

COLLEGE OF THE SISKIYOU

INSTRUCTION COUNCIL MINUTES – MEETING #1

Monday, November 24, 2014

DLC 4 / RHSI 121

Present: Brian Busk, Neil Carpentier-Alting, Dave Clarke, Vickie Donaldson, Jenny Heath, Eric Houck, Steve Reynolds, Charlie Roche, Nancy Shepard, Greg South, Bob Taylor, Dennis Weathers

Absent: Dennis Roberts

Item 1. Role/Mission of Instruction Council

The Instruction Council Mission Statement is from 2003 and needs updating. It was determined that:

- Bullet #2 will be deleted
- Bullet #8, membership, will be updated
- Dr. South will make some revisions and e-mail the document to Instruction Council for review

Item 2. Instructional Equipment Request Form

This form does not tie into Program Review. Steve suggested that we use the Program Review module to request instructional equipment. However, we need to use the Program Reviews for this year, not last year, as last year's requests may not be relevant. In the Program Review module in CurricUNET, there is a form for resources requests (staff, equipment, etc.). We will need to ask people to complete these pages in the module. Using the Program Review resource request form will make Program Review relevant. The Deans should review the Program Reviews from their area, meet with their instructors, and develop a list of instructional equipment needs. That list will then come back to Instruction Council. The Instructional Equipment Request form could be used for items that come up unexpectedly that were not included in the Program Review document.

Item 3. Academic Calendar for 2015-2016

Academic Senate is not in favor of holding finals Tuesday-Friday. The lodges and the book store will become an issue and will need to be open on the Saturday following finals because we need to give the students the opportunity to check out of the lodges and return books to the book store. Also, the finals schedule would have to be revised to accommodate Tuesday-Thursday finals. Lastly, this gives the instructor one less day to turn in grades. The Senate's solution is to keep finals Monday-Thursday. This would make a total of 84 days for the fall semester. The spring semester would then have 86 days by moving spring planning day to a day before the start of the spring semester. The academic calendar will go to College Council before it goes to the Board in January.

- Item 4. New Faculty Request
Faculty requests will also be done through the Program Review process. After a list is developed, it will come back to Instruction Council. Requests for instructional aides can also be completed in the Program Review process. Dr. South will need to take a recommendation from this group to Scotty regarding requests for new faculty.
- Item 5. Overlapping Class Form
This item is tabled to the next IC meeting.
- Item 6. Meeting Day/Time for Instruction Council
Instruction Council meetings will be scheduled every week. For the remainder of the fall semester we will meet on Monday mornings at 8:00 a.m. If there are no agenda items, meetings will be canceled. The meeting day and time will need to change for the spring semester. Once Vickie has instructor schedules for spring, she will find the best day and time to meet; probably on a Wednesday or Thursday. Please turn in your instructor class / office hour schedule as soon as possible.
- Item 7. Other
No other items were discussed.

The meeting adjourned at 8:47 a.m.