



Academic Senate

College of the Siskiyous
800 College Avenue, Weed, CA 96094
<https://www.siskiyous.edu/academicsenate/>

Academic Senate Minutes

Friday, February 16, 2024
11:00 am in DLC Rm #3

Attendance:

Voting: Emaly Brann, Michelle Knudsen, Tyler Knudsen, Kirk Thomsen, Andrea Craddock, Ann Womack, Sherice Bellamy, Jennifer Reynolds, Jayne Turk, Tim Frisbie, Leigh Moore, Chris Delcour, Jude Baldwin, Maria Fernandez, Liz Carlyle, Kyle Heath, Ron Slabbinck, Shannamar Dewey, Alison Varty, Mike Tischler, Linda Chrisman, Lyndi Scholl, Trisha Falcone

Nonvoting: Patrick Walton, Veronica Rivera, Mark Klever, Char Perlas, Mark Fields

Convened at: 11:01 am

1. PUBLIC COMMENT

Textbooks adoption requests will be due on March 15. Senate Exec is working with the bookstore and the VPAA to make the adoption process less onerous for faculty. Faculty will make an effort to submit textbook adoption requests on time.

Sunny Greene reached out about a rural student summit, From Cradle to Career, in Lexington, KY. Email Andrea if you are interested in attending.

The Senate Resolution regarding the hiring of an Accessibility Specialist was presented to the Board. The request was well-received, but the position is on non-instructional side of 50%.

The men's basketball team won their conference. Congratulations!

2. ANNOUNCEMENTS

- a) Congrats to our new Interim Head Baseball Coach/ Health, Physical Education, and Kinesiology Faculty – Tevin Cadola
- b) Update on Faculty Diversity Internship Program (FDIP) – Alison Varty

The program is continuing in 24-25. There are currently two interns, one in Computer Science and one in English.

Alison is working with Liz Carlyle and Ron Slabbinck to recruit interns that will work with them next year.

The program may need additional funding because pay rate for EIAs has increased.

There have been some modifications to the handbook that will be brought to a future Senate meeting.

- c) Presenting Program Review or Annual Update to IPB so we can become more familiar with different academic programs

Faculty are encouraged to present their Program Reviews and Annual Updates at IPB to help the committee become more familiar with our programs and needs.

3. APPROVAL OF MINUTES

Jayne Turk moved to approve the minutes from the December 5, 2023, meeting. Kirk Thomsen seconded. The motion passed unanimously.

4. ACTION ITEMS

- a) Assign faculty to committees and taskforces
 - i) Replace Ron Slabbinck on College Council – Alison Varty
 - ii) Need Faculty Mentor for Tevin Cadola – Ed Kephart
 - iii) Add Thad Wallace to SLO Committee

Jayne Turk moved to approve all of the above committee assignments. Kirk Thomsen seconded. The motion passed unanimously.

- iv) Need two faculty to serve on the Student Conduct & Grievance Committee

There is need to add two faculty to the committee because one member is on sabbatical and the number of committee members has dwindled over time. Efforts are made to distribute the workload across all committee members while avoiding appointing individuals who have a relationship with the student.

If called to serve, a committee member can expect to spend at least an hour preparing and 3 hours at the hearing.

Mike Tischler and Ann Womack volunteered to serve.

Jayne Turk moved to approve the appointments. Kirk Thomsen seconded. The motion passed unanimously.

b) Approve the updated IIPP – Veronica Rivera

Changes to the IIPP included the date, the name of the VPAS, and the list of legally required reports. The document can be found on the COS website.

Jayne Turk moved to approve the updated IIPP. Kirk Thomsen seconded. The motion passed unanimously.

c) Workforce Hiring Guide – Dr. Char Perlas

Jayne Turk motioned to approve the Workforce Hiring Guide. Kirk Thomsen seconded.

Some revisions to the guide are pending. Senate Exec will consider the revisions once they are complete.

Major changes outlined in the guide include additional responsibilities of hiring chairs.

Suggested changes - Suggested changes to the guide included allowing hiring committees to use rank choice voting in their decisions, adding to graduate schools to the list of recruitment platforms, adjusting the timeline to accommodate the equivalency process, involving FT faculty in the hiring of PT faculty, and removing the responsibility of Chairs to schedule interviews. In the Employee versus Contractor section, “business” should be changed to “college.” On page 10, the text should be edited to clarify that minimum qualifications are established by the state and equivalency is a local process.

There was discussion about the composition of hiring committees. Faculty hiring committees should include one or two discipline faculty plus one from an outside discipline. It should be left up to the hiring chair to determine the need to have faculty on hiring committees for Classified and ASM employees and vice versa. This was recommended by the Classified Senate and still needs to be approved by ASM.

The process for creating and revising job descriptions was also discussed. Should committees adjust descriptions if the Faculty Association has already approved them? If a committee revises a position description, the updated description must go to the union and then IPB for approval. Concern was expressed that this delays the hiring process. Additionally, what if discipline faculty can't serve to provide guidance on job descriptions?

The motion was revised to table this item until revisions are complete. The amended motion passed unanimously.

d) Approve updated Local Decision-Making Handbook (Added Appendix C)

Jayne Turk moved to approve the updates to the Handbook. Kirk Thomsen seconded.

The Handbook was written by Nathan Rexford before he moved on. The updates included information about the membership and charges of councils and committees.

It was noted that on page 2, the vision of the Academic Senate is not in alignment with Title 5. The following modified language that references Title 5 was suggested: “Immediately under Vision please add: The College of the Siskiyou Academic Senate, under Title 5 §53203, is charged with making recommendations to, and consulting collegially with, the governing Board (or its designees) regarding academic and professional matters.”

The academic calendar was removed from list of charges of the Academic Senate since the calendar is negotiated by the union.

The charge of Instruction Council was discussed. The Senate encouraged committee leadership to do more than review AP/BPs. There is a larger scope of work that needs to be addressed. Overlap between the charge of Instruction Council with 10+1 was questioned.

The composition of Instruction Council was also discussed. There was concern that there isn't strong faculty representation. Counter to this, the current composition reflects the committee charge, which spans many areas. There was a recommendation to thoughtfully align committee/council membership with mission and responsibilities to shield against overreach. Faculty should be the predominant voice on Instruction Council given the responsibilities fall in areas where they have the specific expertise. It might be helpful to ensure that instructional faculty are on Instruction Council rather than non-instructional. This is up to Senate discretion. It was suggested that Senate or other bodies on campus can decline to name a representative to certain committees if no one brings particular expertise. However, it is important to have representation from individuals outside of the area the committee serves because it brings valuable perspective. Is there disagreement along constituency groups in Instruction Council? Rarely. Having diverse membership from across campus leads to robust discussion.

The Handbook should sustain the health of the institution even through different permutations of leadership.

The Handbook specifies cycles of review. Instruction Council is currently up for review, so the discussion about Council membership should be taken up with the committee.

The motion was amended to approve the Handbook following the suggested change to the Title 5 language regarding charge of the Academic Senate and the recommendation that Instruction Council review their membership.

Dr. Fields will put committee membership on the next Instruction Council agenda and will discuss it at next Senate meeting.

The motion passed with one nay.

e) Updated DL handbook for Ongoing Professional Requirements

Updates for the DL Handbook for ongoing professional development were discussed with Senate Exec in December.

The main principles for professional development in online teaching excellence were reviewed.

The professional development requirement will be the equivalent of 3 Flex days every 3 years. The DL committee will work to integrate tracking of this requirement with Flex. The Flex form has already been modified.

The entire DL committee will vote to approve individual activities. The goal is to have many pre-approved activities that will not require separate approval.

Faculty who need to re-certify for next year will only have to do one flex day. There are upcoming activities at the end of the semester available for people who need them. There aren't many who need to re-certify.

It was suggested that the Faculty Association discuss changing the policy for Flex days/hours to allow them on instruction days. This would increase participation in collaborative activities and reduce barriers to facilitating professional development activities.

Kirk Thomsen moved to approve the updates. Liz Carlyle seconded. The motion passed unanimously.

f) **Assessment Philosophy Statement – Ann Womack and Liz Carlyle**

There was positive feedback on the format. It is clear and faculty-centered. There was support for the inclusion of the section about what assessment will not be used for. Accreditation standards also specify that assessment isn't to be used for faculty evaluation.

Appreciation was expressed that the document doesn't specifically mention eLumen, leaving open the possibility of using a different system if we identify something that better meets our needs. Appreciation was also expressed for the growth-oriented tone.

Suggested changes - Clarify the last sentence of #1. The statement is meant to refer to what a student does that we assess. Change "indicators" to "artifacts" and add "for example." Under #6, change language about "any single mode of assessment" to "encourage use of multiple modes, where appropriate." Under #7, change to "final grades may not give specific..."

Jayne Turk moved to approve the statement with the suggested modifications. Kirk Thomsen seconded. The motion passed unanimously.

5. DISCUSSION ITEMS

a) **Information on COSGE Pattern - Taskforces for GE categories**

The recently approved changes to local GE areas were reviewed. The state has delayed implementation of Ethnic Studies area requirement until Fall 2025.

We were in the process of revising the courses in our areas, so Michelle Knudsen. and Neil Carpentier-Alting suggested that we delay revising the areas to minimize confusion. Changes to areas and courses in each area could occur in one revision. Guidance for revisions is continuing to be offered including webinars, so it would be preferable to slow down and not rush.

The list of faculty members who teach courses in each GE category was reviewed. Who will be charged with determining which courses in each area fit the area outcomes and should be included?

There was a proposal to form a GE committee with one representative from each GE area. This option is favored by Curriculum Committee. Members of the committee could receive training in GE. Would this be a sub-committee of Curriculum Committee? There is already representation across discipline on Curriculum Committee and membership has already been approved by the Senate. However, this would limit the number of voices in the process. Support was expressed for having more voices rather than less.

There was support for forming a small committee that would receive training.

There are two separate functions for a GE committee, leading a comprehensive review and approving new courses for GE, which would include input from all discipline faculty.

What about courses not represented by FT faculty? One suggestion was to invite PT faculty to serve on the GE committee and include them in the conversation.

We need guiding principles for inclusion of courses in GE areas. Some criteria could include whether the course is the first of a sequence required for a major, alignment of SLOs, and inclusion in IGETC and CSUGE areas.

A list of faculty who teach courses in each GE area will be shared along with proposed guidelines for including courses in the GE areas. We could identify a point person in each area who would coordinate conversations about the courses.

6. COMMITTEE REPORTS

- a) Curriculum Committee – see above
- b) Distance Learning – see above
- c) Flex – There is a new optional Flex Day on April 19. The committee updated the Flex form to include space to note if the Flex activity should also be applied to Distance Learning Professional Development requirements.
- d) IPB – The committee is working with IT to make the CQIP submission and review process more transparent. There may be need for another form for functions other than Resource Allocation Requests.

- e) SJEDI – The committee is reviewing policies while still working on student engagement. The Canvas shell was sent out to increase student participation in councils and committees. Funds for student stipends are available. There are lots of workshops and trainings related to DEI coming up in March and April. A scholarship to attend a APAI conference is available. There will be a workshop with Regina Stanbeck-Stroud on a framework for assessing equity and engagement on campus. Part of that work includes development of a survey that COS will participate in. All are welcome to attend SJEDI meetings. We are still in need of EEOs. Training is available.
- f) OER – The committee hasn't met yet this semester. Ron will be joining the committee as ZTC Coordinator. There has been lots of attendance at Ron's ZTC office hours. He is navigating some things that were put in motion before he became Coordinator.
- g) Instruction Council – The committee passed on AP related pass/no pass. Students can now take courses in their major as pass/no pass. This aligns with policies at other colleges.
- h) SLO Committee – The committee discussed GESLOs and ISLOs at their last meeting. There are lots of courses and programs that aren't in GE, so we need to assess at the ISLO level. 94% of courses which were planned for assessment were assessed last semester. The committee is also working on assessment in non-instructional areas.
- i) Student Services Committee – none

7. GOOD FOR THE ORDER

Guided Pathways – The website is moving forward. Remaining Guided Pathways funds are being used to re-vamp the website. Contract language is being worked out and will be discussed at IPB today. There will be a RAR for annual website maintenance.

Reminder to get textbook adoption submitted to the bookstore by March 15.

Adjourned at: 1:00 pm

Academic Senate Officers:

President: Andrea Craddock
 Secretary: Ann Womack
 At Large: Tyler Knudsen

Vice-President: Patrice Thatcher
 At-Large: Jayne Turk
 Past President: Ron Slabbinck

It is the policy of College of the Siskiyous not to discriminate on the basis of race, color, national origin, sex or disability in its educational programs and its employment practices.

(<https://www.siskiyous.edu/humanresources/nondiscrimination.htm> and
<https://www.siskiyous.edu/mainfiles/titleIX.htm>)