

## COLLEGE OF THE SISKIYOU

### INSTRUCTION COUNCIL MINUTES – MEETING #7

*Monday, February 1, 2016*

*Board Room*

**Present:** Neil Carpentier-Alting, Dave Clarke, Vickie Donaldson, Tim Frisbie, Isaiah Olson, Steve Reynolds, Dennis Roberts, Bart Scott, Todd Scott, Nancy Shepard, Greg South, Bob Taylor

**Absent:** Brian Busk, Doug Haugen, Eric Houck, Valerie Roberts

- Item 1.        Approval of Minutes from 12/11/15  
It was MSP (Carpentier-Alting/Reynolds) to approve the minutes from 12/11/5. All in favor.
- Item 2.        Instructional Equipment Requests  
At the last meeting it was decided that the Deans would meet with Dr. Scott to prioritize the instructional equipment requests. The Business Office said there was about \$88,000 at the beginning of the year in the instructional equipment account, but some of those funds have been spent already on items from last year's approved instructional equipment list. It was MSP (South/Carpentier-Alting) to approve the purchases of the equipment on the list. Ten in favor, one opposed. The question was asked if the music site license for recording software was an ongoing cost? Todd will report back on this at the next meeting.
- Item 3.        New Faculty Requests  
There are only three instructor positions on the list that have not already been filled. Todd believes that the ASC/English position is a little premature. It needs to be looked at closer. There are a lot of personnel working in the ASC each hour, but not very many students. Part of this position will also include the Basic Skills Coordinator duties. An instructor of record will need to be available each hour the ASC is open. There is also a need to get more help at the Help Desk after 2pm. Todd will discuss this position more with other people. Last year the welding instructor position was a failed search. Bob asked if it should be back on the list for this year.
- Item 4.        AP 4021 – Program Consolidation/Discontinuance  
Todd made some revisions to this document after the first discussion. Some criteria data was eliminated because it would be hard to capture it. It was MSP (South/Clarke) to approve the changes to the document. All in favor. This procedure originally came here because there is a piece missing. It should include how we accommodate students when we discontinue a program. This piece will be added to the document.
- Item 5.        Programs to be Discontinued  
Tabled to the next meeting.

Item 6. Summer 2015

We are starting to look at the summer schedule. We have the opportunity to collect money from the state if we go over cap. Last summer's FTES went towards last year's FTE. We need to capture between 50-100 FTES this summer. Todd is looking for recommendations for summer.

- Most classes are Internet classes in the summer
- Add Business classes (Econ/Accounting)
- General education for athletes (HEA 1010)
- Face-to-face Biology classes have typically not gone during the summer. If they do go they may "steal" FTES from the following fall. Should try to offer classes that don't shift the FTES from fall to summer.
- A lot of athletes are out of state, so they don't take classes here in the summer because of the cost of tuition.
- Nancy Shepard will look at summer 2014.
- LVN to RN step up classes are always offered during the summer
- Landscape maintenance may be offered in the summer
- Welding doesn't go well over the summer
- Camp Broadway will be a credit class this summer. There are 50 students in the camp. Neil will be the instructor or record if Vrenda isn't.
- The drone class may go this summer

Item 7. Other

No other items were discussed.

The meeting adjourned at 2:45 p.m.