

## COLLEGE OF THE SISKIYOU

### INSTRUCTION COUNCIL MINUTES – MEETING #6

*Friday, December 11, 2015*

*Board Room*

**Present:** Neil Carpentier-Alting, Dave Clarke, Vickie Donaldson, Tim Frisbie, Doug Haugen, Isaiah Olson, Steve Reynolds, Dennis Roberts, Bart Scott, Todd Scott, Nancy Shepard, Greg South, Bob Taylor

**Absent:** Brian Busk, Eric Houck

Item 1. Approval of Minutes from 11/13/15

The minutes from 11/13/15 were approved as read. All in favor.

Item 2. Follow up on Items from Meeting 5

a. Administrative Procedure 4021 – Program Discontinuance – Todd has not updated AP 4021 yet.

Item 3. IC Role in the Program Review Approval Process

GoverNet currently sends e-mails regarding program reviews to Instruction Council members for approval. Some people were not able to access it. The Program Review Committee is discussing who should receive the e-mail notification from GoverNet. Eric Houck has been working with GoverNet on reporting mechanisms and eliminating the need for program reviews to go to all IC members. Once that is worked out, the reporting should be better.

Todd would like a 1-2 page synopsis to go to IC to inform us about resource requests and the rationales. Bart is going to be added back to the Program Review Committee.

Item 4. Summer 2016 FTES

Todd would like to strategize on how summer 2016 can help us meet our cap.

- How much FTES did we carry over from last summer
- How many classes do we need for summer
- What classes should be carried over into 2016-17

This will be looked at in January.

Item 5. Prioritize Instructional Equipment Requests

Non-instructional program reviews were not included on the resource request list, so Nancy Shepard prepared a list of technology needs. Items that are under \$400 with a useful life of over a year should not be on this list. These kinds of items can be purchased through other funding sources. The instructional program reviews are listed with a level of need. The priority will be: mandated, essential, critical, desired. We should also consider how many students the equipment will serve, although this may not be relevant in all cases.

Todd asked that IC rank the 38 requests 1-38, but the Council was not comfortable doing that. Instead, Todd will meet with the Deans

and they will go through the lists and determine what can be purchased with a grant, what's not needed, other funding sources, etc. If a request is deleted, there should be some rationale. The lists will be ranked and the list will come back to IC, and then move forward to the next step.

Item 6. Prioritize New Faculty Requests

Todd will meet with the three instructional Deans and they will discuss and rank the new faculty requests. This needs to be done as soon as possible so that we can advertise for new faculty early next year.

Item 7. Dual Enrollment

Todd has been visiting local high schools to determine which classes they would like COS to offer for their students. He also visited Shasta College and found out how they handle dual enrollment with the high schools. Shasta College pays the credentialed high school teacher \$300 to teach the college class, and the teacher is not an employee of the college district. The course is delivered at the high school and the students are getting credit for both high school and college. Shasta does about 177 classes per semester. Their data shows that those high school students who later attend Shasta come in at a higher level than those students who do not take dual enrollment classes.

- The high school teacher will meet minimum qualifications
- These classes will be in our schedule and be open to everyone
- How do we know that the class will meet the rigor of a college class? The classes will be evaluated by college instructors to ensure we have some control over the class.
- The college instructor and high school teacher will need to meet and coordinate the class, using the same book, same course outline, same learning outcomes, etc.
- We do not currently have that many Siskiyou County high school students attend COS, but dual enrollment may help
- We need to be selective about what is offered at the high schools. The classes may be more general education classes.
- Local high schools are requesting CTE classes and they don't have teachers who are qualified to teach college classes.
- Sports interfere with the evening videoconference classes we offer at the high schools now.
- Currently, we can only offer videoconference classes to Happy Camp and Modoc during the day.
- Todd is doing what he can to respond to the high school requests. COS has a reputation for ignoring the high schools and the high school students. High school principals have called and had conversations with COS administration, but nothing has been done.

- Dual enrollment has been going on in California for a long time and it appears to be a win-win situation because we get apportionment and have a presence in the community.
- College instructors are concerned that the course maintain college rigor, that we need to keep some oversight over the classes, and be able to evaluate the high school teachers/courses.
- We may offer 10-15 classes and probably ½ would be CTE classes.
- If we don't do this, some other college will.

Item 8.        Other  
No other items were discussed.

The meeting adjourned at 12:35 p.m.