



Academic Senate

College of the Siskiyous

800 College Avenue, Weed, CA 96094

<https://www.siskiyous.edu/academicsenate>

Academic Senate Executive Council Minutes

Friday, February 23, 2024

11:00 am – 12:00 pm in DLC Rm #3

Attendance:

Josh Collins, JT Tarantino, Patrice Thatcher-Stephens, Michelle Knudsen, Jude Baldwin, Kirk Thomsen, Tyler Knudsen, Jayne Turk, Andrea Craddock, Ann Womack, Ron Slabbinck, Liz Carlyle

Convened at: 11:00 am

1) OPEN SESSION

2) OPPORTUNITY FOR PUBLIC COMMENT

There is a regular Board of Trustees meeting on March 19, and a special meeting on March 12.

3) APPROVAL OF MINUTES

Jayne Turk moved to approve the minutes from the February 12, 2024, meeting. Patrice Thatcher-Stephens seconded. The minutes were unanimously approved.

4) DISCUSSION AND ACTION ITEMS

a) AP Proposal Sheet – Michelle Knudsen and Josh Collins

The use of advanced placement (AP) exam credit for college credit at COS was reviewed. Students must score 3 or higher on an exam to earn credit. There is a need to apply credit from AP exams specific courses not just GE areas as we have been doing.

Michelle and Josh reviewed AP lists from a variety of California Community Colleges and created a proposed plan to equate AP exams with courses in our catalog. In cases where there were discrepancies among schools, Michelle and Josh reached out to faculty in those areas for a recommendation.

We are required to post the list on our website and in the catalog.

For some AP exams, we do not offer a comparable course where other colleges do.

This list will be updated every year in June by the Counseling Office.

Andrea and Michelle worked on the AP for this policy.

If we approve something locally that isn't approved by the UCs or CSUs, students won't get transfer credit for the course.

The course list will go to Senate for approval at the next meeting. Approval will also be sought for Counseling to update the document each year.

b) Non-Instructional Program Review – JT Tarantino

The non-instructional program review manual from Crafton Hills is being used as a template. The Library completed their program review using the template.

A program review schedule has been developed starting with exec areas. Program reviews will be completed every 4 years.

Who is the primary preparer of the program reviews? Directors and supervisors. The Student Services area is tricky due to its structure. JT will include an informational item about the role of the principal preparer.

The program review module in eLumen has been set up following the same template. The goal is to complete program review in eLumen for organizational proposes and for more seamless integration of assessment data. JT will provide one on one training for comprehensive program reviews.

Suggested modifications to the template included clarification of the 4 year cycle in the "closing the loop" question.

It would also be helpful to have access to the rubrics referenced in the Crafton Hills document.

What does efficiency mean in number 9? Efficiency is usually defined at the cost of faculty/staff and supplies divided by FTEs. Our efficiencies often aren't great because we are such a small college. Each area may need to create their own metrics.

Also in number 9, question about group dynamics is tricky and may not be appropriate for public facing documents. JT will remove.

Good questions under vision section. Swap 10 and 11 for better flow.

Is it necessary for goals to be prioritized? Language could be added to make it an option to not prioritize, if appropriate.

There are some things in the instructional program review template that include non-instructional areas. JT will work on clarifying that.

JT will continue to gather feedback from other constituency groups and bring back to Senate for approval.

c) Crafting an AI policy/approach for the EMP – JT Tarantino

JT is working with a consultant on the Educational Master Plan. They are going to use a model to outline the plan. JT will distribute current outline. Aside from the outline, what should be included?

AI should be included. There is opportunity for AI to help reduce equity gaps. We need to find common language for how AI fits into education at COS going forward.

Reviewed the AI statement that Senate worked on last semester. A section about use of AI in the workforce will be added and the statement will be brought back to the Senate for approval.

JT will distribute a survey to collect information about other items that should be included in the EMP.

d) Aligning Program Review with Budgetary Process – Kirk Thomsen

The budget process for hiring new faculty does not align with program review. We could move program review to the spring to shorten the timeline between faculty hiring requests that arise from program review and eventual hiring. We could receive program review data in the fall and complete it in the spring.

Some faculty want/need the summer to work on PR.

A dedicated flex day for assessment and program review in the fall would be helpful, especially programs that include a lot of disciplines since all faculty would be available to work together.

Could that flex day occur in spring instead? Discussions can occur in fall, leading up to writing of PR in spring. Those discussions are not likely to occur in the summer. Some work can be completed over winter intersession, if needed.

If faculty positions are requested in the spring, they can go through prioritization in the fall, and the budgetary process in the spring.

How does this align with curriculum updates? Fall is usually heavy for curriculum updates.

There is a need to reinstitute a PR committee, which could find solutions for these timeline challenges. The instructional program review manual also needs updating.

For some area, funding requests from PR are for items and supplies, not faculty or staff. For these areas, submitting PR before the spring budget cycle is helpful. Perhaps different

area could submit in different semesters. That would also spread out the workload for deans.

The final recommendation was to re-form the PR committee to look at timelines and other items related to PR. The committee would include JT, faculty, and other constituency groups. In addition to working on timelines, the committee would help clean up processes and remove barriers to PR.

5) OFFICER REPORTS

a) President

- i) Future interest in serving on Senate Exec – Andrea is not going to run for another term. Discussed options for the upcoming administration including faculty who have expressed interest and the idea of the President role being shared by two people.
- ii) ASCCC Spring Plenary from Thursday, April 18th to Saturday, April 20th at the San Jose Marriott – Andrea is intending to attend in-person. There was encouragement for both the outgoing and incoming Presidents to attend.

b) Vice-President

c) Secretary

d) At-Large

Adjourned at: 12:14 pm

Academic Senate Officers:

President: Andrea Craddock

Secretary: Ann Womack

At Large: Tyler Knudsen

Vice-President: Patrice Thatcher

At-Large: Jayne Turk

Past President: Ron Slabbinck

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