

COLLEGE OF THE SISKIYOU

INSTRUCTION COUNCIL MINUTES – MEETING #13

Monday, May 23, 2016

Board Room

Present: Dave Clarke, Vickie Donaldson, Tim Frisbie, Dennis Roberts, Valerie Roberts, Bart Scott, Todd Scott, Nancy Shepard, Greg South, Bob Taylor

Absent: Neil Carpentier-Alting, Bill Hirt, Eric Houck, Isaiah Olson, Steve Reynolds

Item 1. Approval of Minutes from 5/9/16

The minutes from the meeting on 5/9/16 were approved as read.

Item 2. Progress on Canvas

Nancy Shepard reported that we are making progress on Canvas implementation. The programmers are setting up files to allow Banner to read the data. Administrative and support training will be available; Margie White will do some of the training. There are 5-7 people signed up for the Canvas pilot project. Shells will be available for instructors to practice and Margie will be available to help with inputting information.

Item 3. Instruction Council Self-Evaluation Document

Todd gathered the information for the self-evaluation document, but needs input on accomplishments:

- Formalized the discontinuance program
- Prioritized new faculty hires
- Pointed out shortcomings in the planning process and communication

Recommendations for improving process or efficiency:

- Share out to the campus results of instructional equipment money and new faculty hires

Goal:

- Have new programs/courses come to Instruction Council for input
- Improve planning and budgeting process connected to new courses

Todd will finish the document and e-mail it to Instruction Council for feedback.

Item 4. Follow-up Items

Microsoft Office 2016 in the classroom – Technology Council approved implementation of Microsoft Office 2016 for the student labs for fall 2016 and are planning to install it over the summer.

Item 5. Other

- A new faculty position was proposed in Music//Theatre, but the position did not come through the normal channels (program review – Instruction Council). There were other faculty positions that were proposed through program review that did not move forward. The formal process should be fleshed out and should include what areas new positions can come from. Dave will put something together.
- Bob shared a picture of a mobile classroom that can move to where the students are. He is investigating the possibility of doing something similar.
- COS used to require action plans that were reviewed at several committee levels. It may be time to resurrect this practice.
- New courses and programs used to be routed through Instruction Council. Bob would like to have a group to bounce things off of. Instruction Council may be the appropriate place for that.
- New programs should have a plan in place that describes a successful program and a timeline of when the decision is made to keep or discontinue the program. If it's a program that we have offered before, the plan must show how the program is different, why we need it, etc.
- Grant applications should also come to Instruction Council as information items. They would not be approved by IC, but it is a good way to share information and give some input.

The meeting adjourned at 2:52 p.m.