

**COLLEGE OF THE SISKIYOU  
INSTRUCTION COUNCIL NOTES – MEETING #6**

*Friday, February 15, 2019  
Board Room*

**Present:** Jude Baldwin, Carole Bogue, Cora Brownell, Liz Carlyle, Vickie Donaldson, Debbie Dutcher, Elaine Eldridge, Katie Gale, Mark Klever, Kim Parham, Nathan Rexford, Dennis Roberts, Valerie Roberts, Zack Zweigle

**Absent:** Tyler Morrison, Chris Wehman

Item 1.        Approval of Notes from November 9, 2018

The notes from the meeting on November 9, 2018, were approved as read. All in favor.

Item 2.        Administrative Procedures/Board Policies

a. **AP 4020 – Program and Curriculum Development:** The following changes were recommended—

- For all AP's, the Responsible Office will be changed from Academic Affairs to Instruction
- Under Introduction/Credit, 2<sup>nd</sup> bullet—change 18 to 16
- Under Introduction/Credit, 3<sup>rd</sup> bullet—delete this bullet
- Under Introduction, last paragraph, 2<sup>nd</sup> sentence, change 18 units to 16 units
- 2<sup>nd</sup> page, under New Program Initiation, 4<sup>th</sup> sentence, add (PCAH)
- 3<sup>rd</sup> page, under Non-substantial Changes to Existing Programs, 3<sup>rd</sup> paragraph, change Instructional Services Office to Instruction Office
- 3<sup>rd</sup> page, under Program Status Change, 4<sup>th</sup> paragraph, change Instructional Services Office to Instruction Office

Motion to approve the AP with the changes above and forward to College Council (Zweigle/VRoberts). All in favor.

b. **BP 4020 – Program and Curriculum Development:** The following changes were recommended—

- Under Subject, change title to Program, Curriculum and Course Development
- 2<sup>nd</sup> page, 1<sup>st</sup> paragraph, capitalize Title 5
- 2<sup>nd</sup> page, under Credit Hour, 2<sup>nd</sup> paragraph, capitalize Title 5

Motion to approve the BP with the changes above and forward to College Council (VRoberts/Baldwin). All in favor.

c. **AP 4021 – Program Discontinuance:** The following changes were recommended—

- For all AP's, the Responsible Office will be changed from Academic Affairs to Instruction

Motion to approve the AP with change above and forward to College Council (Rexford/Gale). All in favor.

d. **AP 4022 – Course Approval:** The following changes were recommended—

- For all AP's, the Responsible Office will be changed from Academic Affairs to Instruction
- Under Criteria for Course Development and Approval, 1<sup>st</sup> sentence, add (PCAH)
- Under Criteria for Course Development and Approval, 2<sup>nd</sup> paragraph, delete apostrophe after Colleges'
- Page 2, item d, change Office to Officer
- Page 2, item C, delete "a" in second line
- Page 2, item III. New Community Services Offerings, 7<sup>th</sup> bullet, add /President
- Page 3, in heading, change Page 2 to Page 3
- Page 3, 2<sup>nd</sup> paragraph, add (PCAH) to second line of sentence

Motion to approve the AP with the changes above and forward to College Council (Eldridge/Klever). All in favor.

e. **BP 4030 – Academic Freedom:** The following changes were recommended—

- Under I. Principles, delete item D

Motion to table the BP to the next meeting (Zweigle/Gale). All in favor.

- f. **AP 4237 – Transfer Credit:** This AP was tabled to the next meeting.
- g. **AP 4240 – Academic Renewal:** This AP was tabled to the next meeting.
- h. **BP 4240 – Academic Renewal:** This BP was tabled to the next meeting.
- i. **BP 4260 – Prerequisites, Corequisites and Advisories:** This BP was tabled to the next meeting.
- j. **AP 4260 – Prerequisites, Corequisites and Advisories:** This AP was tabled to the next meeting.
- k. **AP 4610- Instructional Service Agreements:** This AP was tabled to the next meeting.

Item 3. Other

Academic Calendar for 2019-2020: Nathan presented some information on the effectiveness of the compressed calendar when compared to the traditional 18-week calendar. His data thus far indicates that units attempted, success rates and completion rates show no discernible difference between the 16- and 18-week calendars. However, he pointed out that we have not been on the compressed calendar long enough to make a determination if it hampers or helps FTE production. Some overall observations include:

- Student headcount has been decreasing overall
- FTES are in decline and have been consistent
- He did not look at GPA
- Changes in curriculum and faculty effect outcomes

- For the two winter intersessions the average number of units attempted went down during the 2<sup>nd</sup> intersession, but the headcount was up. Success rates track slightly lower, but most of the classes were offered online and online success rates are lower.
- The compressed calendar concentrates student hours and classes into four days, rather than five or six
- We don't utilize Fridays or Saturdays very well
- Most people don't have an issue with the compressed calendar, but rather how it's used
- Zack recommended that we develop the 2020-2021 academic calendar and have it approved before the end of the spring semester

Motion to approve the academic calendar and forward to College Council (Rexford/VRoberts). All in favor. Academic Senate and Faculty Association will need to hold special meetings to make a decision and provide input on the calendar before the College Council meeting on Wednesday, February 27. The calendar will go to the next Board meeting, on March 5.

The meeting adjourned at 12:31 pm.