

**Instructional Council**

April 1, 2019

11:00 am – 12:00pm  
Boardroom

**Notes**

**Participants:** Angelina Hill, George Potamianos, Dave Bazard, Kerry Mayer, Joe Hash, Mark Winter, Reno Giovannetti, Margaret Talcott, Alison Pritchard (telepresence), Melissa Ruiz (telepresence), Rory Johnson (telepresence), Cathy Cox, Justine Shaw, Stephanie Burres (support)

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| 1.0 | Field trip policy and procedures – are we consistent? | * We just want to make sure that we are being consistent with the form submissions. All students whether they drive or not must have a form on file. * Each new field trip requires a new field trip request and a student transportation form on file. * We will clarify with the business office how long the forms need to be kept. |
| 2.0 | MOU for negotiating lab tiers | * The lab tier form will be placed in the Office of Instruction forms and resources. * Schedule I must be turned in by May 23, 2019. * The faculty will be responsible for submitting the form and deans can assist as necessary. * Tiffany will alert Deans and Directors if they have faculty on overload because of the changes to the lab tier structure. |
| 3.0 | Printing using P-counter starting this summer | * The new p-counter system will begin rolling out in summer for Fall implementation. * Faculty will receive their p-counter code when they receive their contracts. |
| 4.0 | Moving to online catalog in eLumen | * We are moving from the print catalog to the online catalog in eLumen. * Courtney Loder is putting all of the front matter from the current catalogue into eLumen. All of the courses are up to date in eLumen. * We are still figuring out the paper catalog situation for next year for those who require them. |
| 5.0 | Online Bookstore Update | * MVS will be our Bookstore provider beginning next Spring. Faculty will begin the adoption process with MVS in the fall. * Butte College has reached out because they are exploring MVS online for their bookstore. * We have assembled an implementation team to ease the process of implementation. |
| 6.0 | eLumen for Assessment. | * Angelina has been going to the Assessment Committee meeting to explore using eLumen for assessment. * The Committee is interested, but would like cross-campus buy-in for utilizing eLumen. They have created a sub-committee to assess feasibility. * Our class rosters and course learning outcomes are already in eLumen which would ease the way for assessment. * The eLumen system is built to facilitate Program Review, Annual Planning, and resource requests. * We will still need to explore how eLumen integrates with Canvas. |
| 7.0 | Syllabi  Checklist | * Angelina has sent out a draft of the checklist to solicit feedback. Distance Education has made some edits to make it more user friendly. * Everything, except the first page and the DE information can be omitted is not applicable (i.e. Pelican Bay). * Through this process it has become apparent that what faculty are posting on the website is not their actual or full syllabi only an abridged version. Do we need to require the full syllabi? * Dave Bazard would like to separate the two documents: required and recommended. |
| 8.0 | Updates | * The Board Meeting is 4/2/2019 in Del Norte at 10:30am. * Reno, Mark Winter, and James Hays are working on releasing the Canvas shells to faculty 8-to 10-weeks before the start of the semester. Some faculty are requesting them even earlier, but it is unclear how this aligns with the scheduling of faculty. * If a faculty is assigned to the course, there should be no problem releasing it as early as needed. James will send out a notification when the Canvas shell is published. * Adult education is working to schedule classes at the Job Market and Betty Chin Center. * DE is working on putting together a list of all faculty who are qualified to teach online and lists that outline all the courses they have taught and what training they received. * The faculty contract has changed and requires documentation of online teaching training certification and requires that they have been evaluated for online teaching. * Mark Winter would like clarification on the assignment of faculty who developed new online courses. * Faculty held a meeting to discuss our participation in the OEI virtual campus. A resolution will be going to the Academic Senate leadership this week. * Redwood Days happened last week for local 7th graders. Thank you to faculty members who helped with classroom activities!! * HSU Live is April 17th at Humboldt State 8am – 1pm and there is a bun leaving CR at 8am. The event is for our students who are interested in transferring to HSU in the areas of Kinesiology, Business Administration, and Psychology. * It has come up in counseling this year the use of gender pronouns of preference for students. Staff and faculty training will be forthcoming as well as information on what it means to be non-binary and the location of non-gendered bathrooms on campus. * The library is in the middle of their biennial student satisfaction survey. * The library is migrating library online platform to exlibras. * E-kit is done and online evaluations are going out. Angelina would like Deans to ensure that online courses are using both forms (DE and regular). * English 1A faculty have completed 2 training sessions about the changes to the curriculum under AB 705. They are going to DN this week to meet with English faculty there. They will continue to provide training via Canvas. |