



Instruction Council Meeting

Meeting Date: March 4, 2021

Meeting Time: 12PM-2PM

Location: ZOOM

Present: Klever, M., Carpentier-Alting, N., Weston, R., Chang, W., Val Alfen, C., Roberts, V., Dutcher, D., Oreck, A., Roche, C., Rexford, N., Elwood K., Perlas

- 20-21 Instruction Council Goals**
- Review and update, as needed, BP/APs
 - Make recommendations on 2-year Academic Calendar
 - Practice Equity-Centered Decision Making
 - Address follow-up Items and complete action items

Topic	(I) Information/ (A) Action
<p>Welcome and Announcements Approval of the Feb 18th notes</p> <p>Old Business</p> <p>I. New Program Pre-Approval Form: Feedback from governance committees? – Neil Carpentier-Alting</p> <p>II. Strategic Enrollment Management Plan: Next Steps?</p> <p>a. That can be immediately implemented</p> <ul style="list-style-type: none"> • Our classes are “small” compared to other Colleges and therefore can be a destination college- but we need to shore up getting students into the college. • Short promotional videos • Highlight program of the month <p>b. That can be implemented overtime</p> <ul style="list-style-type: none"> • Make sure students and instructors have online support (e.g. hot spots) • Early alert system implementation • Figure out the Banner issues to streamline enrollment, financial aid and registrations. 	<p>Welcome and Announcements Approval of the Feb 18th notes Neil Carpentier-Alting/Charlie Roche – Move/Second/Approved.</p> <p>Old Business</p> <p>I. New Program Pre-Approval Form: Feedback from governance committees? – Neil Carpentier-Alting</p> <p style="padding-left: 40px;">Tabled. Place on next agenda. Neil would like one last check to make sure it covers the 5 criteria.</p> <p>II. Strategic Enrollment Management Plan: Next Steps?</p> <p>a. Recommendation of a different approach?</p> <p>b. Meghan and Nathan are looking are holistic outcomes and FTES approach to evaluating enrollment.</p> <p>c. Can still maintain and have discussion across committees, right size, etc.</p> <p>d. We need to focus on all 3 areas of the SCFF.</p> <p>e. On the path of 40? Of allocation being determined outside FTES. It really puts a different spin on the case.</p> <p>f. Now classes are more competitive. They cost a lot but yield the same FTES. Now with SCFF it is worth looking at our management practices in light of outcomes. Are courses able to guarantee a cohort of students who are received 9 CTE units every year. Earning a living wage in this county in a reasonable pace in some of our certificate programs.</p> <p>g. Meghan has developed a template to approach from the perspective like a program review data in what does a program bring to the table as far as the SKIF is concerned.</p> <p>h. Meghan started slowly with the Police Academy.</p> <p>i. Enrollment Management next week we will go over that general approach.</p>

College of the Siskiyous Vision

Transforming students' lives through lifelong learning and success.

- Figure out the reason for the exiting of students.
- Transparent processes that can still be efficient.

- j. Are they applying for Financial Aide? All Colleges receive a flat rate for all BOGG or Pell eligible students enrolled.
- k. Broad outcomes and demographic approach to enrollment management.
- l. Will bring feedback in a meeting or two.
- m. Allows us to create strategies to address all of the three areas of the SCFF including Financial Aide.
- n. Get more students to apply who will accept the BOG or whatever they qualify for and the college will be rewarded for that.
- o. Interesting way of looking at things.

New Business

I. Nursing Program Update

New Business

I. Nursing Program Update

- a. Attached a Nursing Instructor Brochure.
- b. Please distribute widely.
- c. We have a Regional Nursing Recruitment event we are working on.
- d. Meet with 5 other colleges in our region.
- e. Developed an event that will highlight each of our programs.
- f. Mendocino will actually present what they have done in their area that developed a partnership with their local hospital. The hospital pays for their nursing faculty salaries.
- g. This is something we would like to pursue.
- h. We are working with the CEO of Fairchild and Mercy Medical
- i. Fairchild has distributed our brochure to their board
- j. We have a person that is qualified and internal to apply for our Director of Nursing.
- k. A potential candidate who is possibly applying for the nursing instructor position.
- l. We need another faculty position.
- m. We are working on our current contract and unable to build in a salary change for this program.
- n. Recruiting event is this month.

II. Statement on behalf of Instruction Council

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- a. This was asked to be placed on the agenda. Prioritization of Instruction. We are short staffed. Not sure who recommended this be placed on the agenda.
- b. Is there some kind of joint statement to make a recommendation of priorities with the official budget cycle coming up.

III. Space relocation process recommendations

- c. Per notes of Nathan's "importance of instruction at institution committee to guaranteeing resources needed for students to succeed in classrooms". Summation notes...
- d. Discuss about budget cut in instruction and reaffirm our commitment to instruction. Example we need to consider hiring someone to teach ETHN Studies. Possibly a Soc/Anth instructor.
- e. Maybe couple with another program.
- f. Hire needed faculty to fulfill needed areas.
- g. Reassess what size the college needs to be. Staffing, Structure. Shared governance bodies. Short staffed.
- h. Run a task force to share some of the burden regarding problem solving.
- i. Make sure everyone is heard. Have all the information they need to make decisions.
- j. There are multiple approaches to look at filling the Ethnic Studies position. Possibly Ethnic Studies/English. Look into coupling two programs together.
- k. No action was asked to be taken. Just needs to be heard.
- l. Prioritization of CQIPS will be at our next meeting.

III. Space relocation process recommendations

- a. There are multiple requests to move office spaces.
- b. There have been conflicts. New or Returning.
- c. Current process is complete the form and it is moved forward.
- d. We don't know who's been working with whom. Request for the same space by two diff people in two different areas.
- e. Now we have two people approved for the same space.
- f. How to streamline this process.
- g. How do we know who is requesting what space?
- h. Is it seniority?
- i. How do we prioritize these requests?
- j. Space Committee was formed for Regina to obtain current location.
- k. The system was started, but not completed.
- l. Lot involved, IT, Maintenance, others what the space. Who needs it more.
- m. Once new residence halls are built, old halls will be taken off line.
- n. This is not common knowledge.
- o. Deal with Servitas, the new halls need to be filled first.
- p. Old Halls used for groups year round such as NOLS, Van Guard, etc.

- q. Does this include process for different parts of campus that go off line and come back on line. (Theater, McCloud)
- r. Should there be one place everything goes to.
- s. Theater Building will be on hold for a year or two.
- t. Nothing in current CBA for supplying office space.
- u. Holistic view of the whole campus and not sporadic.
- v. Paperwork gets lost when someone is moved and issues come up when paperwork can't be found.
- w. Maybe two times a year if you want to relocate office space we have a fall deadline and spring deadline and if 10 people put in for an office relation, we can look at it from a broader perspective.
- x. How can we better do our work on a daily basis?
- y. Evaluate and be strategic on where we place faculty.
- z. Look in the next 6 months and be thoughtful of four space and use.
- aa. For immediate need should we go ahead and implement these deadlines. If looking to move offices this fall, make it May 1, and review requests, schedule a meeting and the meeting would be with Directors, or areas that might impact. If only one, then just a couple of people if just an office swap. If bigger include Deans.
- bb. Gear it around when we have our winter holiday break and winter intersession for Maintenance and IT requirements.
- cc. Need a spelled-out procedure. Is office available, competition for office, ready for computers, networking, is it habitable. How do you resolve it?
- dd. Char will bring to Admin Services for discussion.

IV. Good of the Order:

- a. Wenli chat on Promotion and Marketing.
- b. Dawnie is working on a Marketing Plan.
- c. Our college and how it compares to others and able to provided tailored support services and quality instruction.
- d. March 16 meeting how 100% of our instructors are Canvas certified.

Adjourn

12:49pm

Future Items:

Follow-up regarding AP 4610 Instructional Service Agreements – Administrative Services (I)

Adjourn

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Follow-up regarding AP 4610 Instructional Service Agreements – Administrative Services (I)