

COLLEGE OF THE SISKIYOU

INSTRUCTION COUNCIL MINUTES – MEETING #2

Friday, September 18, 2015

Board Room

Present: Neil Carpentier-Alting, Dave Clarke, Vickie Donaldson, Doug Haugen, Steve Reynolds, Dennis Roberts, Valerie Roberts, Bart Scott, Todd Scott, Greg South

Absent: Brian Busk, Tim Frisbie, Eric Houck, Nancy Shepard, Bob Taylor

- Item 1. Approval of Minutes from 5/8/15 and 9/4/15
It as MSP (Haugen/Carpentier-Alting) to approve the minutes from the May 8, 2015 meeting and to approve the minutes from the September 4, 2015 meeting with the following changes:
Item 3, 2nd sentence- change Neil Carpentier-Alting to Steve Reynolds and add...the CurricUNET *Program Review* approval process....
Also, 2nd to last sentence should read – The *Accrediting Commission* has suggested.....
All in favor.
- Item 2. Evening Finals Schedule
The evening final exam schedule will be revised as discussed in the meeting. Instruction Council determined the final exam schedule does not need to go to College Council. Vickie/Todd will look at some student schedules to see if the new format works. The new final exam schedule will go into the spring schedule.
- Item 3. Instruction Council Self-Evaluation
Todd filled in most of the Instruction Council Self-Evaluation form, but the major accomplishments, major obstacles, recommendations for improving process, and goals still need to be filled in. IC determined that the major accomplishments should include: AD-T, discussion of value of W vs FW, IEPI data turned in, and use of program review for resource allocation. Major obstacles was not relevant to this group. Recommendations for improving process should include: Timely distribution of IC meeting material (72 hours before the meeting). IC did not have goals from last year and did not feel goals were needed for the current year.
- Todd would like to expand the Planning Committee to include VPs and perhaps the committee self-evaluation form could be revised to be more relevant to planning. Also, the IC Mission Statement needs some minor revisions.

Item 4. Honors Program

Todd would like to have an Honors Program in place at COS. He wrote a Foundation grant for funds to start up the program by sending instructors to a conference. We do not currently have any honors classes available. He envisions that we would create a separate honors section of a class (i.e., ENGL 1001) and those students would attend class with the students enrolled in the concurrent section, but additional work would be required. Students with honors courses on their transcripts can often get into UCs and some private and public schools that have agreements to give priority to students with honors courses.

Item 5. Other

One year schedule of classes – Melissa and Todd are looking at developing a one year schedule of classes. A task force will most likely be assigned to this. A one year schedule helps with retention and it will help students complete their degree in two years. We will have to look at degrees and especially those degrees that are over 60 units. Other schools have students choose classes for the entire year, with registration for spring semester completed during the spring enrollment period. This will not block the student's ability to add/drop courses.

We currently do not allow students to drop/withdraw entirely online. The Banner system will not allow students to drop the last class they are enrolled in, so the student has to come in or call to drop the course. The reason behind this is to be able to ask students why they are withdrawing from classes. This is a setting in Banner that can be changed. Todd will bring this up at Cabinet and he and Melissa will work on it. Also, the Banner system is set up so that students who owe money cannot add or drop classes. This is an attempt to help students so they do not accumulate more debt.

Program Review Progress Report – Steve distributed a list of current program reviews that are in progress.

The meeting adjourned at 2:00 p.m.