

# COLLEGE OF THE SISKIYOU

## INSTRUCTION COUNCIL MINUTES – MEETING #3

*Friday, October 2, 2015*

*Board Room*

**Present:** Brian Busk, Neil Carpentier-Alting, Vickie Donaldson, Tim Frisbie, Doug Haugen, Isaiah Olson, Steve Reynolds, Dennis Roberts, Bart Scott, Todd Scott, Bob Taylor

**Absent:** Dave Clarke, Eric Houck, Valerie Roberts, Nancy Shepard, Greg South

Item 1. Approval of Minutes from 9/18/15

The minutes from 9/18/15 were approved as read.

Item 2. Facilities Change Request for Mac Lab

Nancy Shepard has filled out the paperwork to move and dispose of equipment in McCloud 2 (Mac Lab). Some of the computers have already been relocated to Temp 30. Other equipment will go to various departments who have a need for it. Eventually, Temp 30 will go offline because we are overbuilt. Taking Temp 30 offline will alleviate issues we have with parking near the building and people smoking in the woods.

The current plan is to move the computer lab to the TV Studio (LRC 2). Todd toured the TV studio and believes there would have to be a lot of renovation done. He would like to find a different space on campus for the computer lab.

Item 3. Degree/Certificates

Todd distributed a list of degrees/certificates awarded in the last three years. The numbers ranges from 118 in Firefighter I to 0 in Welding. He would like to establish a 2-rotation of courses and needs input. There is some duplication on this list due to AD-Ts, which replaced some of the AAs. We need to determine why some of the programs are so low in awarding certificates/degrees and why students are not getting the awards. We may have to market program differently and perhaps award post-graduation.

The second list is a comparison on what students who applied said was their major and what classes they actually enrolled in. Financial aid requires that students choose a major when they enroll. The number registered in classes in their declared major is consistently lower than the number of declared majors. This may be more about the behavior of our students. Bart ran some numbers of first time students this fall. The numbers for fall 2015 were not available, but first time students in 2014 was 836 and first time students in 2013 was 872. This includes both FT and PT students. The number of continuing students in 2014 was 1356, compared to 1405 in 2013. The difference between these two numbers is the measure of persistence. Some students have graduated or

transferred to another school. We do not know if ISAs are included in these numbers. A huge enrollment gain is to increase the persistence rate, especially from fall to spring.

Todd is used to looking at data such as this and breaking it down by low and high producers. The top producers don't have to come up with an improvement plan, but the bottom producers do. We may be offering too many certificates/degrees/courses.

Bob met with Yreka High School and will get a list of classes that Klamath Community College is offering at YHS. There are 58 students enrolled. Todd will also be working on this.

Our distance education enrollment is declining. We need to look at ways to change that. Statewide, distance education enrollment increased by about 11%, whereas we decreased by about 3%.

Item 4.

Other

**New Course Syllabus** – Jayne Turk has been working on a course syllabus template. This came about as a result of the mentor-mentee meetings to help new faculty members. It was noted that number 5 on the sample course syllabus should contain the standard statement from DSPS regarding accommodations. The form was intended for new and part-time faculty; not everyone will have to use it. Give Todd any other input on this form.

Todd would like to update the faculty handbook to be more helpful to new faculty, especially since we will be getting three more faculty members in the spring.

**Noel Levitz** – This survey will be done in late October/early November. Students answers the questions based on importance and satisfaction. Questions 41-50 are questions that the college can ask. Anyone can propose a question. The survey does ask questions regarding financial aid and admissions and records. We will survey about 300 students. Some students will do the survey more than once.

The meeting adjourned at 11:54 a.m.