

COLLEGE OF THE SISKIYOU
INSTRUCTION COUNCIL MINUTES – MEETING #10

Friday, March 20, 2015

Board Room

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

Absent: Brian Busk, Eric Houck, Dennis Roberts, Bob Taylor, Chris Vancil

Guest: Maria Fernandez

- Item 1. Approval of Minutes from Meeting 9
A motion was made to amend the minutes from meeting 9 and strike the last bullet (Neil/Dave). All in favor. The first bullet was also discussed. When the Friday IC meetings are canceled, an alternate date will be scheduled if needed, rather than meeting on the following Monday. The minutes were approved as amended.
- Item 2. Administrative Procedure No. 3260 Input
People are not sure what should be included in an enrollment management plan, so there is not a lot of input. If Scotty wants more input or help with the plan, he should perhaps appoint a task force. The task force should include people who can address the bullet points. Dr. South will take this forward to Scotty.
- Item 3. Institutional Standards
An Academic Senate task force reviewed data from comparable schools, looking at retention, pass rates, graduation rates, etc. Their conclusions for COS are based on their review. The comparable schools are Redwoods, Feather River, Lassen, Tahoe and Mendocino, and the data they reviewed was from Data Mart. This data is different from the Score Card data and the numbers are higher because it's based on semester to semester. Also, non-credit courses are not included in the numbers. It was noted that the Basic Skills success rates are very low. If we hire a counselor, the position will be paid partially by student equity funds and a part of the assignment will be working with Basic Skills students. This should bring the number up.
- Item 4. Student Health Fee Change
Due to lack of time, this item was tabled to the next meeting.
- Item 5. Discussion of ASC/TLC
Maria Fernandez attended IC and presented her ideas regarding the ASC and TLC. We do not have many instructors who are proficient at teaching online and we don't provide the training that we used to when we had the TLC. Margie White has been our support person for online courses, but she will be leaving. Her job is currently ASM and faculty. Faculty need training for both online and face-to-face classes they teach, staff need training, and students need training to prepare them to take an online course. Although online students have access to support services, it is not at the

same level as other students. To help correct the situation Maria's proposes:

- Hire a full-time Basic Skills/English position
- Hire an ASC/TLC Coordinator (faculty position). This position would require a master's degree in education or any discipline. The position itself would not generate FTES, but the ASC does generate FTES. Would need to have a good relationship with Faculty Association.
- The Basic Skills/English and ASC/TLC coordinator need to be two separate positions. We have combined these before without success.
- Develop a Teaching and Learning Center (TLC) led by a full-time faculty member that is available for faculty, staff and students
- Certify instructors to teach online
- 24/7 online tutoring (like Sierra College)
- We do bits and pieces of this now. We need to look at how much we are currently spending on all of these pieces.

Dr. South asked Maria to include items discussed today into her proposal and present the information to Cabinet.

Item 6.

Other

No other items were discussed.

The meeting adjourned at 3:13 p.m.