

**Academic Senate**

College of the Siskiyous

800 College Avenue

Weed, CA 96094

www.siskiyous.edu/academicsenate/**Academic Senate Meeting Minutes**

April 20, 2018 (Convened at 10:00am) in DLC Rm #8 (Weed Campus) Bldg 4 Rm 5 (Yreka Campus)

Attendees: Shawn Abbott, Jude Baldwin, David Blink, Kevin Broussard, Liz Carlyle, Dave Clarke, Hallie Coppi, Andrea Craddock, Maria Fernandez, Tim Frisbee, Michael Graves, Jenny Heath, Bill Hirt, Michelle Knudsen, Shirley Louie, Kim Parham, Tom Powers, Charlie Roche, Ron Slabbinck, Mike Tischler, and Jayne Turk. Dr. Stephen Schoonmaker, Dr. Todd Scott, Dr. Zachary Zweigle, Daniel Kealey, and Sherry Ackerman were also in attendance.

A. Opportunity for Public Comment

- a. Bill Hirt asked for any public comments. No public comments were offered.

B. Reading and Approval of Minutes

- a. Mike Graves motioned to approve minutes / Charlie Roche seconded / Motion passed

C. Action / Discussion Items

- a. The Senate will consider final GE proposal from the Curriculum Committee – Kevin Broussard made a motion and Maria Fernandez seconded.
 - i. Mike Graves stated that Sunny Greene worked hard to fit all GE courses in to the five GE areas adopted by the Senate
 - ii. Mike stressed that this only pertains to the COSGE pattern and does not impact the CSUGE or the IGETC
 - iii. Mike also touched on the process of adding new GE courses. The key to whether a course will be added to the COSGE pattern is if that course's SLOs align with that area's SLO. New proposed GE courses will go to Sunny who will forward the request to the discipline faculty. The discipline faculty will make their recommendation on adding any new GE course to the Curriculum Committee.
 - iv. Bill called the question; motion passed with one "nay" vote
- b. The Senate will consider appointments to Senate and Non-Senate Committees
 - i. Guided Pathways – Shirley Louie, Michele Korkowski, Liz Carlyle, Andrea Craddock, and Ed Kephart volunteered to serve on this committee.
 1. Jude Baldwin also expressed interest in serving on this committee.

2. Ron Slabbinck motioned to approve this committee contingent upon Senate Exec paring down the Guided Pathways committee to just five faculty members. Dave Clarke seconded. Motion passed.
 - ii. Nurse Hiring Committee – Rhonda Brown, Hallie Coppie, Kim Parham, and Jenny Heath volunteered to serve on this hiring committee.
 1. Dave motioned to approve committee; Mike Graves seconded. Motion passed.
 - iii. Co-chair for Institutional Planning & Budget (IPB) Committee – We need one of the faculty members who is currently serving on the IPB committee to volunteer to co-chair this committee with Theresa Richmond. Mike Tischler volunteered.
 1. Mike Graves motioned for Mike T. to serve as co-chair; Denis Hagarty seconded; motion passed.
- c. The Senate will consider recommendations from the DE Committee
 - i. Recommendation 1: Adopt OEI Course Design Rubric to guide development of College of the Siskiyous online and hybrid course standards and evaluations.
 1. Must meet rubric requirements in order to a part of the OEI initiative
 2. Timeline: Now
 - ii. Recommendation 2: After implementation of full proctoring services at College of the Siskiyous, all fully online courses will have a proctored event to ensure academic integrity and to verify identification.
 1. Maria indicated there will be workshops on Proctorio in the Fall semester.
 2. Timeline: by Spring 2019
 - iii. Recommendation 3: Third Party Content Policy (See Policy)
 1. Maria Fernandez clarified the policy on third party content for COS courses. They defined third party content as commercial, web-based publisher, which requires student personal identification, information and grades to exist outside of Canvas.
 - a. The Family Education Rights and Privacy Act of 1974 (FERPA) guidelines, require single sign-on and that Assignments and Grades are only kept with Canvas. This is to prevent students’ privacy and data to be put at risk.
 - b. Canvas supports integration of publisher content within a single sign on environment, as long as it meets Section 508 standards of accessibility
 - c. Dr. Scott indicated that under Title V we cannot force students to go to a third party provider to pay for content.

- d. Dave suggested that these policies need to appear somewhere other than the DE handbook because they apply to all COS courses. Dr. Scott will bring up this issue to Instruction Council.
 2. Dave motioned to approve all three recommendations by the DE committee; Kevin seconded; motion passed
 - d. The Senate will consider faculty hiring prioritization
 - i. Bill stated that there are five full-time faculty positions submitted in the CQIP process for consideration. Instruction Council asked that the Academic Senate determine criteria for hiring prioritization.
 1. Mike will try to recover the hiring prioritization criteria document used previously by Instruction Council. He stated that it included if the requested full-time faculty position would meet 1 ½ load.
 2. In addition, how many FTEs were generated for that discipline in the last three years.
 3. Also, they would take in to consideration if any classes were cancelled in that discipline due to low enrollment.
 4. Another consideration would be how easy it was to find qualified part-time faculty in Siskiyou county
 5. Charlie Roche also thought priority should be given to those disciplines that are replacing a faculty member who has resigned or retired
 6. Jude also responded that it would be good to consider if any classes were cancelled in a discipline because there was no instructor to teach it despite student interest
 7. Charlie wanted to also make sure this process also applies to non-teaching positions (e.g., counseling, coaching, and librarians)
 - ii. Bill will send out an email to faculty asking them to rank these five requested full-time faculty positions “1” through “5” (“5” being most needed and “1” being least needed faculty position). He is asking that faculty rank these faculty positions by Tuesday (4/24) at 5pm.
 - e. The Senate will consider the latest draft Governance model from the President / College Council
 - i. Chris emailed faculty the updated Shared Governance model. Dr. Schoonmaker has requested that faculty share their thoughts on the model to the Senate Exec by Monday (4/23) at 5pm.
 - f. The Senate will consider an ad hoc committee to define student success – Maria moved to discuss this issue; Shawn seconded. Dr. Schoonmaker indicated that he wanted to generate a campus-wide discussion defining student success. Although we currently have a quantitative definition, he is looking for a qualitative, thematic definition of student success.

- i. Shawn Abbott, Charlie Roche, and Michelle Knudsen volunteered to be a part of this committee. Motion passed.
- g. The Senate will consider Interstate Passport Initiative - Mike Tischler and Chris Vancil attended a meeting on Interstate Passport Initiative. Basically, GE automatically transfers to a four-year institution if both colleges are part of the Interstate Passport Initiative. In addition, we'll have access to the National Student Clearinghouse so we can track our students' data after they leave COS.
 - i. Mike also indicated that our GE pattern largely aligns with the Interstate Passport GE pattern.
 - ii. We would get the first five years free for being a part of this agreement and thereafter it will just be \$2500 a year to continue
 - iii. Dr. Zweigle also mentioned that the Interstate Passport Initiative will give us \$10,000 to set up this arrangement at COS. He is currently working with HR to offer two faculty members a stipend to help set up this process.
 - 1. Jayne Turk moved to approve our participation in Interstate Passport Initiative; Dave seconded; motion passed.

D. Committee Reports

- a. Flex Committee – Tim Frisbee stated that the Flex committee has \$181 left. He also indicated that there will be some flex activities available in May and possibly June. Vickie emailed faculty members to give them their current flex hour count.
- b. Curriculum Committee – Mike G. indicated that eLumen is functional and new courses are already in queue. Faculty are now able to submit new or revised courses.
- c. DE Committee – Flex workshops for inclusive design will be available in May and possibly June.

E. Adjournment at 11:20am