

**COLLEGE OF THE SISKIYOU**  
**INSTRUCTION COUNCIL NOTES – MEETING #8**

*Friday, March 16, 2018*

*Board Room*

**Present:** Jude Baldwin, Cora Brownell, Neil Carpentier-Alting, Dave Clarke, Vickie Donaldson, Elaine Eldridge, Bill Hirt, Dennis Roberts, Valerie Roberts, Bart Scott, Todd Scott, Chris Wehman

**Absent:** Zack Zweigle

Item 1.        Approval of Minutes from February 16, 2018

The minutes from the meeting on February 16, 2018 were approved as read. Instruction Council is not a Brown Act committee and from this point forward discussion at the meeting will be called notes rather than minutes.

Item 2.        Administrative Procedures/Board Policies

- A. AP 4026 – Philosophy and Criteria for International Education (no corresponding BP) – change the first sentence to read , “It is within the mission of the ....”. Okay to forward to College Council with changes.
- B. BP 4030 – Academic Freedom (no corresponding AP) – Todd reviewed this BP with Chris Vancil who okayed the BP. However, some minor changes were made to the first paragraph and item II and the changes will be forwarded to Chris for Senate Exec review.
- C. AP/BP 4060 – Delineation of Functions for Adult Education – minor changes made to the second paragraph of AP 4060. Okay to forward to College Council with changes. The title for BP 4060 will be changed to match the tile for AP 4060. Noncredit continuing education will be replaced with adult education in the second line of the text. Okay to forward to College Council with changes.
- D. AP/BP 4070 – Course Auditing and Auditing Fees – Ed Code sets the fees for auditing classes. AP 4070 has minor changes to bullets under the Application Process, Required Approvals and Fees and Refunds headings. Okay to forward the AP to College Council with changes. No changes to BP 4070. Okay to forward BP 4070 to College Council.
- E. AP 4100 – Graduation Requirements for Degrees and Certificates – Moved comma under bullet 4 on page 1, deleted “a” in first paragraph, and added an “s” to Admissions and Records in the second paragraph. Okay to forward to College Council with changes.
- F. AP 4101 – Independent Study/Special Studies Course (no corresponding BP) – Added “(CRN)” to item 2, second sentence and changed wording on item 2, third sentence. Okay to forward to College Council with changes.
- G. AP 410 2- Career and Technical Programs (no corresponding BP) – Replace “procedures” with “written protocols” in the second paragraph. In the Development Process table the description for No. 1 was changed, “student recruitment” was added to the description in No. 2, “sun shined” was made one word in No. 2.1, “Learning Council” was changed to “Instruction Council” in No. 3 and the Library was added to

No. 3. TLC was removed from No. 4.3 and 4.17. Okay to forward to College Council with changes.

- Item 3. . 2019-2020 Academic Calendar  
Todd would like the academic calendars to be included in the Faculty Bargaining Agreement. This is a first review of the 2019-20 calendar. It will come back to Instruction Council again.
- Item 4. Update on Final Exam Schedule  
This item was tabled to the next meeting.
- Item 5. Other  
No other items were discussed.

The meeting adjourned at 1:32 p.m.