



**Instruction Council Meeting**

Meeting Date: Sept. 20, 2019

Meeting Time: 10AM-12PM

Location: Boardroom

Present: Van Alfen, C., Daffern, S., Rexford, N., Peretti, B., Baldwin, J., Gale, K., Tischler, M., Korkowski, M., Parham, K., Brownell, C., Perlas, C. (Note Taker)

Guests: Joslin, N., Track, R., Hoff, T., Klein, A., Blink, D., Clarke, D., Thatcher, P.

Topic	(I) Information/ (A) Action
<p><b>Welcome and Announcements</b></p> <p><b>Old Business</b></p> <p><b>I. Review of APs and BPs (I/A)</b></p> <p>a. AP 4260 Prerequisites and Co-requisites Review and discussion of current Prerequisite Challenge Form.</p> <p>b. AP 4610 Instructional Services Agreements Discussion regarding Board Approval requirements.</p> <p><b>I. Instructional Equipment \$\$ - \$53,727.67 (I/A)</b></p>	<p><b>Welcome and Announcements</b></p> <p><b>Approval of minutes</b> Rexford moved. Tischler 2<sup>nd</sup>. 1 Abstain</p> <p><b>Old Business</b></p> <p><b>I. Review of APs and BPs (I/A)</b></p> <p>a. AP 4260 Prerequisites and Co-requisites Review and discussion of current Prerequisite Challenge Form. It was recommended that we add the five areas (as listed) per title 5 and develop a process to determine who evaluates based on what item is checked. Motion Tischler. Rexford 2<sup>nd</sup> All in favor. <b>ACTION: Re-agendize for next meeting</b></p> <p>b. AP 4610 Instructional Services Agreements Discussion regarding Board Approval requirements. It was stated that contracts, exceeding a certain amount, should be approved at the Board. It was recommended that we create a separate BP and AP that would address contracts, as a whole, which should be approved by the Board. <b>ACTION: Forward a recommendation to Administrative Services to develop an AP/BP or include in existing AP/BPs to require contracts to be presented as information or action to the board and identify amount thresholds.</b> <b>Tischler moves. Van Alfen 2<sup>nd</sup>. All in favor. Re-agendize until we receive feedback from Administrative Services.</b></p> <p><b>II. Instructional Equipment \$\$ - \$53,727.67 (I/A)</b></p> <p>a. Review of 19-20 ranked Instructional Equipment and Technology and discuss allocation process</p>

**Mission Statement**

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a. Review of 19-20 ranked Instructional Equipment and Technology and discuss allocation process

**BIO – Laptops:** BIO has eight laptops that are already out of warranty. The world of virtual simulations has increased. Alison teaches an evening class where there is no access to laptops/computers. Having one small set isn't working. BIO is requesting a set of 25 laptops dedicated to the BIO department. Simulations can be done which would save funds/workload on wet labs.

**BIO – Software:** Physiocraft software needs upgrade if new laptops are purchased.

**ECE-Equip:** Collaboration with Shasta Head Start. The climbing structure had become defective. A request was submitted for materials and equipment to replace climbing structure. Shasta head start removed the defective structure and replaced. Shasta Head Start is waiting for COS to replace the sandbox (which is associated with the curriculum). The funds would help us keep our commitment to Shasta Head Start. Potentially can be funded with Perkins.

**Library – Furniture:** Existing furniture was purchased in the 70's. Space isn't comfortable (have received complaints from students). Main focus would be to start replacing chairs, tables, and purchase of a couch (which was requested by students). Last year, the District purchased new furniture for the Board Room but wasn't able to fulfill the request for new furniture for the Library.

**Music – AV System & Software:** One of the only spaces on campus that doesn't have computers. Mac lab was removed three years ago and never replaced. In the choir room, there isn't a sound system. Instructors haven't been given laptops and they teach hybrid classes which requires them to use their own personal technology. Not teaching to industry standard due to lack of technology. Had \$5k allocated for this academic year which was reallocated. Question arose regarding support for Macs. The College has found a solution which is to contract out the support. If Macs can be purchased for Music, other departments would be able to utilize. AV System is for T1 (rehearsal room) and would be portable so, could be moved to main theater.

**PSY – Pscophysiology Kit:** Will be considered along with the other requests.

Allocation recommendations:

- We use the original IPB rankings. It was mentioned that it's difficult to make an informed decision without hard data.
- We fund all of the requests that we can afford and give Music the remaining funds.
- Reach out to each requestor and ask if they would be willing to take a portion of their request.

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**ACTION: Char to reach out to requestors to see if they would be amenable to a portion of their request. Nathan to have a conversation with IT and Facilities to determine why Music is omitted from having technology. Moved Tischler. Peretti 2<sup>nd</sup>. All in favor.**

**New Business**

**I. Cannabaceae Studies Program Presentation (I/A)**

**New Business**

**I. Cannabaceae Studies Program Presentation (I/A)**

Introduction of presenters. Identified 6 courses that would be developed into a CTE program. Review of LMI data. Thousands of available opportunities with well-paying positions. In Siskiyou County, there is an interest in Industrial Hemp. Hemp makes more per acre than alfalfa, uses less water, and has over 25,000 known uses for it. Referred to article in popular mechanics which referred to hemp as the billion-dollar crop. Other colleges developing similar courses includes SRJC. Our program would include courses in CHEM, BIO, HIST, BA (regulatory) and processing. There are jobs, but a shortage of people with the required skills set to do the jobs. Feedback includes: important to differentiate and sort out what would be best for our community. In nursing, students who are positive with any kind of cannabinoid are not eligible. Cora also shared negative effects of cannabis on brain development. College as a whole should be intelligent on how to proceed. It was also mentioned that this program would provide the education to properly inform of the effects. Focus would start primarily with hemp and its benefits, with a focus on manufacturing areas. It was asked if our presenters know of how quickly there would be a demand for labor. It was mentioned that the production of hemp would require more qualified workers compared to growing other similar products. Questions arose over where we plan to get students and what would be the entry level skills required? The project in Weed starts workers at \$17/hour. Would prefer students had the opportunity for on-the-job training. Question regarding the discipline of courses in the program. This program would consist of courses within multiple disciplines which would be written by current faculty with assistance from our community experts. The current thought is to start with non-credit and/or community education. Cannabaceae includes the entire plant including hops.

**II. BP/AP 4040 Library and Learning Support Services**

a. ASC

**ACTION: Jude to forward 4040 to Carly to see if she's interested in developing a separate AP. Char to research ASC AP/BPs from other colleges.**

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<p><b>II. ILO Update (I/A)</b>  a. ILOs have been found! Now what?</p> <p><b>Future Items?</b></p> <p><b>Adjourn</b></p>	<p><b>Gale move. Rexford 2<sup>nd</sup> All in favor.</b></p> <p><b>III. ILO Update (I/A)</b>  a. ILOs have been found! Now what?</p> <p>Discussion regarding why the ILOs were discontinued. There were issues with assessment and analyzing. Other colleges have used the CCSSE to measure ILOs.  <b>ACTION: Nathan to determine if we can re-distribute the CCSSE. If so, we should consider revising the ILOs.</b>  <b>Tischler moves. Van Alfen 2<sup>nd</sup> All in favor.</b></p> <p><b>IV. Course Credit Challenge (I/A)</b>  <b>Tischler moves. Van Alfen 2<sup>nd</sup> All approved.</b></p> <p><b>Future Items?</b></p> <p><b>AP/BP 4106</b>  <b>Credit by Exam</b></p> <p><b>Adjourn 11:56am</b></p>
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