



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

Academic Senate Executive Meeting Minutes

December 4, 2018 (Convened at 8:00am) in DLC Rm #4

Attendees: Jayne Turk (President), Neil Carpentier-Alting (Vice President), Andrea Craddock (Secretary), Ed Kephart (At Large), and Ron Slabbinck (At Large)

A. *Opportunity for Public Comment*

- ❖ No public comment.

B. *Approval of Minutes*

- ❖ Minutes were approved.

C. *Discussion Items*

- ❖ **Faculty “to do” timelines** – Jayne emailed to Senate Exec before our meeting a faculty “to do” timeline that she had previously created. She thought it may be helpful to faculty if they had a reminder sheet of upcoming due dates on certain items. Obviously, the timeline would need to be altered to reflect the new 16-week calendar. She asked us to consider items to be added to the timeline.
 - Neil thought it would be helpful if we could have these reminders added to Outlook that pop up to remind faculty of important dates.
- ❖ **Academic Senate agenda for January/February meetings** – Originally our next Academic Senate meeting was scheduled for next Friday, Dec. 14th. However, we have a Planning Day scheduled for that same day so Academic Senate will have to be cancelled. Jayne considered moving up the Academic Senate meeting to this Friday (12/7), but there is a supplemental instruction meeting going on that many faculty members are attending. Thus, our next Academic Senate meeting is scheduled for Friday, February 15th.
 - Senate Exec confirmed that meeting at 8am on Tuesday mornings still worked for everyone. Andrea will text Katie and make sure she could still meet on this day/time next semester. We will continue to hold Academic Senate meetings the third Friday of the month at 10am.
- ❖ **Flex activities and conferences** – Ron pointed out that there is a Flex day scheduled for Monday, Dec. 17th. He has reached out to the Diversity committee asking if they would be interested in compressing the information learned in the 2-day Equity conference that took place at COS earlier in the semester. The Diversity committee is not sure if they can use the materials provided to them during the conference but

would put something together. Ron is not sure how many faculty members are planning to attend this flex day.

- Jayne and Ron think that if you use Flex funds to attend a conference that you should report back to the college what you have learned.

❖ **“To do” list for March’s OER meeting/training** – Jayne has scheduled OER to do a workshop for the Academic Senate on March 15th from 9am to noon. Jayne thinks we need to reserve the ASC and laptops for faculty. We also need to arrange for the event to be catered. Neil offered to do the needed planning and arrangements for this event.

- Jayne has already arranged that part-time faculty who attend this event to be compensated. Administrators and Ryan from the bookstore are also interested in attending.

❖ **Schedule meeting for FANS** – Jayne would like the FANS committee to get together to discuss sending out holiday cards to faculty members. Jayne offered to order some cards from Vista print.

- Andrea will send out a request to members of the FANS committee (this includes Senate Exec, Hallie Coppi, and Alison Varty) to meet early next week at the Brewery.

D. Adjourned 8:50 am

