

**COLLEGE OF THE SISKIYOU**  
**INSTRUCTION COUNCIL MINUTES – MEETING #7**

*Friday, February 16, 2018*

*Board Room*

**Present:** Jude Baldwin, Cora Brownell, Dave Clarke, Vickie Donaldson, Elaine Eldridge, Bill Hirt, Dennis Roberts, Valerie Roberts, Bart Scott, Todd Scott, Zack Zweigle

**Absent:** Neil Carpentier-Alting, Chris Wehman

Item 1.        Approval of Minutes from February 2, 2018

The minutes from the meeting on February 2, 2018 were approved with an amendment to Item 2, second paragraph. After the sentence, “Funding is not an issue to support this program” a sentence will be added, “Strong Workforce funds will support the program and District funds will not be used.”

Item 2.        Final Exam Schedule

It has been proposed that the final exam schedule be eliminated and the last week of the semester will be week 16. Bill Hirt brought this up to the Senate Executive Committee and they were not in favor of the proposal. Todd was told that students need that week to cram for final exams so they are prepared when they transfer to a four-year school. If finals week is eliminated, it would add more class time to many classes. Mid-terms and finals are very similar, except that a final is typically two hours. If the instructor needs two hours for the final, the final could be broken up into two days. We need to know soon if we are making this change because we are scheduling for next year and it will make a difference. This issue will have to go to the full Senate for a vote.

Item 3.        CTE Advisory Committee

Todd is thinking about developing a CTE Advisory Committee made up of faculty from each of the CTE areas. He wants them to make recommendations on how to spend Perkins and Strong Workforce funds. The CTE Advisory Committee would be a subcommittee of Instruction Council.

Item 4.        Administrative Procedures/Board Policies

- A. AP/BP 4100 – Graduation Requirements for Degrees and Certificates
- B. AP/BP 4220 – Standards of Scholarship – Delegation
- C. AP/BP 3750 – Use of Copyrighted Material

This year is the year for the Instruction area APs and BPs to be reviewed and revised. This needs to be completed before the end of the academic year.

AP 4100 – Change Student Services Office to Admissions and Records. Val will clarify whether or not the second Associate Degree statement means a second associate degree at COS and it will come back to IC.

BP 4100 –Add review date line and change assure to ensure. Okay to forward to College Council.

AP 4220 – Needs to come back to IC

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AP 3750 – Jude made revisions to this AP. IC suggested changes to the last page. It will read, “In addition, the College posts signs in public copy areas informing all users that the District adheres to copyright laws. Information about copyright is available through the Library. “ Todd will look at Music and Theater copyright and this may have to come back to IC.

BP 3750 – The change that was made to the AP will also be made to the BP. Also, first sentence will read, “Employees at College of the Siskiyous are to adhere to the legal fair use practices when dealing with any copyright issue.”

Item 6.

Other

No other items were discussed.

The meeting adjourned at 1:35 p.m.