

**COLLEGE OF THE SISKIYOU**  
**INSTRUCTION COUNCIL NOTES – MEETING #10**

*Friday, April 26, 2019*

*Board Room*

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

**Absent:** Mark Klever, Tyler Morrison, Chris Wehman

**Guest:** Regina Weston

Item 1.        Approval of Notes from April 12, 2019

Motion to approve the notes from the meeting on April 12, 2019 (Rexford/Baldwin). All in favor.

Item 2.        AP/BP 4025 – Philosophy and Criteria for Associate Degree and General Education

Motion to approve AP/BP 4025 (DRoberts/VRoberts). Dr. Bogue commended Katie on writing and revising these documents. These documents also went to Curriculum Committee.

AP 4025 – During discussion of AP 4025 Nathan questioned why items 3 and 4 on the second page were noted as informational item only. It seems as though they should be a part of shared governance. We do need to follow the process for reviewing and revising APs and BPs. If this AP passed as stated, it could not be discussed at Instruction Council and College Council again. The notation could be there because this is a 10 + 1 issue. If this is the case, there is no need for AP 4025, just BP 4025. We need to determine if the AP is required by the League. The motion was amended to return AP 4025 to the Senate Executive committee to determine its relevancy as an AP (Zweigle/Rexford). All in favor.

BP 4025 – Motion to send BP 4025 to Senate Executive committee for review in light of changes to AP 4025 (Rexford/Zweigle). All in favor.

Item 3.        Campus Wide Standing Committee Form

Some ideas were submitted for the committee goals for next year. There is a Survey Monkey survey asking for input from the Instruction Council members and it will be reviewed for more input to add to this document.

Item 4.        Student Equity and Achievement Plan

Val and Regina presented the SEA plan. There are three separate components to the plan – SSSP, Basic Skills, and Student Equity. Each of these components used to have their own separate plan and funding, but they have been combined into one plan and one pot of money. Data was provided by the Chancellor's Office and was used to evaluate which groups are disproportionately impacted. Small cohorts factored into the

- Item 4. Student Equity and Achievement Plan-(Continued)  
evaluation. Retention, from fall to spring, is substantially different. They needed to figure out where to direct interventions. They chose groups that could be impactful for the overall population. Veterans are not delineated by gender. FIELD and ISAs are sometimes included in the data and can skew our numbers.
- The budget only reflects the student equity dollars and indicates that a lot of the money is tied to salaries and benefits. But there is a lot of money left for other things. The money can be carried over for one year, so we have two years to spend the funds. We receive a minimal amount of money for both SSSP and Basic Skills. A new funding formula may be established for the entire allocation.
- Item 5. Full-Time Faculty Hiring Process  
Dr. Schoonmaker charged instruction with developing a process to identify full-time faculty hires. This is a draft of the process, and is based on what other schools do. The process will begin in September and the number of positions to fill will be a budgetary decision. The full-time faculty committee may have to reconvene in the spring because of a notice of intent to retire or a resignation. Positions should be advertised by April. The full-time faculty committee task is to prioritize faculty needs, not hire the new faculty. Non-instructional faculty are not represented in this group, so a non-teaching faculty member should be added. Also, the program review timeline does not match up with the hiring process. However, CQIPS can be produced at any time during the year.
- Item 6. Academic Senate Full-Time Faculty Prioritization  
The Senate as a whole ranked the seven faculty positions that came forward from the CQIPS.
- Item 7. Excused Withdrawal Memo  
The Chancellor's Office has added a new grading symbol, Excused Withdrawal (EW), which will permit a student to withdraw from a course for reasons beyond their control. The EW grade is not included in the GPA calculation, and can be used for one course or all courses in a term. The grading symbol will be used starting Fall 2019. We are not sure how this will affect the eligibility of athletes who were full-time and then take an EW. Right now, a W or FW notation on an athlete's transcript counts towards their full-time student eligibility. Criteria should be established for this designation.

- Item 8.        Certificates  
Certificates of achievement are 16 units or more. Noncredit certificates are called certificates of completion or certificates of competency. We don't have a title for local certificates of 4-6 units, but they can be called certificates of proficiency. The police academy students do not receive a certificate of achievement, but do receive POST certification. Once we decide on titles of certificates, it needs to be stated in our catalog. Email your ideas to Carole.
- Item 9.        Interstate Passport  
This item has also been to College Council. Interstate Passport is a certificate of achievement. It can be used for transferring to other schools in the Interstate Passport network. The Interstate Passport will be on the agenda at the next Board meeting and will then go to the Chancellor's Office. After that it can be added to the catalog.
- Item 10.       Other  
No other items were discussed.

The meeting adjourned at 12:21 pm.