

**COLLEGE OF THE SISKIYOU
INSTRUCTION COUNCIL NOTES – MEETING #4**

Friday, October 12, 2018

Board Room

Present: Jude Baldwin, Cora Brownell, Vickie Donaldson, Zack Zweigle

Absent: Neil Carpentier-Alting, Elaine Eldridge, Katie Gale, Jesse Mullin, Dennis Roberts, Valerie Roberts, Stephen Schoonmaker, Bart Scott, Chris Wehman

Item 1. Approval of Notes from September 28, 2018

The notes from the meeting on September 28, 2018, were approved with changes to Item #3.

Item 2. Administrative Procedure/Board Policy List

Dennis, Mark Klever and Zack met with Dr. Schoonmaker and decided that they would each take some of the Academic Affairs procedures and policies, compare our procedure/policy with the League language and check with people that may be involved with each procedure and policy. They will review and make changes and then forward them to Instruction Council for review.

Item 3. Administrative Procedures/Board Policies

This item was tabled to the next meeting.

Item 5. Other

AP/BP 4106 – Nursing Programs: Cora is still researching the regulations that pertain to the procedure/policy. Zack suggested that Cora look at other schools to determine how they have written this AP/BP, and use their language if appropriate, as a template. We can refer to the nursing handbook in our procedure instead of listing all of the details. We can also delineate, if necessary, certain elements into new procedures.

New LSP: Jude met with other committees/councils and presented information on the new LSP. We are moving forward with the contract to switch to the new software. The contract is being circulated for signatures.

The meeting adjourned at 11:15 am.