

COLLEGE OF THE SISKIYOU

INSTRUCTION COUNCIL MINUTES – MEETING #12

Monday, May 9, 2016

Board Room

Present: Neil Carpentier-Alting, Dave Clarke, Vickie Donaldson, Tim Frisbie, Bill Hirt, Steve Reynolds, Bart Scott, Todd Scott, Greg South

Absent: Eric Houck, Isaiah Olson, Dennis Roberts, Val Roberts, Nancy Shepard, Bob Taylor

Guest: Melissa Green

- Item 1. Approval of Minutes from 4/25/16
The minutes from the meeting on 4/25/16 were exquisite and approved as read.
- Item 2. Senate Election Results
Academic Senate election results for 2016-17:
Academic Senate President = Chris Vancil
Vice President = Bill Hirt
Secretary = Andrea Craddock
At large = Mike Graves and Sean Kenny
- Item 3. Committee Evaluation Form
Todd will fill in the form and e-mail it to IC for feedback. Next year this form will be more of an evaluation. Dave suggested the form be revised by College Council over the summer or fall so that it's ready for committee input in the spring.
- Item 4. Academic Dishonesty/Classroom Behavior
Melissa developed this document from our policies and procedures. When finalized this document will be placed on our website and in appropriate publications. It is not new information, just all of the information gathered in one place. Dave thought this should be posted in each classroom, perhaps in poster form, or at least one poster in each building. The list of student rights should be posted alongside this information. We have missed the opportunity to include it in next year's student handbook. The following suggestions were made:
- Step 3b on the flow chart – where does it go from there?
 - First page, 6th bullet – remove “unacknowledged” and replace with “uncited”. The AP this information was pulled from will need to be looked at.
 - It would read better if worded more positively.
- Instruction Council recommends that this move forward to the next level.

Item 5. Follow-up Items

AP 4015 – Distance Education – This AP needs to go to Academic Senate and is tabled to next year. The Senate would like to review all of the Aps to figure out which APs should go to the Senate first. It has not been formally proposed to make the Distance Learning Committee a sub-committee of Academic Senate.

Item 6. Other

Next meeting: Instruction Council will meet on Monday, May 23. This will be our last meeting of the year.

Noel-Levitz: Bart has been administering the N-L survey in some classes. A few instructors have not gotten back to Bart to let him know when he can come to class to distribute the survey. He will be sending an email to the Deans asking for assistance.

FTE Project: Bart distributed a list of programs and the FTE each generated over the past five years (fall/spring only and does not include ISAs). The information for 2015-16 is incomplete and is not included in this data. Overall, there has been a 22% decline in FTEs. Over that past five years COS has discontinued nine programs and has not started any new programs which accounts for some of the loss of FTEs. The core classes (math/English) show the most decline. The programs that show an increase in FTEs may have increased due to a higher number of online students, the instructor teaching the class, etc. This spreadsheet helps to answer where our FTES disappeared from, but not why. The information will be useful to the Enrollment Management Committee. There was a suggestion to separate PEMA/PEAC into two distinct programs.

The meeting adjourned at 2:48 p.m.