

COLLEGE OF THE SISKIYOU
INSTRUCTION COUNCIL NOTES – MEETING #9

Friday, April 13, 2018

Board Room

Present: Jude Baldwin, Cora Brownell, Neil Carpentier-Alting, Dave Clarke, Vickie Donaldson, Elaine Eldridge, Bill Hirt, Dennis Roberts, Valerie Roberts, Bart Scott, Todd Scott, Chris Wehman, Zack Zweigle

Guest: Christine Van Alfen

Item 1. Approval of Notes from March 16, 2018

The notes from the meeting on March 16, 2018 were approved as read.

Item 2. Administrative Procedures/Board Policies

- A. **AP 4105 – Distance Education (no corresponding BP)** – The Distance Education Committee went through this procedure last March and reviewed it again this spring. They made no changes. However, after review by Instruction Council, it was determined that parts of the procedure are not clear so Zack will take this back to the Distance Education Committee. In the Definition section, it should specifically call out that using the Canvas platform does not make a class a Distance Education class. The Course Approval section is confusing and Dave has alternate text to replace it. The Instructor Contact section is confusing as well. The last sentence of this section is probably not necessary. The Duration of Approval section could be deleted. Val will get clarification on the last sentence of the first paragraph of Authentication of Student Identity. We do not do this for face-to-face classed, but perhaps we should, otherwise it's inconsistent. There are three bullet points under this section, but we only have to meet one of them to be in compliance with the federal financial aid requirements. Also under this section, third paragraph, it should be the VP of Student Services, rather the VP of Instruction. Fourth paragraph, first sentence, "by" should be "be" or "is".
- B. **AP/BP 4106 – Nursing Programs** – The initial recommendation was to retire the AP and BP. After further review of the BP, it was determined that the first two paragraphs should be deleted and it was recommended that the remainder of the BP concerning loan assumption should be referred to HR. Cora will do some research on this and will have some more information by the last IC meeting. If we don't hear back from Cora, then the recommendation is that the BP/AP be retired.
- C. **AP/BP 4235 – Credit by Examination** – The AP went to College Council who sent it back to Instruction Council. Sunny, Val, and Christine worked on this AP and came up with new language. Under Other Conditions, first bullet, "good standing" is ed code language, but it needs to be defined. Does it mean academic good standing, financial aid good standing, or both? Third bullet, Val will follow-up with Meghan. Fourth bullet, "Units" should be replaced with "Credits". Ninth

bullet should read, “Students may” rather than “ Students should”. Under Process, third bullet , need to clarify the assignment of the faculty member. Fourth bullet, “another location” should be replaced with “at COS”.

D. **AP 4500 – News Media (no corresponding BP)** – The recommendation is to retire this AP because we do not have a Media Communications Program nor a Journalism program. Instruction Council approves the recommendation and this will be forwarded to College Council.

Item 3. Update on Final Exam Schedule

It was suggested that the 16th week of the semester be changed to the last week of the semester and do away with finals week. This would add more class time to classes. Senate Executive discussed it and discarded the idea because it would differ from the finals week practice at four-year schools. This item was not discussed at the Academic Senate meeting, but the faculty reps on IC think it should be. Bill Hirt will take this back to Senate Exec.

Item 4. 2019-2020 Academic Calendar

This calendar went to Cabinet, who recommended a few changes. Cabinet wants two separate calendars on campus and the academic calendar should only note academic issues. After review, Instruction Council recommends that some of the notations on the calendar be deleted. For each semester, the Last day to reduce load and receive refund and Last day to petition pass/no pass option will be deleted. In the notations for April 2020, Registration opens for 2020-2021 will be deleted.

Item 5. Faculty Prioritization

We do not know how many new faculty can be hired for next year, but these five positions came forward through program review: Communications, Fire, Kinesiology, Microbiology, and Sociology. Dave believes these are coming through really late to hire for next fall. In part, they are late because of the governance process. Todd will send these five positions to Academic Senate and let them know the positions were not ranked at Instruction Council and that the positions should be argued at the Senate meeting. Bill will bring this to Senate where they can also discuss the criteria for ranking the positions. The Senate ranking will come back to Instruction Council.

Item 6. Other

- The start time of Instruction Council was briefly discussed. The start time changed to noon so that each meeting would be 1.5 hours long to accommodate the agenda. The extra half-hour was placed at the front of the meeting because there is typically a meeting that follows Instruction Council in the Board Room at 1:30.

The meeting adjourned at 1:32 p.m.