Academic Senate
College of the Siskiyous
800 College Avenue
Weed, CA 96094
www.siskiyous.edu/academicsenate/

Academic Senate Meeting Minutes

December 8, 2016 (Convened at 8:15am) in DLC 03

Attendees: Shawn Abbott, Jude Baldwin, Dave Clarke, Andrea Craddock, Neil Carpentier-Alting, Maria Fernandez, Tim Frisbie, Michael Graves, Dennis Hagarty, Bill Hirt, Sean Kenny, Ed Kephart, Michelle Korkowski, Charlie Roche, Michael Tischler, Jayne Turk, Chris Vancil, and Dr. Todd Scott

A. **READING AND APPROVAL OF MINUTES**
   a. Jayne Turk motioned to approve minutes / Maria Fernandez seconded / motion passed.

B. **ACTION ITEMS**
   a. Committee Appointments
      i. Temporary Nurse Hiring Committee
         1. Rhonda Brown
         2. Hallie Coppi
         3. Jenny Heath
            a. Jayne moved to approve the temporary nursing hiring committee / Bill Hirt seconded / motion passed
      ii. IEPI Team for Research, Program Review and SLO's
         1. Shawn Abbott – Team A
         2. Wenli Chang – Team A
         3. Mike Tischler – Team B
         4. Sean Kenny – Team B
         5. Andrea Craddock – Team B
         6. Maria Fernandez – Team B
         7. Alison Varty – Team B
         8. Charlie Roche – Team B
            a. There were two "teams" who met with the IEPI representatives last Friday. The first team (Team A), along with administration and staff members, met with IEPI representatives to discuss data collection and data analysis. The second team (Team B) discussed with the IEPI representatives SLOs and the Program Review process.
            b. Bill Hirt asked to be a part of Team A. Thus, a motion was put forward by Bill to approve the above faculty members for the

IEPI team with the addendum that he be included as part of Team A. Michelle Korkowski seconded / motion passed.

    c. Chris Vancil asked for a synopsis of what was determined after meeting with the IEPI representatives

        i. Based on the recommendations from the IEPI representatives, Shawn Abbott said they needed to start from scratch on how they gather data by first figuring out what data points are critical and how to best analyze the data. IEPI stressed the importance of streamlining the process.

        ii. Maria Fernandez reported that Team B received similar recommendations from the IEPI representatives to "start over" in terms of formulating SLO's and the Program Review process. Sean Kenny has circulated a Google document to the members of Team B to brainstorm how to move forward and spend the funds that will be given by the IEPI.

        iii. Dr. Scott hopes to have a plan of action by both teams before Winter Break arrives. He is open to any suggestions on how best to spend the 200,000 the institution will receive to implement changes.

b. Elumen Recommendations from Program Review and Curriculum Committee. Mike Graves from Curriculum Committee and Dave Clarke from Program Review recommend adopting Elumen to replace CurricUNET.

    i. Mike Graves mentioned that they have 25 programmers at Elumen as opposed to 2 programmers at CurricUNET

    ii. Mike Tishcler motioned to adopt Elumen / Charlie Roche seconded / motion passed

    iii. Dr. Scott stated that data from CurricUNET will not migrate to Elumen

        1. Maria Fernandez suggested we put out a campus-wide announcement to put a hold on entering assessment data in CurricUNET for this semester

        2. Shawn Abbott motioned that Mike Tischler, Dr. Scott, Bart Scott, Steve Reynolds, and Chris Vancil meet to outline how to collect data in Survey Monkey until Elumen is fully adopted. Faculty will have until the beginning of February to enter assessment data in Survey Monkey. Deans will retrieve assessment data from part-time faculty. Mike Graves seconded / motion passed.

c. Institutional Set Standard: The Executive Committee recommends that the Academic Senate establish 67% as the COS Institutional Set Standard with the following statement: The only situation in which the institutional wide standards would be used to benchmark is when evaluating the institution as a whole. Specifically, the institution wide standards should not be used to as a point of comparison in program review or instructor evaluations.

          i. Dave Clarke motioned that this standard along with the accompanying statement be approved / Mike Tischler seconded / motion passed

C. Officer Reports
   a. President's Report
      i. Chris has compiled the hiring prioritization listed suggested by faculty. This was the result:
         1. English
         2. Communications
         3. Sociology
         4. Biology
         5. Fire
         6. Nursing LVN
         7. Nursing ADN (This position has already been posted to be filled)
         8. Basketball
         9. Theatre
         10. Baseball
         11. Softball
         12. Track
         13. LD Specialist
         14. Nursing LVN
      ii. Instructional Council is scheduled to meet on Dec. 9th. Based on faculty input and his knowledge of department needs, Chris is going to recommend that priority be giving to hiring an English and Biology instructor.
         1. Chris noted that the administration has already planned to hire a Music instructor.

D. Reports from Committees
   a. Budget – No one from the Budget Committee was in attendance to give report.
   b. Curriculum Committee – Many course approvals are in the works. The Curriculum Committee will not approve any new GE courses until the revised GE policy has been authorized.
      i. Mike Graves and Charlie Roche will offer a Flex activity that highlights the process of how to update courses. It will be offered on Friday, January 13th.
      ii. Curriculum Committee handbook is now completed.
   c. Distance Education (DE) – They have come up with definitions of what it means to be a DE, web-enhanced, or hybrid course. They will present these definitions to the Academic Senate for approval.
      i. Maria is working on revising DE board report to identify how many DE enrollments / FTEs are being generated by COS
         1. Dr. Scott recommended that Maria meet with him and Bart to analyze these numbers
      ii. If faculty have completed Canvas training and convert a course before January 14th then they may be entitled to a stipend.
      iii. Maria stated that faculty have until April 15th to complete the Canvas training to use this LMS for the summer

d. Equivalency – They are working on procedures to be followed during the academic year, as well as for the summer session.
e. Flex/Staff Development – Tim Frisbie, the chair of this committee, will work with Maria to see if Canvas training with qualify for Flex credit.
f. Program Review – Jude Baldwin stated that they set to discuss instructional equipment requests at their next meeting
    i. Jude encouraged all faculty to respond to the survey sent out by Steve Reynolds on how to improve the Program Review process

E. New Business
a. A new Sabbatical Committee needs to be approved by Academic Senate
    i. Alison Varty
    ii. Sean Kenny
    iii. Bill Hirt
        1. Shawn Abbott moved to accept this Sabbatical Committee / Bill Hirt seconded / motion passed

Adjournment at 9:05am