



**Academic Senate**  
College of the Siskiyous  
800 College Avenue  
Weed, CA 96094  
[www.siskiyous.edu/academicsenate/](http://www.siskiyous.edu/academicsenate/)

## **Academic Senate Executive Meeting Minutes**

August 18, 2016 (Convened at 8:00am) in DLC 01

**Attendees:** Chris Vancil (President), Bill Hirt (Vice President), Andrea Craddock (Secretary), Jayne Turk (Past President), Mike Graves (At Large), Sean Kenny (At Large)

### ***Approval of Minutes***

- ❖ No minutes were presented for approval

### ***Discussion Items***

- ❖ IEPI and Institutional Set Standards – Bart Scott came to the meeting to discuss the IEPI goals and Institutional Set Standards that were submitted to the Board and the Chancellor's office. In order to determine the Successful Course Completion trend line, he took historical data and did a linear regression. He compared COS data with state figures and found that they matched up pretty well except for an outlier year (2009) in COS data where there was an abnormally high completion rate. He "massaged" the data so that it matched more accurately with other COS data and state figures.
  - Completion rate was defined as those students who completed a degree/certificate or who transferred to a 4-year college/university.
  - Jayne Turk pointed out that these numbers are also used for Accreditation and Program Review. She was curious if these were "floor" numbers. Bart clarified that they were goals or aspirational figures.
  - Chris Vancil stated that next year this process should be faculty-driven. He already discussed with administrators that next year a committee would be formed with faculty members and Bart where they would work on these IEPI numbers together. It would then go to the Academic Senate and administrators for approval before being submitted to the Board. Chris thought this would provide more "buy in" from faculty members to adhere to the goals if they felt they were a part of the process of generating the IEPI numbers.
  - Sean Kenney expressed a need to document and standardize the process so that the method for generating the data would remain the same and consistent throughout time and across individuals. Bart clarified that the data used for calculations is provided by the Chancellor's office.

- Mike Graves thought the terms used in IEPI (e.g., “completion”, “unprepared”, “prepared”) should be defined and clarified for faculty members.
  - Bart also noted that there was a lack of communication between the administrators and faculty. Chris indicated that he is going to meet with each dean to express a need for more communication between administrators and faculty.
  - Bart also passed out a “scorecard” that compared COS with other small community colleges. Our FTES numbers are higher compared to most small community colleges
  - After Bart completed his presentation on the IEPI goals and Institutional Set Standards, he left the meeting.
- ❖ Student Learning Outcomes (SLO) Committee and Distance Education (D.E.) Committee
- Chris stated that Dr. Scott would like to form a SLO committee to assist faculty in writing outcomes and oversee the SLO process.
  - Chris also wanted to propose that the Distance Education Committee become a “standing” committee instead of an “ad hoc” committee.
    - Mike is concerned about how the D.E. committee is structured, its mission, etc... He would not support it becoming a “standing” committee in its current state.
      - Chris stated that the committee would be re-structured and its mission would be outlined and from there it would be re-formed with new members.
    - Bill Hirt stated that Nancy Shepard will be retiring on Oct. 7<sup>th</sup>. She is writing up a position for a D.E. coordinator. Bill will share this description with the Academic Senate.
- ❖ Planning Committee Restructuring – Chris said that this committee will be restructured so that it more faculty-driven. Dr. Scott is supportive of a more active faculty role in this committee because completion rates will become more tied to funding in the future.
- ❖ Committee Processes to Senate for Ratification - Chris stated that the Curriculum and Program Review committees are outlining their procedures for eventual ratification by the Academic Senate
- Mike stated that he is working on a Curriculum Committee handbook that details the committee’s processes.

### ***President’s Report***

- ❖ One Year Temporary Music Instructor – Andrea Craddock mentioned Chihara Sai was hired as a full-time music instructor a couple of days ago.
- ❖ One Semester Temporary LVN Instructor – LVN Instructor, Canada Ross, was hired by Cora Brownell, Director of Nursing, as a one semester temporary instructor. However, the proper HR procedures were not followed. The new V.P. of HR, Theresa Richmond, has assured Chris that correct hiring procedures will be done with this employee, as well as with all future hires in the future.

***Adjournment*** at 9:05am

