**Vice Presidents of instruction council**

Meeting – November 11, 1008

**PRESENT:** Bill Coppola, Cher Brock, Judy Murray, Linda Luehrs-Wolfe, Deana Sheppard, Elizabeth Chapman for Gary Clark,

**ABSENT:** Julie Leidig

**GUESTS:** Christina Todd, Marie Thibodeaux, Donetta Goodall, Linda Head, Meghan Constanza

**1. Curriculum Proposals** (Marie Thibodeaux) – The VP Council approved the consent agenda. The VP Council meeting in January 2009 has been rescheduled to Tuesday, February 27, 2009, to facilitate the large number of EPCs. It was noted the EPC minutes must be completed by Jan. 20, 2009.



**2. SCAPE Processes** (Linda Luehrs-Wolfe) – There are inconsistencies among the colleges in how the SCAPE tests are administered. The VP Council will take the following questions back to their colleges to determine specifics: 1) If the instructor is paid for administering the exam and if so, how much; 2) what accounts are being debited/credited; 3) if the students pay to take the exam, and if so, how much, and for which sections; 4) Are students able to take the test more than once; 5) How are the heritage exams handled; 6) In the catalog, there are three internal exams listed for American Sign Language, how are these being handled; and 7) What are the procedures for testing dual credit students? This will be tabled until the next VP Council meeting scheduled for December 9, 2008.

**3. New Program Development** (Linda Head and Megan Costanza) - Linda Head introduced Megan Costanza, New Program Development Manager to the VP Council. The New Program Development funding requests were approved by EC on Thursday, November 6, 2008. These funds are for equipment, marketing and promotion only. The process for applying for the remaining new program development funds was reviewed along with the deadline for funding requests, which is February 4, 2009. Linda Head distributed the list of programs targeted for research by the Workforce Development office for 2010. Megan Costanza will send the VP Council her contact information.

**4. College Readiness Standards** (Linda Luehrs-Wolfe) – Linda distributed the YTD budget for the College Readiness Standards (CRS) expenditures. The council decided to check with the Deans’ Council to ask for a history representative to work with the local ISDs and review the CRS and determine which one of those standards, in each of the areas, that the students need to be successful in entry level history and government courses. The history chairs would be reimbursed from the CRS budget, at the rate of $26.25 per hour per course. The Victory Early College efforts for aligning CRS at LSC-NH will also be supported by some of the CRS funds.

**5. Multiple meetings with VP Council** (Donetta Goodall ) – Donetta invited the VP Council to join her in future meetings she will organize with the following separate groups: Developmental education faculty and staff, Student services: deans, counselors, advisors; Financial aid administration and staff; Admissions and records administration and staff; and Student life, deans and department chairs. A financial aid consultant came in July 2008 and met with each college and identified recommendations to better address student needs. We need to be on the same page when challenges are confronted. What are the areas that we can identify where we can develop system-wide approaches to handling these challenges?

A meeting on December 2, 2008 was scheduled for the VP Council to meet with Donetta.

**6. Hiring Coaches** (Larry Rideaux) – This position is to serve as a mentor for first time in college students, and would be part time or volunteer, for students who have completed their first semester successfully. We are looking at faculty to assist in this process. It was suggested these coaches should be well versed in the workforce programs available at LSCS. Larry Rideaux will distribute the committee member names to the VP Council.

**7. Budget for HS Advisers** (Larry Rideaux) – Susan Rush will provide the budget code numbers for the HS Advisers.

**8. Rising Costs of Textbooks** (Linda Luehrs-Wolfe) – The VP Council discussed possible actions to address the rising cost of textbooks. There may be a future requirement to provide the college textbook and price when the student registers for a specific course. Challenges include bundled books and CDs which can’t be returned by students and ordering books that are not used. Current strategies include keeping books for two years (on a two year cycle), and limiting the number of books per course to two to reduce costs to students. We need to ensure a copy of each required book is available in the reference section at each college library and explore alternative options such as object repositories and other resources.

Next VP Council Meeting: December 9, 2008