

**COLLEGE OF THE SISKIYOU**  
**INSTRUCTION COUNCIL MINUTES – MEETING #6**

*Friday, February 20, 2015*  
*ESTC 8-107*

**Present:** Dave Clarke, Vickie Donaldson, Tim Frisbie, Eric Houck, Bart Scott, Nancy Shepard, Greg South, Dennis Weathers

**Absent:** Brian Busk, Neil Carpentier-Alting, Steve Reynolds, Dennis Roberts, Valerie Roberts, Bob Taylor, Chris Vancil

Item 1.        Approval of Minutes from Meeting 5

The minutes from meeting #5 were approved as read (Shepard/Weathers) with the exception of a correction to item 2, end of paragraph should read, “ A motion was made to accept the Dean’s ranking list as Instruction Council’s ranking (Clarke/Heath).” All in favor.

Item 2.        Draft of Overlapping Class Permit

Meghan Witherell revised this form after Instruction Council discussed it on December 15. One of the instructor signature lines was deleted (for the class that was not being missed), Part II of the form requests that the instructor fill out the plan for making up the time, rather than the student, and the 2<sup>nd</sup> page of the form is a log that shows the day and time of each makeup meeting and has a spot for both the instructor and the student to initial. Instruction Council recommended that the birthdate line be deleted and a statement be added to the form that states if both instructors are making accommodations to make up time for class, the student should fill out two forms. Vickie will ask Meghan to make the changes and the draft will come back to Instruction Council again.

Item 3.        Ranking List of New Faculty Requests

Instruction Council members ranked the positions and forwarded their ranking to Vickie. Dr. South e-mailed the rank ordering of the potential new faculty positions to Instruction Council on Feb 12. The list is pending the President’s review.

Item 4.        Selection of Statewide CMS

The Chancellor’s Office has been looking at course management systems to be used for online education. They considered three platforms: Moodle, Blackboard and Canvas. They chose Canvas. This doesn’t mean COS has to move to Canvas, but it would be convenient for all community college online students to use the same interface. COS will need to look at our current platform, Etudes, and determine if we should move to Canvas. We will be losing Margie White, our Etudes coordinator, and she will need to be replaced. A full-time faculty member could potentially do this as a part of their load.

- Item 5.        Process to Adjust Annual Budget Line Item Values  
Budget line items can be increased through a budget augmentation during the spring budgeting process. They can also be documented in program review, but there is not a method to push it along any further. The budget development process for 2015-2016 will begin soon and we will use zero-based budgeting. The Deans will visit with each faculty member during the next week to discuss what their budget needs are for the coming year. Zero-based budgeting requires specific details for each line item where funding is requested. There also needs to be a mechanism available for everyone for when unexpected items come up and need to be purchased immediately. The Budget Committee meets on Monday and Eric will bring up this issue.
- Item 6.        Drop Date Update  
Bart has done some research on grade distribution and found that COS awards more F's than other colleges. Bart proposed that COS educate our faculty and students to withdraw from a class rather than fail the class. If students drop the course before census, the course doesn't appear on their transcript, and therefore doesn't affect their GPA. He suggested that faculty send an e-mail after midterms to students who are failing to advise them to withdraw by the end of the 14<sup>th</sup> week of classes to avoid receiving an F or FW. Instructors cannot drop a student with a W, only the student can do that. The F and FW grades are the same on the student's transcript and affect their GPA, whereas the W does not affect their GPA. Training our students to drop courses will also affect our academic probation rate. About 10% of our student population is on academic probation at any given time, some of it due to the issue of not dropping classes in a timely manner. When students are on academic probation for two terms in a row, they become ineligible for financial aid.
- Item 7.        Other
- When Dr. South is not here on Friday for Instruction Council one of the Deans can take his place as the chair. He has spoken with Dennis Weathers about doing this.

The meeting adjourned at 3:58 p.m.