

COLLEGE OF THE SISKIYOU

INSTRUCTION COUNCIL MINUTES – MEETING #1

Friday, September 4, 2015

Board Room

Present: Neil Carpentier-Alting, Dave Clarke, Vickie Donaldson, Tim Frisbie, Eric Houck, Steve Reynolds, Dennis Roberts, Valerie Roberts, Bart Scott, Todd Scott, Nancy Shepard

Absent: Brian Busk, Doug Haugen, Greg South, Bob Taylor

- Item 1. Frequency of Meetings (how often to meet and when)
Instruction Council will be scheduled for every other week, on Friday at 1PM. The meeting will be canceled if there are no agenda items.
- Item 2. Application for College Credit by Course Challenge
This is for information only. The student petitioned to challenge ENGL 1001. Steve Reynolds agreed to write and proctor the exam. The student passed the exam and did very well. The student challenged the course because he had exhausted the repeatability of the course.
- Item 3. Program Review and Assessment
CurricUNET has held up the program review process. The 2013-14 program reviews got stopped at the Dean level, so they are just starting to come through now, although there are parts that are incomplete. Steve Reynolds does monitor the CurricUNET program review approval process and lets people know when the process gets hung up. Todd would also like to be notified when the process gets hung up. Current year program reviews are due on September 15. The program review process is important because it feeds into the budget process, the instruction equipment request process and new faculty requests. The point person for each program review should be the full-time faculty member(s) in that area. If there are no FT faculty, then the point person should be the Dean. CTE programs have program directors or coordinators, so they are the lead person. Todd asked Steve to provide him with a list of who has not turned in their program review and then he will work with the Deans to get them turned in. The Accrediting Commission has suggested that we need to get moving on assessment. Some of the LAS programs have turned in their assessment piece, but only EMS and ADJ on the CTE side have turned in their assessments.

September 4, 2015

Page 2 of 2

- Item 4. Finals Schedule for Evening Classes
We do not have a schedule for evening classes. The instructors who teach two evenings a week are supposed to teach their class on the first class meeting during finals week and then hold their final on the very last class meeting. This adds an extra class meeting. Todd will look at Dave's notes from the discussion last spring and will work on an evening finals schedule. If approved, it could be put into place for spring 2016.
- Item 5. IC Self-Evaluation
The President's Office generated a self-evaluation and process and distributed it to each committee for input. Comments and input were sent to Scotty. The Planning Committee completed their report, but did not turn it in. Self-evaluation is an accreditation issue. Evaluation and governance is a concern on campus.
- Item 6. Need for Second Census
Second census was discussed last year as a way to provide progress reports to students before the last day to drop before receiving a grade. The early alert system happened too early in the semester in some cases. Some instructors do not take roll and leave it up to the student to drop their class.
- Item 7. Other
Instruction Council, Student Service Council, and Tech Council all disbanded about five years ago. Scotty re-established these groups last year. Instruction Council has a mission statement and a members list, and so does Student Services Council. Tech Council has a descriptive statement. Instruction Council is an advisory council to the Vice President, Instruction. Agenda items should flow both ways.

The meeting adjourned at 1: 48 p.m.