



**Academic Senate**  
College of the Siskiyous  
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[www.siskiyous.edu/academicsenate/](http://www.siskiyous.edu/academicsenate/)

## **Academic Senate Meeting Minutes**

February 14, 2017 (Convened at 3:30pm) in DCL Rm #3 and Yreka Rm #5

**Attendees:** Shawn Abbott, Jude Baldwin, Kevin Broussard, Wenli Chang, Andrea Craddock, Maria Fernandez, Tim Frisbie, Michael Graves, Sunny Greene, Jenny Heath, Dennis Hagarty, Michelle Korkowski, Michelle Knudsen, Tom Powers, Steve Reynolds, Charlie Roche, Michael Tischler, Jayne Turk, Chris Vancil, and Alison Varty. Dr. Todd Scott were also in attendance.

### **A. READING AND APPROVAL OF MINUTES**

- a. Jayne Turk moved to approve minutes / Charlie Roche seconded / motion passed

### **B. ANNOUNCEMENTS**

- a. Please make your nomination for Emeritus Faculty no later than March 7, 2017 per AP7217
  - i. Jayne offered to circulate a list of retired faculty who would be eligible for this award
- b. GE should go to the March Board Meeting
  - i. Procedures require that there must be two readings by the board before the new GE policy is implemented. After the GE policy has been officially approved by the board, the Curriculum Committee can approve additional GE-proposed courses

### **C. ACTION ITEMS**

- a. Committee Appointments
  - i. Chris Vancil asked if any faculty was interested in being on a music faculty hiring committee with Ron Slabbinck and Neil Carpentier-Alting. Dennis Hagarty volunteered to be on that committee. Jayne motioned to approve Ron Slabbinck, Neil Carpentier-Alting, and Dennis Hagarty on the music faculty hiring committee. Tim Frisbee seconded. Motion passed.
  - ii. Need one Tech Council replacement while James Gilmore is on sabbatical this semester. Jayne Turk volunteered to serve on the Tech Council. Motion passed to have Jayne Turk serve on Tech Council while James Gilmore is on sabbatical.
  - iii. Mike Tischler has volunteered to take empty spot on Distance Education (DE) committee. Mike Graves moved to have Mike Tischler placed on DE committee / Maria Fernandez seconded / motion passed.

- iv. Mike Graves has offered to serve on Equivalency Committee. Mike Tischler moved to have Mike Graves serve on this committee / Steve Reynolds seconded / motion passed.
  - v. There will be a Vice-President of Administrative Services hiring committee formed soon to replace the impending departure of Nancy Funk on June 30<sup>th</sup> and it will require two faculty members on it. Shawn Abbott and Alison Varty offered to be on this hiring committee. Steve Reynolds motioned to have Shawn and Alison serve on this committee / Maria Fernandez seconded / motion passed.
- b. Program Review
- i. Motion from Program Review and Executive Council to dissolve the Program Review Committee and turn over duties to an institutional committee entitled the Institutional Effectiveness and Planning Committee
    - 1. Motion passed
  - ii. Review Drafted Program Review Documents
    - 1. Chris Vancil wanted feedback from Academic Senate on draft proposals of Program Review structure and about the Program Review process in general
      - a. Steve Reynolds proposed an amendment to the Comprehensive Program Review document whereby #7 “Mission and Values” sub points ‘a’ & ‘c’ would be folded into “Description of Program” section at the start of the document. Sub point ‘b’ would be kept at its same position at the end of the document under “Missions and Values” section.
      - b. Jayne Turk would like a Flex day awarded to faculty that would allow them to seek out input from their colleagues about their Program Review documents
      - c. Mike Graves would like the Program Review to not be due until the 1<sup>st</sup> two weeks of October
        - i. Chris Vancil suggested that the Annual Update be due at the beginning of the fall semester and the Comprehensive Program Review be due sometime in Spring.
      - d. Mike Tischler thought it would be helpful if everyone had a peer from another department review and give feedback on their program review documents (both annual and comprehensive program reviews).
- c. Ad Hoc Credit by Exam Committee
- i. Need 3 members who will be charged with revising policies on Credit by Exam and Course Challenges before end of Spring 2017 semester.
  - ii. Dr. Scott identified the differences between the terms “Course Challenges” and “Credit by Exam”
    - 1. “Course Challenges” is typically pre-requisite challenge. The student meets with the faculty member to demonstrate that they can skip a pre-requisite and go right into a particular course.
    - 2. “Course by Exam” – No grade is given, no FTES are generated. On their transcript it will show that the student completed “3” course units (or whatever the course units were for that course).

3. Dr. Scott stated we needed a separate policy for “Course Challenges” and “Course by Exam.” Dr. Scott stated that the committee also needs to devise a policy pertaining to substituting courses by taking a CLEP or AP courses
  - a. Andrea Craddock mentioned that it is popular among military personnel to take CLEP exams
4. Michelle Knudsen (Counseling), Jenny Heath (Science), Tim Frisbee (HPER), Mike Graves (CTE), and Chris Vancil (Language Arts) volunteered to be on the committee
  - a. Mike Graves motioned that this committee would be charged with revising policies on Credit by Exam and Course Challenges before the spring semester ends / Steve Reynolds seconded / motion passed.

#### **D. Officer Reports**

- a. President’s Report
  - i. Dr. Scott will meet with each department to discuss schedules next year. Full-time faculty are not obligated to teach Winter Intersession schedule, but their classes can be given to part-time faculty to be taught during this session.
  - ii. Chris Vancil has been working on Participatory Governance documents and wants to get them approved by the current COS President, Scotty Thomason, before he retires in June.
  - iii. Chris relayed a message from Bill Hirt about CTE and equivalency. Bill wanted to highlight that you cannot equalize years of experience. You either have years of experience in a particular field or you don’t. Current equivalency documents need to be modified to reflect this.

#### **E. REPORTS FROM COMMITTEES**

- a. Budget – Deans will meet with departments in the next two weeks to discuss budgets.
- b. Curriculum Committee – There are 64 new courses in the pipeline. About half of those proposed new courses are non-credit. This committee is working hard to get these courses advancing in the approval process. Mike Graves will also offer a Flex Training in E-Lumen in the spring, summer, and fall semesters.
- c. Distance Education – Maria Fernandez reminded faculty that they must be Canvas certified by April 14<sup>th</sup> to teach online this summer. Also, Maria uploaded a new course that allows students to assess their readiness to embark in online learning.
- d. Flex/Staff Development – Tim is working on streamlining the process of Flex activity submissions and reviews with a general form.
- e. Program Review – Steve Reynolds stated that the committee met for the final time last week to tie up loose ends

#### **F. *Adjournment* at 4:30pm**

