

COLLEGE OF THE SISKIYOU

INSTRUCTION COUNCIL MINUTES – MEETING #2

Monday, December 8, 2014

DLC 4 / RHSI 121

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

Absent: Dennis Roberts, Charlie Roche

- Item 1. Approval of Minutes from Meeting 1
The minutes from meeting #1 were approved as read (Carpentier-Alting/Taylor). All in favor.
- Item 2. Draft of Revised Mission Statement
An additional bullet will be added to the mission statement that reads, “Makes recommendations to the Vice President, Academic Affairs concerning instructional issues.” Several items will be corrected or added to the membership bullet. Valerie’s title will be corrected to Associate Dean of Student Success, the Assistant Dean, Kinesiology will be added to the membership, and the spelling of kinesiology will be corrected in the last sentence. After Vickie makes these changes a revised document will be e-mailed to Instruction Council.
- Item 3. Update on Instructional Equipment Request
The Program Review process is behind schedule. The resources request page is working in CurricUNET. This is where equipment and staffing needs are addressed. The Program Review Committee timeline for completion of Program Reviews is Dec 18. The timeline is short because Instruction Council needs the information to make decisions. If the entire PR document cannot be completed by Dec 18, the resources request pages should be completed first and sent on to the Program Review Committee. Steve will send an e-mail to faculty today regarding the due date. Non-instructional areas will continue to use the old Instructional Request Form. Vickie will e-mail the form to IC. Greg will speak with Scotty about deadlines. The Deans should meet with their instructors and gather information on instructional equipment needs and the prioritized list will go to Instruction Council. The requests will be discussed early in the spring semester.
- Item 4. Update on New Faculty Hires for 2015-16
There may or may not be money in the budget for faculty new hires, but Greg would like to be prepared to make a recommendation to Scotty on new faculty needs. Greg would like the Deans to make a priority list of new faculty hires. This will be discussed at an Instruction Council meeting in the spring.

Item 5. Program Review Timeline for Instructional Equipment and New Faculty

Steve Reynolds will send an e-mail announcing a due date of December 18 for the Program Review document, which includes the resources request pages. However, since the timeframe is short, he will note that the resources request pages are the most important pages to complete and turn in by the deadline. Additional deadlines will come from the President.

Item 6. Overlapping Class Form

This item was tabled to the next meeting.

Item 7. Enrollment Management Plan / Summer and Fall 2015 Schedules

This item was tabled to the next meeting.

Item 8. Recruiting and Retaining Students.

This item was tabled to the next meeting.

Item 9. Criteria for Minimum Class Size

The goal is to have an average class size of 20. Classes enrolled at 15-20 students will go the Deans and faculty for a decision and classes enrolled between 12-15 will go to the VP for a decision. Four criteria were discussed to help make a determination on whether or not to cancel a course:

- Is the class needed for graduation?
- Is the class part of a sequence?
- Is the class part of the rotation?
- Is the class needed for ADT?

Chris believes the district should look at individual class size averages rather than institution wide averages before a low-enrolled class is canceled. He often has 35+ students in his classes. He would like to teach some of the lower-enrolled courses in his area rather than having the course canceled and being reassigned to a higher enrolled course.

We need to find the right time to cancel classes. Canceling too early doesn't give a class the chance to fill and canceling too late doesn't give our students time to modify their schedule with courses they need.

Departments should identify courses that should be archived and let their Dean know.

We need to look at a five-year history of a course to determine what the average class size is and decide, before we offer it to students, if it is okay to offer it at a lower enrollment.

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- Item 10. Reviewing/Approving Courses and Programs for ADT Deadline
This item was tabled to the next meeting.
- Item 11. Instruction Council Goals for 2014-15
This item was tabled to the next meeting.
- Item 12. Other
No additional items were discussed.

The meeting adjourned at 8:59 a.m.