

College of the Siskiyous

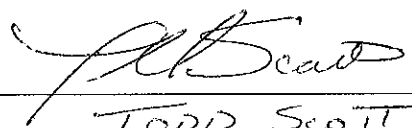
**Campus-Wide Standing Committee
Self-Evaluation Form**

Committee Name	Instruction Council
Committee Charge (Summary)	<p>The Instruction Council meets to discuss and develop the goals and direction for the instructional program of the College in order to provide a quality education. The Council works to advance the career/technical, transfer, and basic skills mission of the College. Although the Council engages in broad-based discussions of how this mission can be accomplished, it also:</p> <ul style="list-style-type: none"> • Assists the Vice President, Instruction in developing and administering the instructional program of the College • Makes recommendations to the Vice President, Instruction concerning instructional issues • Reviews all policies and procedures dealing with the academic program of the College prior to review by College Council • Provides guidance in the development of the catalogue and academic calendar • Provides guidance in matters dealing with support services to instruction • Assists in providing direction to the education programs of the College

For Academic Year:	2015/16	Date of Evaluation:	08/24/16
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Month	Mtg Date	# Members Present	Agenda Sent 1=Yes 0=No	Minutes Posted 1=Yes 0=No	Please list the major issues or tasks addressed at each meeting
Sept	4	9	1	1	Overview of program review and assessment, finals schedule for evening classes discussed, discussed need for second census.
Sept	18	10	1	1	Instruction Council 14/15 self-evaluation form discussed, honor program discussion, year-long schedule proposed. Program review progress report.
Oct	2	11	1	1	MacLab removal from McCloud 2, review of awarded degrees and certificates. New syllabus template presented. Discussion on Noel-Levitz survey.
Oct	16	12	1	1	2016/17 Academic calendar, discussed program discountenance policy AP4021. Follow-up of online part-time faculty evaluations. Instructional resource requests from 2014/15 program reviews. Review of Spring 2016 schedule.
Nov	13	8	1	1	Further discussion AP 4021.
Dec	11	13	1	1	IC role in the program review approval process, Summer 2016 FTES, prioritized instructional equipment requests. Prioritize new faculty requests. Dual enrollment discussion.
Feb	1	12	1	1	Instructional equipment requests, new faculty requests discussion, continue AP4021 discussion. Review Summer 2015 schedule.
Feb	19	12	1	1	Continue discussion AP4021, programs to be

					discontinued discussion.
Mar	14	8	1	1	AP4021 approved. Accreditation team recommendations applicable to IC discussed. New faculty positions to move forward. Block scheduling discussed.
Apr	11	11	1	1	AP4105 amended and approved. AP4021 discussion. Final exam schedule 2016/17. Evaluation form discussed.
Apr	25	13	1	1	AP4105 pulled, Senate review necessary. AP4021 approved. Microsoft Office 2016 discussion for computer lab.
May	9	9	1	1	Senate election results. Academic and Classroom violations handout for faculty reviewed. Noel-Levitz survey progress, FTES project presented.
May	23		1	1	
Avg Attendance					
Major Accomplishments or Achievements in Past Year					
			1. Formalized the program discountenance process.		
			2. Prioritized new faculty hires.		
			3. Pointed out shortcomings in the planning process and communication.		
			4.		
Major Obstacles or Problems with Committee					
			1. N/A		
			2.		
			3.		
			4.		
Recommendations for Improving Process or Efficiency					
			1. Share out to the campus results of instructional equipment money and new faculty hires.		
			2.		
			3.		
			4.		

Review of Goals from Previous Year & Related Institutional Goal	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px;">1.</td><td>N/A</td></tr> <tr><td>2.</td><td>N/A</td></tr> <tr><td>3.</td><td>N/A</td></tr> </table>	1.	N/A	2.	N/A	3.	N/A		
1.	N/A								
2.	N/A								
3.	N/A								
Committee Goals (if appropriate) for Coming Year and list Related Institutional Goal	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;">1.</td> <td>Have new programs/course come to Instruction Council for input Related to: Institutional Goal:3</td> </tr> <tr> <td>2.</td> <td>Improve planning and budgeting process connected to new courses. Related to: Institutional Goal:3</td> </tr> <tr> <td>3.</td> <td>N/A Related to: Institutional Goal:</td> </tr> <tr> <td>4.</td> <td>N/A Related to: Institutional Goal:</td> </tr> </table>	1.	Have new programs/course come to Instruction Council for input Related to: Institutional Goal:3	2.	Improve planning and budgeting process connected to new courses. Related to: Institutional Goal:3	3.	N/A Related to: Institutional Goal:	4.	N/A Related to: Institutional Goal:
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3.	N/A Related to: Institutional Goal:								
4.	N/A Related to: Institutional Goal:								
Chair/Co-Chair Signature	X 								
<i>Typed or Printed Name</i>	TODD SCOTT								
Chair/Co-Chair Signature	X								
<i>Typed or Printed Name</i>									

College of the Siskiyous Institutional Goals
Goal #1: Promote and support educational goal completion for all students.
Goal #2: Sustain institutional health and vitality to meet the needs of the community.
Goal #3: Evaluate institutional effectiveness for continuous improvement.

College of the Siskiyous Mission
<i>College of the Siskiyous promotes learning and provides academic excellence for today's global students through accessible, flexible, affordable, and innovative education leading to associate degrees, certificates, college transfer, career and technical education, workforce training, and basic skills preparation.</i>