

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

*Friday, March 1, 2019*

*Board Room*

**Present:** Jude Baldwin, Carole Bogue, Vickie Donaldson, Debbie Dutcher, Katie Gale, Mark Klever, Tyler Morrison, Kim Parham, Nathan Rexford, Dennis Roberts, Valerie Roberts, Zack Zweigle

**Absent:** Cora Brownell, Liz Carlyle, Elaine Eldridge, Chris Wehman

Item 1.        Approval of Notes from February 15, 2019

Motion to approve the notes from the meeting on February 15, 2019 (DRoberts/Baldwin). All in favor. BP 4030 was sent to Jayne Turk and will come back to Instruction Council. The BP has not been to Academic Senate.

Item 2.        Administrative Procedures/Board Policies

a. **AP 4237 – Transfer Credit:** The following changes were recommended—

- Under B. College and University Credit, 1<sup>st</sup> page, delete item 1. Change item 2 to item 1 and replace “is” with “are”. Second bullet, replace “is” with “are”.
- Under B. College and University Credit, 2<sup>nd</sup> page, change item 3 to item 2 and replace “were” with “are” in first line. Change item 4 to item 3 and delete “English speaking” in title. Delete item 5, but move last sentence in item 5 to the last paragraph of item 3. Change item 6 to item 4.
- Under C. Awarding Credit for Non-Collegiate Instruction, delete item 1 and item 2. Change item 3 to item 1 and add (AP 4235) to the end of the paragraph of item 1.
- Under C. Awarding Credit for Non-Collegiate Instruction, change item 4 to item 2 and add (AP 4235) to the end of the paragraph of item 2. Change item 5 to item 3 and add (AP 4235) to the end of the paragraph of item 3. Change item 6 to item 4. Change item 7 to item 5. Change item 8 to item 6.

Motion to approve the AP with the changes above and forward to College Council (Zweigle/Rexford). All in favor.

b. **AP 4240 – Academic Renewal:** The following changes were recommended—

- On the 2<sup>nd</sup> page, under Exceptions, change Instruction Council to Student Services Council.

Motion to approve the AP with the changes above and forward to College Council (Klever/Baldwin). All in favor.

c. **BP 4240 – Academic Renewal:** Motion to approve the BP with no changes and forward to College Council (Dutcher/Zweigle). All in favor.

d. **AP 4260 – Prerequisites and Co-requisites:** The following changes were recommended—

- Change Responsible Office to Instruction Office

Motion to approve the AP with the change above and forward to College Council (VRoberts/Zweigle). All in favor.

e. **BP 4260 – Prerequisites and Co-requisites:** The following changes were recommended—

- Change corequisite to co-requisite in the entire document.

Motion to approve the BP with the change above and forward to College Council (Baldwin/Dutcher). All in favor.

f. **AP 4610 – Instructional Service Agreements:** The following changes were recommended –

- Under Responsible Office, change to Instruction
- In the first paragraph of the document, add (ISA) after Instructional Service Agreements.
- On 2<sup>nd</sup> page, 2<sup>nd</sup> paragraph will read, “Degree and certificate programs must have been approved by the Chancellor’s Office.”
- On 2<sup>nd</sup> page, 3<sup>rd</sup> paragraph will read, “The courses of instruction are specified in the agreement; the outlines of record for such courses are approved by College of the Siskiyou Curriculum Committee as meeting Title 5 course standards; and the courses have been approved by the district Board of Trustees”.
- On 2<sup>nd</sup> page, 4<sup>th</sup> paragraph, delete the comma in the second line, beginning of 3<sup>rd</sup> line will read, “...are also applied.” Capitalize the “c” in courses to begin a new sentence, and change “and students” to “so students”.

Motion to approve the AP with the changes above and forward to College Council (Rexford/Klever). All in favor.

Item 3.

Other

**Title 5 Changes to Distance Education** – A handout with changes to Distance Education was distributed to Instruction Council members. These changes will go into effect in March and apply to DE courses. This item is for information only.

The meeting adjourned at 12:25 pm.