

## COLLEGE OF THE SISKIYOU

### INSTRUCTION COUNCIL MINUTES – MEETING #6

*Friday, March 3, 2017*

*Board Room*

**Present:** Jude Baldwin, Neil Carpentier-Alting, Dave Clarke, Vickie Donaldson, Elaine Eldridge, Tim Frisbie, Bill Hirt, Bart Scott, Todd Scott, Greg South

**Absent:** Cora Brownell, Eric Houck, Dennis Roberts, Valerie Roberts, Bob Taylor

**Guest:** Chris Vancil

Item 1.        Approval of Minutes

Bill gave Elaine some dates for the classes that were mentioned in Item 4. Item 4, second sentence Anatomy will be changed to Microbiology. The minutes were approved with the revision.

Item 2.        365 Registration

Dave believes we lost students because of the 365 registration. He commented that only 11 of the original 24 students registered for Physiology for spring were still in the class when it started. There is value to setting a schedule a year in advance, but it doesn't have to be open for students to register for the entire year. Neil believes that letting students register a year in advance has helped fill his program. It also helped physics. We had to add another section of PHYS 1001. Reg 365 is an opportunity to increase enrollment. The original point was to allow students to set their schedule for two semesters. Todd would like a two-year schedule, but maybe not let students register that far out. Todd would like to get away from the printed schedule and printed catalog. It's turned into a legal document, rather than a marketing piece. Reg 365 helped with printing costs; we only had to print one schedule. We don't believe that the printed schedule and catalogs are an accreditation requirement. Bill thinks there should be benchmarks to see if Reg 365 is successful. Academic Senate will discuss. Bart believes this will come back to him for further research.

Item 3.        Program Review Timeline

The program review timeline was developed by the Planning Committee and was briefly presented at Instruction Council at the last meeting. This timeline will line up with the existing budget process. It will get all of the input into the process before budgeting really begins. Dave asked if the instructional equipment requests will be included in this process. How do people request funds for something that is needed after the budget process is closed in the fall? Nancy Funk has said there is way to do this, but it will not be a part of the program review process. Todd made a proposal to the union to provide funding for four faculty members to work on the program review process and SLOs (2 each). He has not heard back yet on whether or not the proposal was accepted. If approved, this will be funded through IEPI.

Item 4. Finals Schedule

Because we are moving to a compressed calendar, the finals schedule will have to change. Two options were presented, one with the finals beginning at 7:25 am and the other with the finals beginning at 8:00 am (the current schedule). Some members thought it would be better to start on the hour and some thought it would be better to start at 7:25 am and get students used to the new start times. It may be against the weekly census rules to have a 2-hour final, so it may have to change. Bill will take this to the Senate Exec committee for discussion. No decision was made at this time on which finals schedule to use.

Item 5. F vs W Grade

Bart distributed a grade distribution spreadsheet. The first column represents the semester before we pushed for students to withdraw from a class they were failing. The next three columns represent the semesters we informed that students about F vs W, and the number of F's was trending down. The last column represents last fall when we did not inform students about F vs W and the number of F's increased. The statewide average is more W's than F's. It helps our FTEs to assign W's instead of F's. Instructors should let students know when the last day to withdraw from class if they are not doing well in class. Bart would like to get this institutionalized. Students don't understand how this will affect their grades and academic standing. Dave believes COS is different because we have a lot of athletes and they believe if they show up for class they are doing okay and will pass, plus they hold themselves to a lower standard. They believe a "D" is acceptable. Tim said the coaches try to stress the GPA as much as possible. To remain eligible to play, athletes need 24 units and a 2.0 GPA.

Item 6. Special Studies Petition

Todd asked for suggestions to change this form.

- Add "winter" to semester to be taken line
- Add "1" or "2" units to units line
- "Reasons you plan to enroll...." and "What is your prior academic experience..." may not be needed on this form
- "Please describe in the detail the project..." should be filled out by the instructor rather than the student
- Add "1 unit = 48-54 hours" and "2 units = 96-108 hours" to "How many hours will be required...."
- On the 2<sup>nd</sup> page, delete "SLO" from SLO Assessment
- This form may have been created by A&R rather than Instruction
- This form will go to Student Services Council for input and may come back to Instruction Council.

Item 7. Other

Compressed calendar – we had a flex day on May 18 and then had classes resuming after that date. The Chancellor's Office let us know that flex days have to be outside of the primary term. So, the calendar was changed to start spring on Jan 30 and the flex day will be Jan 29. May 18 will be an instruction day.

The meeting adjourned at 1:37 p.m.