

**COLLEGE OF THE SISKIYOU**  
**INSTRUCTION COUNCIL MINUTES – MEETING #14**

*Friday, May 1, 2015*  
*Board Room*

**Present:** Brian Busk, Dave Clarke, Vickie Donaldson, Tim Frisbie, Steve Reynolds, Nancy Shepard, Greg South, Chris Vancil, Dennis Weathers

**Absent:** Neil Carpentier-Alting, Eric Houck, Dennis Roberts, Valerie Roberts, Bart Scott, Bob Taylor

- Item 1.        Approval of Minutes from Meeting 13  
A motion was made to approve the minutes from meeting 12 (Dave/Steve). No discussion. All in favor.
- Item 2.        Finals Schedule for Evening Classes  
Our finals schedule for evening classes is not specific and states, “Evening classes should hold their final during their regularly scheduled class session during finals week.” It states nothing about which class meeting the final should be held when the class meets more than once a week. Dave proposes that if a class meets more than once a week the final should be held during the first class meeting during finals week and meet for two hours. It is too late to implement this for fall semester, but we could have it in place for the spring semester. This item will come back to Instruction Council next fall after it gets worked out.
- Item 3.        Status of Program Review Process  
Steve distributed a list of the program review progress summary. Launched means the process was started through the approval pipeline, and accepted means it has been accepted by that particular group. Part of the reason the process has been delayed is because CurricUNET did not send Steve notices that particular groups had completed the review, so he did not send the program review on to the next approval step. Only ADJ has been approved all the way through the VP, there are three program reviews that have not been started at all, and PHIL does not yet have a “home”. All program reviews are missing equity data and every program review should have data regarding the number of students completing degrees and certificates. Bart will be working with people on non-instructional program reviews. The program review committee will be meeting later this afternoon.
- Item 4.        Facility Usage Update  
There is a board policy and an administration procedure regarding the use of facilities. The Council felt the procedure should be cleaned up and Dave will send Vickie his notes. Greg will talk to cabinet about this on Monday.
- Item 5.        SSSP Update  
Tabled to a future meeting.

Item 6. E-Write Assessment Tool  
E-write is an assessment tool in COMPASS. English instructors are dissatisfied with where the multiple choice questions are placing students in English. This summer students will take both the multiple choice assessment and the e-write assessment. This will help determine score cuts. The official roll-out of e-write will be for assessments for the spring semester. There have already been students who have taken the e-write assessment and it has placed them in a more appropriate English course. COMPASS is approved statewide, but there is currently no common assessment that everyone uses. The computer grades the writing assessment. E-write will be one of the multiple measures we use for assessing students. English instructors have had several discussions about e-write and have taken the assessment themselves. They are satisfied with what they've seen.

Item 7. Hawkes Math Software  
A disabled student filed a suit with the Office of Civil Rights and as a result we can no longer use the Hawkes math software because of accessibility issues. There are currently no other math software programs available that comply with accessibility issues. We can still teach online math classes, but we cannot use the software. Accommodations can sometime be made through DSPS. The changes we recently made to our procedure only addresses accessibility, not accommodation.

Item 8. Other

- Last IC meeting will be May 8 because May 15 is commencement.
- Accreditation – Steve will be sending out a draft of our self-study soon for feedback.
- VCR/VHS discontinuance – Tech Services will no longer support the VCRs in the classrooms beginning the fall semester. Instructors who use VHS tapes for their classes should check with the Library to see if it can be re-recorded to a new format or purchase a new version. Nancy will send out an e-mail to the campus to inform them of the change.
- Dennis Weathers is looking for part-time math instructors due to the retirement of Barb Odegard and Jerry Pompa.

The meeting adjourned at 2:55 p.m.