



Instruction Council Meeting

Meeting Date: January 31, 2020

Meeting Time: 10AM-12PM

Location: Boardroom

Present: Christina Van Alfen, Bethany Golly, Katie Gale, Jude Baldwin, Mark Klever, Michele Korkowski, Burt Peretti, Char Perlas, Vickie Donaldson, Scott Daffern, Mike Tischler, Ed Kephart, Cora Brownell, Kent Gross, Meghan Witherell, Maria Fernandez



| Topic | (I) Information/ (A) Action |
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| <p>Welcome and Announcements</p> <p>Approval of the Dec 6th notes</p> <p>Old Business</p> <p>I. Review of APs and BPs (I/A)</p> <p>a. AP/BP 4400 Community Services – Klever</p> <p>New Business</p> <p>I. Distance Learning Report (I/A) – Fernandez & Rexford</p> <p>II. Library Update (I) – Baldwin</p> <p>III. In-Service Courses 9000 (I/A) – Witherell</p> <p>IV. AP 4105 – Distance Education (I/A)- Perlas</p> <p>V. AP/BP 4226 – Multiple & Overlapping Enrollments (I/A) –DR</p> <p>VI. AP/BP 4225 Course Repetition (I/A)– Peretti</p> | <p>Welcome and Announcements</p> <p>Approval of the Dec 6th notes Golly moves. Van Alfen 2nd. Gale Abstain.</p> <p>Old Business</p> <p>I. Review of APs and BPs (I/A)</p> <p>b. AP/BP 4400 Community Services – Klever Perlas recapped discussion from the last Curriculum Committee meeting which resulted in Community Ed classes being presented as information only and not requiring Curriculum Committee approval. BP 4400- No changes AP 4400 – Slight change to ‘reasonable office’. Also, change in how community ed instructors are hired/processed. Community Ed Instructors are now considered employees. Question regarding if position needs to be posted. Klever to follow-up. ACTION: Peretti tables. Klever 2nd. All in favor.</p> <p>New Business</p> <p>I. Distance Learning Report (I/A) – Fernandez Distance learning is continuing to grow at the college. It allows the college to be strategic in what we offer, when we offer and how we offer. The OEI (finish faster site) highlights online ADTs. COS is not yet listed. The report also highlights our progress on converting VC rooms to Zoom and changes in Title 5 (AP 4105). We will be modifying curriculum approval process for DE Addendums. ALL online instruction is required to be accessible. Online teaching requirements are outlined. Budget implications are also detailed. Question, ‘Why is enrollment in online increasing while</p> |

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| <p>VII. AP 4222 – Remedial Coursework (I/A) – Peretti</p> <p>VIII. AP/BP 4220 – Standards of Scholarship (I/A) - DR</p> <p>Adjourn</p> <p>Future Items: Feb 21st AP 4104, 4103, 4102, 4030 BP 4030</p> | <p>the total enrollment of the college isn't?' It was mentioned that the data, indicating fully online students, isn't disaggregated. It was recommended that we survey students. Fernandez is working with Regina to post a survey in Canvas. The survey will include questions which identify barriers in taking online courses and, Fernandez will now add a question asking 'why are you taking this course online?' It was also recommended that Online instructors survey their students. A question was brought up regarding success rates of online students and discussion ensued about the quality of online courses. To be eligible to teach Fall 2020, instructors must take the intro to online training by April 15th. Issues were also brought up regarding our VC rooms. If you notice an issue with the VC room, please submit a Happy Fox request.</p> <p>II. Non-Resident Tuition & 320 first report – Gross Gross detailed the 320 report which includes resident and nonresident students. The report looks at enrollment trends. Total FTES 2047. We do not receive apportionment for Nonresident students instead we receive funding based on the Non Resident Tuition rates. Gross solicited feedback on the Non Resident Tuition rate. It was stated, that the lower the rate, the better. It was asked how we make up our costs since our current rate does not meet expenses. Gross mentioned that we have other funds that help support those efforts. Oregon 'Good Neighbor' program discounts tuition for Oregon students. ACTION: The committee recommends a \$280 Non Resident tuition rate.</p> <p>III. Library Update (I) – Baldwin Then Library has migrated to a new platform. All videos and tutorials have been updated. Working with IT for the logins for the system. For SP20 the login is different than logging into email (people must use entire email address to login). The search box on the library home page will be improved. Data base content is slowly being integrated into the catalog. Will be seeking student feedback to help make improvements.</p> <p>IV. In-Service Courses 9000 (I/A) – Witherell In-service courses, mainly in the CTE area, can be confusing because they are sometimes graded and other times P/NP. Offered in EMT, ADJ and FIRE. None of the areas require a grade for the course. The COR would need to be revised to remove the letter grade option.</p> |
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ACTION: Peretti moves. Klever 2nd. All Approved. COR to be revised and forwarded to Curriculum Committee for approval.

V. AP 4105 – Distance Education (I/A)- Perlas

Distance Learning AP. There are small revisions. Addendum to course outline has been added and the Distance Learning committee is speaking about revising the curriculum approval process. Instructor contact and accessibility is detailed. Slight changes in the ‘training’ section which makes us consistent with statewide standards. A question was raised regarding Proctorio. Currently other online exam programs are being researched. Other option is also to charge students for use of a proctoring program. To ensure instructors meet eligibility, it was recommended that HR add a function in the application to include Faculty online certification documents. CCC Registry is working on keeping a repository of qualified online instructors. It was recommended that we have an ADA 508 discussion to review processes – perhaps agendize at TAC.

ACTION: Klever moved. Van Alfen 2nd. All Approved. Forward as-is to College Council.

VI. AP/BP 4226 – Multiple & Overlapping Enrollments (I/A) –DR

These may already have been approved by IC and College Council. Vickie to check with Debbie Goltz on status.

VII. AP/BP 4225 Course Repetition (I/A)– Peretti

2nd bullet point has been revised to match league language. Extenuating circumstances, bullet points, have been added to match league language. No changes to the BP.

ACTION: Van Alfen moves to table. Baldwin 2nd. All in favor. Peretti to post on IC website.

VIII. AP 4222 – Remedial Coursework (I/A) – Peretti

League language was added that reflects AB 705.

ACTION: Van Alfen moves to table. Baldwin 2nd. All in favor. Peretti to post on IC website.

IX. AP/BP 4220 – Standards of Scholarship (I/A) - DR

Tabled to next meeting.

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| | Adjourn Adjourned at 11:26 a.m. |
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