



Academic Senate

College of the Siskiyous
800 College Avenue, Weed, CA 96094
www.siskiyous.edu/academicsenate/

Academic Senate Executive Council Minutes

Friday, September 6, 2024
10:00 a.m. – 11 a.m. in DLC Rm #3

Attendance:

Ron Slabbinck, Andrea Craddock, Carly Zeller, Sarah Kirby, Ann Womack, Jude Baldwin, JT Tarantino, Mark Fields

Convened at 10:01 am

1. OPEN SESSION

It was suggested that use of a consent agenda at Academic Senate meetings could make our meetings more efficient. This will be a discussion item at the next Senate meeting.

2. OPPORTUNITY FOR PUBLIC COMMENT

3. APPROVAL OF MINUTES

Ron Slabbinck moved to approve the April 23, 2024, minutes. Tyler Knudsen seconded. The minutes were unanimously approved.

4. DISCUSSION AND ACTION ITEMS

a) Non-Instructional & Instructional Program Review

Non-instructional – The manual has been revised based on feedback following the experience of Library going through program review last year. Further updates will mirror the instructional program review manual.

Who is the principal preparer? Following the instructional process, FT faculty in the area.

What about non-instructional areas that have course offerings (LIBR, COLL, EDUC, etc.)? Information about these courses will be embedded in the non-instructional program review.

What will be the governance process for reviewing program reviews? The administrator will approve it, and then it will go to the Academic Senate. IPB has encouraged programs to present their reviews. This is relevant if there is a funding request.

Will there still be a hard deadline or will that be modified? This deadline listed is for the draft.

The non-instructional template asks for information on the operations expenses of the area as a percentage of the college's budget. What is this information intended to convey? It's not clear. There is a similar question on the instructional template (efficiency in operations). Inclusion of efficiencies was discussed in the program review taskforce, but there was concern that it could be used against faculty as other areas don't have similar metrics. We can make efficiencies a recommended, but not required, data point to discuss. It will be left in the manual for now pending feedback from the full Senate.

Changes to the Instructional Program Review Manual included removal of the signature page and other elements that weren't being used. Verbiage about having external people involved in process was also removed. A section about SLO assessment data has been added. The primary change to the Instructional Program Review Manual is who will be assigned the role of principal preparer. Full time faculty in the discipline will now be principal preparer rather than the area Dean. If there is no FT faculty member, the Dean is the principal preparer. If there are multiple FT faculty, the work will be divided among faculty in collaboration with the Dean. If a FT faculty member serves as principal preparer, they will receive compensation. This will be negotiated by the Faculty Association. Administrators are in support of honoring the current stipend rate for those doing program review this semester.

Is there a standard set of data that goes to everyone? Yes – there are data to address each of the items outlined in the template. Faculty doing program review will be given ZogoTech licenses to access and interact with data for their programs.

Can we include budget information? It has been included as suggestion for additional data that can be requested.

Approval of the Instructional Program Review Manual will be an action item at the next Senate meeting.

b) AP 4021 (Program Discontinuance) – Dr. Fields

The current draft has not gone back to Instruction Council yet but has received feedback from Curriculum Committee.

The draft of the AP calls for a committee with membership that includes 4 faculty and 7 other staff and administrators. It was suggested some of the non-faculty representatives (facilities, IT, etc.) be designated as resources rather than voting members.

The previous AP/BP was focused on Program Discontinuance. The VPAA and the Deans looked at examples from other colleges and created this draft that is larger in scope. It includes program proposals and other avenues for program evaluation and modification.

The document organization will be modified to make it easier to follow.

Faculty or administrators can initiate a process to evaluate a program by asking Instruction Council to initiate the process.

How do we quantify value added benefits to campus and community by supporting certain programs? How do we document purposes served by programs that go beyond FTEs? Is there a way to include a community representative on the committee as a resource? It is important to consider broader community needs and expectations to help maintain the trust of communities we serve.

There was a suggestion to include a separate section for certificate programs.

c) Updates on the Local Decision-Making Handbook

Regarding the organizational flow chart on page 19 – the flowchart does not reflect connection between Academic Senate and Board of Trustees. An asterisk will be added to indicate which entities have direct pathways of communication to the Board of Trustees.

d) Certificate of achievement through the Teacher Preparation Program (Butte County of Education)

e) Student Code of Conduct form

As a follow up to discussions during Convocation about how to report concerns about student conduct, the conduct code violation form that was approved in 2021-2022 will be a discussion item at the next Senate meeting.

The form needs editing to remove punitive language and needs to be brought into alignment with the Student Rights and Responsibilities and Academic Honesty statements. Ron will send suggested edits to Andrea.

Questions remain about when a BIT report should be used versus this form.

Which office handles plagiarism? Student Services or Academic Affairs?

f) Assign faculty members to committees

i) Need *two* for Instruction Council – Ron Slabbinck (Replace Tyler Knudsen; also need to replace Lyndi Cadola)

ii) IPB – ? (Replace Patrice Thatcher-Stephens)

iii) Flex - ? (Replace Lyndi Cadola who's going on maternity leave).

5. OFFICER REPORTS

a) President

i) IEPI visit on Friday, Oct 4th

Should we include other faculty members (i.e., FA)

Senate Exec will create and send a survey to faculty. The results will be discussed with the IEPI team. Classified Senate is doing something similar.

ii) How far back should Senate agendas/minutes be displayed on webpage?

Andrea will ask Weblinks about creating an archive folder.

iii) Resuming Board Docs for Academic Senate meetings

Dr. Fields has asked the Senate to use BoardDocs for meeting to improve accessibility and web design consistency. This will be a discussion item.

b) Vice-President

c) Secretary

d) At-Large

There was discussion about the new OneNote document for committee representative to use for information sharing. This seems like additional work for not much gain. Minutes from meetings are what should be shared out.

Adjourned at: 11:00 am.

Academic Senate Officers:

President: Andrea Craddock

Secretary: Ann Womack

At Large: Sarah Kirby

Vice-President: Tyler Knudsen

At-Large: Carly Zeller

Past President: Ron Slabbinck

It is the policy of College of the Siskiyous not to discriminate on the basis of race, color, national origin, sex or disability in its educational programs and its employment practices.

(<https://www.siskiyous.edu/humanresources/nondiscrimination.htm> and
<https://www.siskiyous.edu/mainfiles/titleIX.htm>)