

## COLLEGE OF THE SISKIYOU

### INSTRUCTION COUNCIL MINUTES – MEETING #11

Monday, April 25, 2016

Board Room

**Present:** Neil Carpentier-Alting, Dave Clarke, Vickie Donaldson, Tim Frisbie, Bill Hirt, Eric Houck, Steve Reynolds, Dennis Roberts, Valerie Roberts, Bart Scott, Todd Scott, Nancy Shepard, Bob Taylor

**Absent:** Doug Haugen, Isaiah Olson, Greg South

- Item 1.        Approval of Minutes from 4/11/16  
The minutes from the meeting on 3/14/16 were approved as read. Dave requested that we have an on-going agenda item to address and follow-up on items from the last meeting.
- Item 2.        AP 4105 – Distance Education  
Academic Senate requested that this item be pulled from the agenda. They will review the procedure and it will come back to Instruction Council next fall.
- Item 3.        AP 4021 – Program Consolidation/Discontinuance  
Todd distributed Section 78016 from Ed Code to help answer the questions regarding this procedure from the last meeting. The questions arose regarding the information under the Vocational and Occupational Training Programs.  
Bullet #1 – how much of the language comes from CA Ed Code and how much from other sources? *The language comes from Ed Code.*  
Bullet #2 – is the labor market demand a county, state, national or global demand. *Ed Code says it is the state-local LMI or other available sources of LMI if state-local is not available.*  
Bullet #3 – Do programs have to meet all 3 requirements or just some of the requirements. *Ed Code says programs must meet all three requirements.*  
STEP (Siskiyou Training and Employment Program) is the new PIC (Private Industry Council) that is mentioned in Section 78016. Our students often move to Oregon for work and California doesn't count that employment information. It was MSP (Clarke/Reynolds) to add "all of" to the first sentence of the last paragraph under Vocational and Occupational Training Programs (Any program that does not meet *all of* the requirements of 1-3 above....) and to approve the procedure. 10 in favor, 1 opposed. This will go to College Council.
- Item 4.        Office 2016 for Classroom Instruction  
We are still using Office 2010 in the classroom, but have had a request to upgrade to Office 2016. Eric is not sure if Mike Graves' request is for just for Temp 30-102 or the computer labs as well. Installing the software in Temp 30-102 would force the students to use that lab only if they wanted to use the latest version of Office.

If we expand this to offices and classrooms/labs, everyone will need to be trained. Eric would like to install it across campus, but the fall timeline is an issue. In the past, classrooms/labs have been upgraded before office computers are upgraded, but Eric would like to see both classrooms/labs and office upgrades pretty close together. The campus is currently moving away from Windows 7 to Windows 10. The computers on campus should support Windows 10 and Office 2016. He asked that IC recommend that the campus migrate to Office 2016 and forward the recommendation to Tech Council. It was MSP (TScott/Taylor) to upgrade instruction to Office 2016. Eric will notify Technology Council.

Item 5. Other

- Final exam schedule – The final exam schedule for fall 2016 and spring 2017 was published in the schedule of classes. The exam schedule changed somewhat from the version that was presented to IC at the April 11<sup>th</sup> meeting. Dr. Scott tested out the new final exams schedule with a mock student schedule and did not run into any conflicts.
- Committee evaluation form – Steve and Dave made recommendations to Scotty last year.

The meeting adjourned at 2:38 p.m.