

COLLEGE OF THE SISKIYOU

INSTRUCTION COUNCIL MINUTES – MEETING #5

Friday, November 13, 2015

Board Room

Present: Dave Clarke, Vickie Donaldson, Tim Frisbie, Eric Houck, Steve Reynolds, Bart Scott, Todd Scott, Greg South

Absent: Brian Busk, Neil Carpentier-Alting, Doug Haugen, Isaiah Olson, Dennis Roberts, Valerie Roberts, Nancy Shepard, Bob Taylor

Item 1. Approval of Minutes from 10/16/15

The minutes from 10/16/15 were approved as read. Dave asked that we follow-up on items listed in the minutes by reporting on them at the following meeting.

Item 2. Administrative Procedure 4021 – Program Discontinuance

This is a draft that will need to go back to Academic Senate for further discussion. The following items were discussed:

Page 1/Paragraph 1 / Item 2 – This needs to be re-worded. The way it's worded now, there is a potential to close a healthy program to divert the resources to another program.

Page 1/Paragraph 3/Sentence 1 – Delete, "The Program Review Committee" and "the faculty". What is this based on? Need rationale and who decides if it moves forward.

Page 1/Analysis, Qualitative Data – These items could all be reasons to improve the program, not to discontinue it. Through all this analysis, the committee will decide one of 3 outcomes: Continue the program, Continue the program with conditions for improvement, or Discontinuance.

Page 2/Analysis, Quantitative Data – This would be like a "closer look" program review completed by someone other than the department. Sort of a "show cause" program review. The review should be requested by the VPI or administration, not faculty. They need to look at the last few program reviews to see what the faculty said about the program. Need to have a reason to request an "in-depth" review. The review should determine if the program is salvageable or not and give instructors time to address any issues. Just because a program has declining enrollment doesn't mean it should be scrutinized, because the entire campus may have declining enrollment. Low enrollment may be a reason to take a second look at a program.

Page 2/Process/Paragraph 1 – A data person should be added to the Program Discontinuance Task Force. They should be a resource and a consistent person, looking at consistent data.

Item 3. IC Role in the Program Review Approval Process

Tabled to the next meeting

Item 4. Summer 2016

Table to the next meeting.

Item 5.

Other

Follow-up on items from Meeting #4:

Item 2 – 2016-17 academic calendar/Paragraph 2: Todd will be attending a conference next week where West Hills will be making a presentation. Todd will ask them our questions about registering for classes a year at a time.

Item 5 – Instructional Resource Requests from 2014-15 Program Review/Paragraph 2: In the past IC was told how much money was available for instructional equipment, then we prioritized the list of requests and purchases were generally made in the spring.

The program review is normally due in the fall. This year it was due at the end of August. This motivates people to get their program review done so that their resource requests are considered for instructional equipment money and new faculty hires. However, we need a procedure for emergency items that come up, independent of the budgeting process. The Budget Committee needs to define this and set guidelines.

The meeting adjourned at 12:10 p.m.