

COLLEGE OF THE SISKIYOUS
INSTRUCTION COUNCIL NOTES – MEETING #1

Friday, August 31, 2018

Board Room

Present: Jude Baldwin, Cora Brownell, Neil Carpentier-Alting, Vickie Donaldson, Elaine Eldridge, Katie Gale, Jesse Mullin, Dennis Roberts, Valerie Roberts, Todd Scott, Chris Wehman, Zack Zweigle

Absent: Valerie Roberts, Bart Scott

Guest: Nathan Rexford

Item 1. Approval of Notes from May 11, 2018

The notes from the meeting on May 11, 2018, were approved with a minor change to Item 6 (AP should be AB).

Item 2. Business Program Update

Shawn Abbott and Mike Graves updated the business program last semester and made some changes. There are two AA degrees; one in Accounting and one in Business Administration for Transfer (AS-T), as well as one certificate in Business Effectiveness. In the past there were several certificates, but that was cleaned up in the review process. Since the Business Program is a CTE program, the changes will need to be reviewed for labor market information. The business major is often cited by our students as their major, but we don't offer a lot of certificates and degrees in the program. Many of our awards/certificates do not require a transfer level math class, which may be a disservice to our students. But the changes in the Business program are headed in the right direction.

Item 3. Draft of Administrative Procedure for Academic Research at COS

Nathan presented a draft of an administrative procedure and a board policy for conducting internal and academic research. The procedure outlines the steps to conduct a research study, which includes student surveys. An Institutional Review Board (IRB) must be established to review and approve research conducted on campus. The membership of the IRB is currently being discussed, but most follow the federal guidelines for membership. State Academic Senate provides some guidance on establishing an IRB. Todd suggested that the membership be added to the procedure and further recommended that the IRB provide initial approval of a survey that is consistently used, but only goes back to IRB for approval if the survey changes. Since our student survey for instructor evaluation is a negotiated item, does it need to go through IRB approval? Use of data records does not fall under the purview of this procedure or policy. The application for an IRB is done, but it will be quite a while before it is in place. Meanwhile, the policy and procedure is going to each council for approval. IC recommends that #6 in the administrative procedure be changed to strike the word "adjust" in the last sentence to "conflict with", and that the procedure and policy then be moved forward for next steps.

- Item 4. Program Review
We are working on program review being done in eLumen, but we still need to determine what is a program. This item tabled to a future meeting.
- Item 5. Earth Science Instructor
Bill Hirt will retire at the end of the fall semester, and the District is planning to fill this vacancy. Neil questioned how the District determined they would fill the position and Todd said it was being filled because it is a vacancy and not a new position. This position will be opened with the hope that the position will be filled and the instructor in place for spring semester. If an instructor position is vacated, but it is determined that the funding would be better spent elsewhere, it would need to go through shared governance. For now, it is assumed that each position vacated will be filled.
- Item 6. Instructional Equipment Priority List
IPB and College Council have requested a ranked instructional equipment list from Instruction Council, as well as list of projects from Maintenance. This year COS will receive approximately \$62,000 for instructional equipment/scheduled maintenance. This priority list is a carryover of last year's instructional equipment requests from program review. Todd would like to have the instructional area program reviews done prior to the end of the fall semester so that we know what the instructional equipment needs are for the next year. Todd believes that Maintenance is requesting \$42,00 of this year's funding. IC recommends that this list, in this ranked order, be forwarded to College Council.
- Item 7. Other
Noel-Levitz – Nathan advised that COS participated in the Noel-Levitz survey for the third year. The survey shows a slight decline in faculty using a variety of technology in the classroom, but we are doing better in catching up towards the national satisfaction average. The information from the survey will be posted on the research page on the web. There is no funding involved with this survey.

The meeting adjourned at 12:30 pm.