

COLLEGE OF THE SISKIYOU

INSTRUCTION COUNCIL MINUTES – MEETING #10

Friday, April 11, 2016

Board Room

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

Absent: Doug Haugen, Eric Houck, Isaiah Olson

Item 1. Approval of Minutes from 3/14/16

It was MSP (Carpentier-Alting/Clarke) to approve the minutes from 3/14/16.

Item 2. AP 4105 – Distance Education

The former AP 4105 contained the required legal language. Nancy did some research to see how other schools had written the procedure. The revised procedure includes the legal language and some items were moved around. She also included information on accessibility and a statement on student support services. She tried to keep it simple. A distance learning handbook is being developed and that will include more detailed information.

Under the “Accessibility” section, Dave asked that “section” be added before 508 in the second sentence.

Authentication of Student Identity is a big issue, but there is not a guaranteed way any school can tell the student is who they say they are. We just have to say what we are doing and there is some assurance that we are checking students. We do the equivalent of what we do for every class.

MSP (Clarke/Carpentier-Alting). All in favor with amendments.

Item 3. AP 4021 – Program Consolidation/Discontinuance

MSP (Clarke/Carpentier-Alting) to approve the revision to AP 4021. The item regarding the Vocational and Occupational Training Programs was added to the procedure. Bob pointed out that math and English are not held to the same standards as vocational education, but this mandate comes from California Ed Code so we have to do it. Bob thinks the language in #3 is stronger than he would like it to be, but he’s okay with it. This item will be tabled until we know:

- How much of the language comes from CA Ed Code and how much from other sources?
- #1 – is the labor market demand a county, state, national, or global demand?
- Last paragraph—do programs have to meet all 3 requirements or just some of the requirements?

- Item 4. Final Exam Schedule for M-Th Block Schedule
Because the time blocks for classes were changed for the upcoming academic year, the finals schedule had to be revised as well. Dave asked that faculty get the opportunity to review the new schedule and if December 9 should be included as a final exam day. Vickie will find out from Elaine if the finals schedule has to be included in the schedule of classes. If not, we will not include it. If it has to, it will be a tentative finals schedule because the input from faculty will not be back before the schedule of classes goes to print.
- Item 5. Campus Wide Standing Committee Self-Evaluation Form
Last year Steve Reynolds and Dave Clarke both gave Scotty input regarding the self-evaluation form, but none of it is reflected in this document. They advise Scotty to review the feedback from last year. This form is not an evaluation, but a report. Who fills it out? There is nothing included about this year's goals and attainment of goals. IC does not have goals since it is a review and recommending body. Dave would like to see the other evaluation form from last year. It is more self-reflective. We should be asking other people how well Instruction Council works for them.
- Item 6. Other
- The instructional equipment money has been allocated and the requesters have been notified to spend the money. Dave requested that the list of instructional equipment requests be sent to faculty and if the request did not get funded to provide an explanation (see attached list).

The meeting adjourned at 2:53 p.m.