

## COLLEGE OF THE SISKIYOU

### INSTRUCTION COUNCIL MINUTES – MEETING #4

*Friday, October 16, 2015*

*Board Room*

**Present:** Brian Busk, Dave Clarke, Vickie Donaldson, Doug Haugen, Eric Houck, Steve Reynolds, Dennis Roberts, Bart Scott, Todd Scott, Nancy Shepard, Greg South, Bob Taylor

**Absent:** Neil Carpentier-Alting, Tim Frisbie, Isaiah Olson, Valerie Roberts

Item 1. Approval of Minutes from 10/02/15

The minutes from 10/02/15 were approved with the following changes: Item 4 – Other/New Course Syllabus. The first sentence should read, “Jayne Turk has been working on a course syllabus template”. Fourth sentence should read, “The form is intended for new and part-time faculty; not everyone will have to use it.”

Item 2. 2016-17 Academic Calendar

Executive Cabinet and Senate Executive Committee both reviewed the calendar and recommended February 10 as the Lincoln Day holiday. Instruction Council also approves the proposed calendar. There was a question regarding the placement of spring planning day and if it could be moved to the day after Easter. For this academic year, spring planning day will have to be held before the start of the semester so that we can reach 86 instructional days before Memorial Day. The academic calendar will also go to Student Services Council, College Council, and then to the Board.

There are some questions about registering, adding and dropping classes when we begin having students register for the entire year. These questions will need to be answered by someone in Student Services.

Item 3. Program Closure Procedure (Missing Components)

Procedure No. 4021 – Program Discontinuance is currently being revised and cleaned up. A draft will be presented at a future Instruction Council meeting.

Item 4. Follow-up of Online Part-Time Faculty Evaluations (when there is an issue)

When there is an issue with online faculty and it is reflected in the evaluation, we still continue to employ them. Todd has requested to review all of the last evaluations for part-time faculty. If they are not good, he suggests that they be evaluated again and review the improvement plan (if there was one). Part of this is also giving guidance to people who evaluate online instructors.

The one piece of online evaluations that we have not figured out is how to evaluate the course, rather than the instructor. Some courses are not constructed well for an online course. When people develop a class for online, no one really looks at it to see how well it

works in that format. It would be helpful to adopt a rubric that shows evidence of a well-constructed online course. Mike Roesch designed an evaluation for online courses that addressed more than the instructor. This was discontinued when the Senate requested that all courses and instructors use the same evaluation instrument.

Part-time instructors are evaluated the first semester they teach and then at least once every six semesters that they are employed. There could be a link between our evaluation process for online classes and the decrease in distance education enrollment.

- Item 5. Instructional Resource Requests from 2014-15 Program Reviews  
Steve extracted the resources requests for equipment, facilities and faculty/staff CurricUNET. This is only the instructional requests and does not include non-instructional requests from the Library, ASC and Tech Services. From this list Instruction Council typically creates a priority list of instructional equipment and new faculty. Instructional equipment should be done by December, but the faculty requests should be done sooner so we can go out for faculty in January. Todd will speak with Nancy Miller about this.

For instructional equipment, Todd would like to come up with some recommendations with a few other people and then bring it back to Instruction Council. Last year, we pulled out a couple of big ticket items and then funded the remainder of the requests.

Instruction Council would like a set of principles for prioritizing items.

- Item 6. Spring 2016 Schedule  
The current spring 2016 was distributed. A faculty member is concerned about the reasoning behind changing times/days of classes. The Dean notified them of the change, but they did not have the opportunity to defend the day/time of the class.

There will be changes to the schedule before it is published. Let Todd know of any major issues.

- Item 7. Other  
Revised Final Exam Schedule – Vickie pulled about 30 student schedules and plugged their classes into the revised final exam schedule. There does not appear to be an issue. We will begin using the new exam schedule spring 2016.

The meeting adjourned at 11:59 a.m.