

**COLLEGE OF THE SISKIYOU**  
**INSTRUCTION COUNCIL MINUTES – MEETING #3**

*Monday, December 15, 2014*

*DLC 4*

**Present:** Neil Carpentier-Alting, Dave Clarke, Vickie Donaldson, Eric Houck, Steve Reynolds, Dennis Roberts, Valerie Roberts, Charlie Roche, Bart Scott, Greg South, Bob Taylor, Chris Vancil, Dennis Weathers

**Absent:** Brian Busk, Jenny Heath, Nancy Shepard

Item 1.        Approval of Minutes from Meeting 2

The minutes from meeting #2 were approved as read.

Item 2.        Overlapping Class Form

On the Overlapping Class form the plan for making up the overlapping hours is currently set up by the student. Dennis R believes it should be set up by the instructor. Also add a spot for the instructor to initial each week's activity log. Vickie will speak with Meghan about making these changes to the form.

Item 3.        Enrollment Management Plan/Summer and Fall 2015 Schedules

Mike Graves has proposed that all faculty and the Deans and staff responsible for scheduling classes meet all afternoon on Planning Day, January 9, to work on developing the summer and fall 2015 schedule of classes. Part of our enrollment management plan is to get high school students enrolled in classes, adding new classes and programs, plus additional sports. Last year we added cross country and next year we will add men and women's varsity soccer. This year we have 248 student athletes enrolled, our highest number to date. We need to determine what the size of our institution should be and add classes that will get us to that size. Scotty is in charge of enrollment management. For the Planning Day activity we need to know what the goals are: Increase efficiency? Increase FTES? If we have a target number, has it been broken down by program or department? This would help determine which classes to offer. Our current fill rate is low because we offer too many courses. May need to form a task force.

Item 4.        Recruiting and Retaining Students

We need to determine why we lost 1,000 FTE, and how we can get these students back. One reason we have lost students is because we do not offer the courses they need, so they are taking online courses at other schools. Our online and videoconference enrollment has declined. Dave suggested doing a short survey for students who are enrolled in six or more units in face-to-face classes. The survey would ask if they are taking online classes, where they are taking the classes, and if they are not taking the class here, why not. The Recruitment and Retention Task Force is meeting this week. It may need more input from faculty and deans. Our website is not very attractive and doesn't help to recruit students. Chris does not believe a lot of our enrollment comes from Siskiyou County and we have lost Oregon students as well.

- Item 5.        Reviewing/Approving Courses and Programs for ADT Deadline  
Approval of curriculum is done through the Curriculum Committee and not through Instruction Council. Val has been working on the AD-T degrees. There is currently a hang-up with our courses because of CID approval. We offer more than the necessary courses for all of our AD-T degrees and we are in good shape. Faculty can help with this process if Val needs some help. They would like to see what Val is submitting. She will send out the information this week.
- Item 6.        Instruction Council Goals for 2014-2015  
Greg asked council members to think about this and send ideas to Vickie. This will be discussed at the next meeting.
- Item 7.        Other
- When a student takes a course at another school that we normally offer here, who evaluates the course when the student petitions to graduate from COS? Josh Collins is our evaluator. He review course outlines and CID should help him see if the course is comparable. The CID model should help curriculum as well.

The meeting adjourned at 8:52 a.m.