

If there are any questions or concerns regarding the minutes, please contact your constituent representative for additional information or clarification.

**COLLEGE COUNCIL
MINUTES
April 25, 2018**

The following members were present:

Dr. Stephen Schoonmaker – President
Theresa Richmond – Administration Representative
Maria Fernandez – Faculty Representative
Chris Vancil – Faculty Representative
Dawnie Slabaugh – ASM Representative
Chris Wehman – ASM Representative
Josh Collins – Classified Representative
Debbie Dutcher – Classified Representative

Absent:

Dr. Todd Scott – Administration Representative
Calvin Wagner – ASB Representative
(Currently one ASB representative position is vacant.)

Also Present:

Dr. Zachary Zweigle – Dean, Instruction
Sheila Grimes – Recording Secretary

The meeting was called to order at 10:07 a.m. by Dr. Schoonmaker.

Consent Agenda

Item 1. Approval of Minutes

It was moved and seconded (Collins/Fernandez) to accept the minutes of the April 11, 2018, meeting.

The motion carried with the following vote: 7 ayes, 0 noes, 2 absent.

Regular Agenda

Item 2. Academic Program Review Manual

It was moved and seconded (Collins/Dutcher) to recommend acceptance of the Academic Program Review Manual.

Chris Vancil explained that the Academic Program Review Manual outlines a timeline for Academic Program Review, delineates who is responsible for what and when, and solidifies a common data set that faculty will use as a core for their program review. Chris commented that he is aware that there are still a few typographic errors along with minor adjustments to the language on Page 12 in reference to what the data the Research Office will provide. Chris noted that the Academic Program Review manual was a product of the Institutional Effectiveness Partnership Initiative (IEPI) visit. IEPI recommended changing our annual program review process to a four-year cycle. Career Technical Education Programs will remain on a two-year cycle as mandated by the State.

Dr. Schoonmaker shared that the Academic Program Review Manual was approved by the Academic Senate and reviewed by Integrated Planning and Budget. He thanked Chris for all his work on this document.

Item 3. Classified Senate

Josh Collins shared that the classified staff continue to work on the bylaws and constitution for a Classified Senate.

It was moved and seconded (Vancil/Fernandez) to recommend supporting the creation of a Classified Senate.

The motion carried with the following vote: 7 ayes, 0 noes, 2 absent.

Item 4. Recommend Review of Revised Board Policies

Revised Board Policies 1100, 2010, 2340, 2345, 2735, 4060, 4070, and 4100 were reviewed.

The revisions listed below were suggested for BP 2345:

- Third paragraph, first sentence delete “discuss” and in its place add “publicly comment on.”

The revisions listed below were suggested for BP 4100:

- First paragraph, first sentence add “Associate Degree for Transfer” after Associate of Science.

A motion was made and seconded (Collins/Dutcher) to recommend acceptance of revised Board Policies 1100, 2010, 2340, 2345, 4060, 4070, and 4100 with the changes noted above and to table 2735. The motion carried with the following vote: 7 ayes, 0 noes, 2 absent.

Item 5. Recommend Review of Revised Administrative Procedures

Revised Administrative Procedures 2710, 2712, 4026, 4060, 4070, 4100, 4101, and 4102 were reviewed.

The revisions listed below were suggested for AP 4026:

- Second paragraph, delete “Californians” and in its place add “College of the Siskiyous’ students and employees.”
- Sixth bullet point, delete “with” and replace with “of.”
- Last bullet point, delete “California’s” and in its place add “College of the Siskiyous’.”

The revisions listed below were suggested for AP 4070:

- Second Section, first bullet, delete “minimum class size has been reached and if the course is still open” and in its place add “if the class is still active and open.”
- The following sentence appears under both the Required Approvals section and the Fees and Refunds section. “Priority for enrollment shall be given to students desiring to take the course for credit towards a degree or certificate.” Remove this sentence from both of those sections and place in Limits on Auditing section on the second page.

The revisions listed below were suggested for AP 4100:

- Fourth bullet, change 21 units to 18 units. Under the same bullet make the last sentence into its own bullet and add an intro of Major Requirement so that it reads as follows: “Major Requirements – Students will receive an AA or AS degree with a major or an area of emphasis with a minimum of 18 units in specific curriculum.”
- Fifth bullet, remove the bullet and make this sentence into its own paragraph.
- Second Page, first paragraph, delete “Counseling” and in its place add “Admissions and Records.”
- Second Page, fourth paragraph, second sentence delete general education and in its place add “transfer.”

Item 5. Recommend Review of Revised Administrative Procedures (Cont'd)

The revisions listed below were suggested for AP 4101:

- Under Item 1 delete “Course approval Request and Individual Course outline” and in its place add “**Petition.**”
- Under Item 2, second sentence delete “recognition” and in its place add “**reference.**” In the third sentence delete “CRN” and in its place add “**course.**”
- Under Item 5, delete the current sentence and in its place add “**Students will have the same access to the instructor as students in other course delivery modes.**”

The revisions listed below were suggested for AP 4102:

- On Page 2, Item 1 in the Table’s Description column, add, “**Research would include such items as: Enrollment Projection Data, Similar Programs at Other Colleges in the Area, Labor Market Information (LML Data), Employee Survey.**”
- On Page 2, Item 2 in the Table’s Description column add “**retention**” to Student Recruitment.
- On Page 2, since the first two bullet points were removed and there is only one left, combine to make one sentence as follows: “The District shall also establish written procedures mandated by the Federal Education Department General Administrative Regulations 2nd Edition.”
- On Page 3, Item 4.7 in the Table’s Description column add, “**Justification for this new program.**”

A motion was made and seconded (Collins/Dutcher) to recommend acceptance of Administrative Procedures 2710, 2712, 4026, 4060, 4070, 4100, and 4101, and 4102 with the changes noted above. The motion carried with the following vote: 7 ayes, 0 noes, 2 absent.

Item 6. Recommend Retirement of Administrative Procedures

Administrative Procedure 4500 was reviewed. Dr. Zweigle stated that as the College no longer has a Journalism or Media Communications program, Instruction Council voted to retire AP 4500.

A motion was made and seconded (Collins/Dutcher) to recommend retirement of Administration Procedure 4500. The motion carried with the following vote: 7 ayes, 0 noes, 2 absent.

Item 7. Governance/Committee Structure

Dr. Schoonmaker distributed the latest draft of the Decision-Making Guide for College of the Siskiyous - DRAFT Version 4-25-2018. He noted that an appendix has been added as well as a new section entitled, “The Decision-Making Flow of Participatory Governance” which brings a narrative to the illustration of Participatory Governance. Dr. Schoonmaker will incorporate the minor changes suggested at today’s meeting and send another draft of this document to the Council members to forward to their groups for any additional feedback.

Item 8. Other

- Follow-up
 - Rollover of Lodge Student’s Points for 2016-2017
Sheila reviewed the minutes from last year’s College Council meetings and the Board of Trustees meetings and there was no statement regarding rolling over the Lodge Students points from fall to spring for the 2017-2018 academic school year.
 - Legal Opinion on Reporting Incidents that Occur Off Campus
This item was tabled until the next meeting.

Item 9. Adjournment

A motion was made and seconded (Collins/Richmond) that we adjourn. The motion carried with the following vote: 7 ayes, 0 noes, 2 absent. Adjourned at 12:03