



Instruction Council Meeting

Meeting Date: Feb 18, 2021

Meeting Time: 12PM-2PM

Location: ZOOM

Present: Wenli Chang, Christina Van Alfen, Neil Carpentier-Alting, Charlie Roche, Katie Elwood, Mark Klever, Regina Weston, Nathan Rexford, Val Roberts, Nancy Miller, Andrea Craddock, Jude Baldwin

Topic	(I) Information/ (A) Action
<p>Welcome and Announcements Approval of the Feb 4th notes</p> <p>Old Business</p> <p>I. New Program Pre-Approval Form – Neil Carpentier-Alting</p> <p>New Business</p> <p>I. Strategic Enrollment Management Plan – Brainstorm enrollment, outreach (marketing) and retention action items:</p> <ul style="list-style-type: none"> a. That can be immediately implemented b. That can be implemented overtime <p>II. Other?</p> <p>20-21 Instruction Council Goals <input type="checkbox"/> Review and update, as needed, BP/APs</p>	<p>Welcome and Announcements Approval of the Feb 4th notes 1st- Katie Elwood 2nd- Wenli Chang Motion Passes</p> <p>Old Business</p> <p>I. New Program Pre-Approval Form – Neil Carpentier-Alting</p> <p>Last scheduled meeting of Deans and Directors yesterday. Neil presented the draft process for ADT because it is the most comprehensive process and the other types of degrees and certificates can be adjusted from this template for their more simplified process. Neil will be speaking with each of the shared governance committees to discuss their role in the program approval process. The New Program Pre-Approval Form will be developed to reflect this process. Discussion and comments focused on where in the process the veto, recommendation, and approvals would appear. This directly relates to the shared governance policy.</p> <p>New Business</p> <p>We are a “hold-harmless” institution this year and likely next year. Enrollment Management Committee needs ideas for growth. Question posed: “What is our right-size?”</p> <p>I. Strategic Enrollment Management Plan – Brainstorm enrollment, outreach (marketing) and retention action items:</p>

<p><input checked="" type="checkbox"/> Make recommendations on 2-year Academic Calendar</p> <p><input type="checkbox"/> Practice Equity-Centered Decision Making</p> <p><input type="checkbox"/> Address follow-up Items and complete action items</p> <p>Adjourn</p> <p>Future Items:</p> <p>I. Follow-up regarding AP 4610 Instructional Service Agreements – Administrative Services (I)</p>	<p>c. That can be immediately implemented</p> <ul style="list-style-type: none"> • Our classes are “small” compared to other Colleges and therefore can be a destination college- but we need to shore up getting students into the college. • Short promotional videos • Highlight program of the month <p>d. That can be implemented overtime</p> <ul style="list-style-type: none"> • Make sure students and instructors have online support (e.g. hot spots) • Early alert system implementation • Figure out the Banner issues to streamline enrollment, financial aid and registrations. • Figure out the reason for the exiting of students. • Transparent processes that can still be efficient. <p>II. Other?</p> <p>None</p> <p>20-21 Instruction Council Goals</p> <p><input type="checkbox"/> Review and update, as needed, BP/APs</p> <p><input checked="" type="checkbox"/> Make recommendations on 2-year Academic Calendar</p> <p><input type="checkbox"/> Practice Equity-Centered Decision Making</p> <p><input type="checkbox"/> Address follow-up Items and complete action items</p> <p>Adjourn</p> <p>Meeting was adjourned at 1:51 pm</p> <p>Future Items:</p> <p>Follow-up regarding AP 4610 Instructional Service Agreements – Administrative Services (I)</p>

College of the Siskiyou Vision

Transforming students' lives through lifelong learning and success.