have access to expend these funds. I am also copying Dr. Kim Bender, our Associate Vice President of Institutional Effectiveness, as he will be in communication with you regularly on the reporting and oversight of these projects. If you have any immediate questions, I recommend you reach out to Dr. Bender with those.

Again, congratulations and good luck on your projects. I appreciate your spirit of innovation and look forward to seeing how your work on these projects moves LCCC into the future.

Best,

Joe

Dr. Joe Schaffer
President, LCCC

307-778-1102 Work
jschaffer@lccc.wy.edu

1400 East College Drive
Cheyenne, Wyoming 82007
www.lccc.wy.edu

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