



Academic Senate
College of the Siskiyous
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Academic Senate Meeting Minutes

March 14, 2017 (Convened at 3:35pm) in DCL Rm #3 and Yreka Rm #5

Attendees: Shawn Abbott, Kevin Broussard, Kim Butler, Wenli Chang, Hallie Coppi, Andrea Craddock, Maria Fernandez, Tim Frisbie, Michael Graves, Sunny Greene, Jenny Heath, Bill Hirt, Michelle Knudsen, Charlie Roche, Michael Tischler, Jayne Turk, Chris Vancil, and Mike Wilson. Dr. Todd Scott were also in attendance.

A. READING AND APPROVAL OF MINUTES

- a. Kevin Broussard moved to approve minutes / Charlie Roche seconded / motion passed

B. ACTION ITEMS

a. Participatory Governance Document

- i. Motion from the Senate Exec to recommend the adoption of the participatory governance structure as attached.
 1. Motion passed

b. Distance Learning Documents

- i. Motion from the committee to recommend the adoption of Proctorio
 1. Maria Fernandez introduced the online proctoring service – Proctorio. The Online Education Initiative (OEI) has recommended this proctoring service because it works seamlessly with Canvas. You have the option of clicking on “enable” for Proctorio to be available for use on Canvas.
 2. Proctorio is also in the process of setting up proctoring centers across the state. Maria indicated that we can explore being a proctoring center to assist CTE programs, like the Fire program.
 3. Maria said that the cost for this service is \$10.20 per student for the entire year. Maria suggested that we may want to try Proctorio on a cohort of students taking math and science courses and see how well it works.
 4. Shawn suggested changing the word “ensure” to “support” academic quality in the blurb describing it
 5. Maria will send out an email to everyone about Proctorio.
 - a. Motion passed
- ii. Motion from the committee to approve the definitions of DE modalities as attached
 1. Bill Hirt, Mike Graves, Jayne Turk, and Kevin Broussard offered suggestions to change the language on the document to make it more clear and concise

- a. Andrea Craddock suggested to Maria that she forward her the original document so she can make the changes suggested by the Academic Senate members
 2. Dr. Scott and Maria both indicated that if you are presenting required content exclusively online in your face-to-face courses than your course is considered a “hybrid” course and not a “web-enhanced” course.
 3. Jayne Turk and Shawn Abbott both discussed the importance of having a baseline of technology knowledge requirement for all COS students.
 4. Charlie Roche said that video-conferencing (VC) definitions and practices should be outlined as well as DE courses.
 - a. Mike Graves and Shawn Abbott said they would work on a document addressing the definitions and practices related to VC courses
 5. Mike Graves motioned to table the DE definitions proposal until the suggested changes are made to the language on the document. Kevin Broussard seconded / Motion passed
- c. Program Review
 - i. Motion for the Senate Exec to adopt the PR and Annual Review Documents as attached
 1. Since this motion was never addressed in this meeting due to time constraints, Chris Vancil will call a special Academic Senate meeting to focus on this topic
- d. Hiring Committee Appointments
 - i. Chris Vancil asked for volunteers to serve on a political science faculty hiring committee with Chris and Andrea Craddock. Jayne Turk volunteered to be on this committee.
 1. Motion passed to have Chris Vancil, Andrea Craddock, and Jayne Turk serve on the hiring committee for a full-time political science instructor
 - ii. Since Dr. South and Dr. Taylor are/have left their positions, we may need to put together hiring committees to fill these vacancies.
 1. It was decided that Chris and Mike Tischler will meet with Dr. Scott and Scotty Thomason to discuss these positions and the possibility of adopting departmental/area coordinators to replace dean positions

C. *Adjournment* at 4:35pm