

COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES MEETING

DECEMBER 18, 1995

PRESIDENT'S BOARD ROOM

5:30 p.m.

AGENDA

MINUTES

TREASURER'S REPORT

Bid: Vans and Pickup Bid

Library Phone Bid

AT&T Phone Contract

OLD AND NEW BUSINESS

Restructure of CSI Curriculum Committee: *LaVar Steel and Dr. Beck*

Library and other Construction Projects

Report Concerning Legislative Interim Committee Meeting on

Community College Property Tax

Student Senate: *President Brent Keim*

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
December 18, 1995

CALL TO ORDER: 5:30 p.m. PRESIDING: LeRoy Craig

ATTENDING: Trustees: LeRoy Craig, Dr. Thad Scholes, Dr.
Charles Lehrman, Bill Babcock and Donna Brizee

College Administration: Gerald Meyerhoeffer, President
John M. Mason, Secretary/Treasurer
Dr. Jerry Beck, Vice President of Instruction
Dr. Michael Glenn, Vocational Dean
Dr. John Martin, Registrar
Dr. Ken Campbell, Director of Institutional
Research
Graydon Stanley, Director of Student Information
Ron Shopbell, Director of Continuing Education
Dick Sterling, Physical Plant Director
Jeff Duggan, Assistant to the President
Annette Jenkins, Public Information Director

CSI Staff: Jeff Fox, Lavar Steel, Jeff Harmon, Nene
Parrott,

Visitors: Joshua Clark

Faculty Representative: Kathy Clark

Times News: Karen Tolkkinen

MINUTES OF November 20, 1995 were approved as written on
MOTION by Bill Babcock. Affirmative vote was unanimous.

TREASURERS REPORT: Acceptance of the Treasurer's report was
approved on MOTION by Dr. Thad Scholes. Affirmative vote
was unanimous.

BIDS:

1. The Board approved the low bid of Latham Motors for two
vans and a pickup in the amount of \$53,846 on MOTION by Dr.
Thad Scholes. Affirmative vote was unanimous.

This purchase will be paid for from budgeted
Maintenance Department funds.

CSI Trustees

December 18, 1995

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2. The Library/Academic Development Center is in the process of being wired for phones. Due the construction schedule, we need to order phones and telephone supplies as soon as possible.

The Board approved allowing the administration to select the low bidder for telephone supplies and equipment for the bid to be opened on December 27, 1995 on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

The Board will receive a report on the bid at the January 16, 1995 board meeting.

PRESIDENT'S REPORT:

1. The Board approved the College of Southern Idaho entering into the State of Idaho telephone contract with AT&T on Motion by Bill Babcock. Affirmative vote was unanimous.

The contract is expected to save the College approximately \$12,900 per year over our current contract. The Board also approved setting up two 800 lines. The line charged for the 800 lines will be paid for from savings on our existing contract.

2. LaVar Steel presented a policy for creating a joint curriculum committee for the College. The joint committee was a recommendation of the 1994 accreditation report. The Board approved the policy on MOTION by Bill Babcock. Affirmative vote was unanimous.

3. Dick Sterling and President Meyerhoeffer reviewed building and construction plans with the Board concerning the following projects:

a. The Library/Academic Development Center will be completed by late February. We will move into the new facility during the week of spring break.

b. The remodel of the old library space in Taylor will begin as soon as we can get plans completed and the project bid. The Division of Public Works is in the process of awarding a contract to CTA architects.

c. The remodel of vacated classroom space in Canyon will begin this summer. The work will be done by our maintenance staff.

d. The Gym addition is in the design phase. We hope to start construction in August and be moved in by the middle of February of 1997. The project could move up by several months if the projected thirteen week review by Labor and Industrial Services can be shortened.

e. The location of five tennis courts to be constructed by the City of Twin Falls was approved by the Board. The tennis court project involves the City paying for the construction of the courts, the College paying for the lighting of the courts and shared costs for the construction of bathrooms and annual operating expenses.

f. The location of the proposed South Central Health District Office was discussed. The Board agreed that we needed to re-address the location of the proposed building. The administration will contact Cheryl Juntunen and the architect after the first of the year concerning this issue.

4. The President updated the Board on the activities of the Interim Legislative Committee on Higher Education and Governance. He said that several property tax relief funding proposals were considered including an increase in the liquor, wine and beer tax. The inequity of the current system for funding community colleges was recognized but there was no consensus on the solution.

President Meyerhoeffer has written to Governor Batt concerning this issue.

5. Dave Sass of the Twin Falls School District Board of Trustees sent a letter to the Board requesting a joint meeting between the school district and college boards. The purpose of the joint meetings is to discuss items that affect both districts. The Board agreed to the joint meeting. President Meyerhoeffer will contact Superintendent Donicht and work out the arrangements.

6. The President provided the following information to the Board:

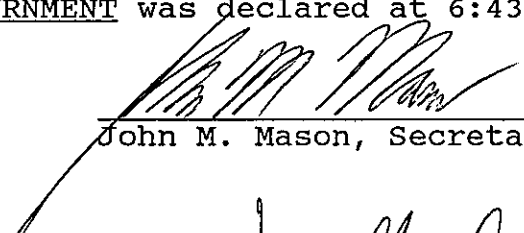
- a. Carol Meyer was given an award for her work in counseling from General Motors by the ASEP directors.
- b. Mary Beth Crane was given an award for teaching excellence from General Motors by the ASEP directors.
- c. An article about the Herrett Center written by Bill Studebaker was published in the Community College Journal.
- d. Chris Bragg's students tied for first place at a community college forensics competition.

7. Graydon Stanley provided the Board with the numerous civic activities of the students for the first half of the school year. The Board commended Graydon and the students.

8. The Board approved the changing of the January 1996 Board meeting from Monday January 22nd to Tuesday January 16th on MOTION by Donna Brizee. Affirmative vote was unanimous.

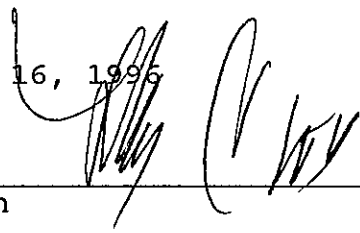
CSI Trustees
December 18, 1995
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ADJOURNMENT was declared at 6:43 p.m.



John M. Mason, Secretary-Treasurer

APPROVED January 16, 1996



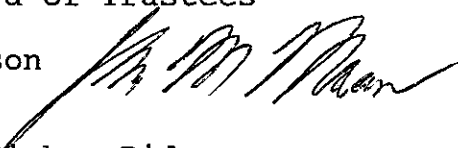
Chairman



COLLEGE OF
SOUTHERN
IDAHO
BUSINESS OFFICE

December 5, 1995

To: President Meyerhoeffer and the College of Southern
Idaho Board of Trustees

From: Mike Mason 

Re: Vans and Pickup Bid

We received four bids for the specified vans and
pickup. The bids are as follows:

Vendor	Van Bid	Pickup Bid
Lathan Motors - Dodge	\$20,269	\$13,308
Randy Hansen - Chevrolet	20,866	13,582
Gary's Westland - GMC	22,248	14,270
Roy Raymond - Ford	23,007	15,933

Based upon a review of the bids by Dick Sterling, I
recommend that we accept the low bid of Latham Motors for
two vans and one pickup in the total amount of \$53,846.

This purchase will be paid from budgeted Maintenance
Department funds.

College of Southern Idaho Vocational-Technical Education

Information at a glance

Number of Students FTE	563	Budget--State of Idaho	\$3,116,079
Headcount	797	Personnel	87.2%
Number of Full-Time Faculty	40	Program Operations	8.5%
		Capital Outlay	4.2%
Number of Staff	18	Number of Programs	54
Positive Employment Rate	93.2%	Award Types: Certificate of Completion	
		Technical Certificate	
		AAS	

Board Discussion Items

Topic Highlights--Mike Glenn

- General Education Core in Technical Education
- Tech Prep
- Capacity Creating Program--State Reporting
- Distance Learning in Technical Education
- Program Reduction

Program Update

Rick Parker--Division Director Paraprofessional-Technical Education

Lodging	Agribusiness
Food Service	Agriculture
Hotel/Restaurant Management	Equine Studies
Culinary Arts	Horse Management
Retail Merchandising	Farm Business Management
Mid Management	Fisheries Technology
Business Computer Applications Specialist	Water Resource Management
Clerical	
Computerized Bookkeeping	
General Office Assistant	
Electronic Office Specialist	

Topic Highlights--Paraprofessional-Technical Education

- Progress of Water Resource Management Program
- Investigations into a Vet Tech Program
- Student use of open computer laboratory and computer literacy
- Internet trainers developed
- Use of Breckenridge Ag Endowment Farm
- CSI/UI Agriculture
- Success of student organizations--IPAS, BPA, & DEX
- Distance Learning and Farm Business Management

Claudeen Buettner--Division Director Nursing and Human Services

Child Development Practical Nursing
Medical Assistant

Topic Highlights--Nursing and Human Services

- Quality of existing programs/classes
- Organization of class schedules
- Program Review by State Board of Nursing
- Course Offerings over Telecommunication System
- Define role of Allied Health on CSI campus
- Determine need to expand classes to system in Health Occupations
- Investigate Tech Prep for Health Occupations
- Establish core courses for Allied Health
- Explore offering/partnership of Baccalaureate more effectively on campus

David White--Division Director Trade and Industrial Education

Air Conditioning/Refrigeration/Heating	Drafting Technology
Apprenticeship	Electronics Technology
Auto Body Technology (BSEP)	Fire Service Technology
Automotive Technician (ASEP)	Law Enforcement
Cabinetmaking	Welding
Diesel Mechanics	GM Contract Training

Topic Highlights--Trade and Industrial Education

- Program Expansion
- Program Reduction
- Special Projects -- TFLC --GM/AGC Distance Learning
- Tech Prep -- School to Work -- Articulation of High School Programs

Debi Klimes--Director
Center for New Directions

Child Care Center	Health & Welfare Contract
P.E.E.R.	II-C Carl Perkins
Re-Entry	II-B Carl Perkins
JTPA Program	Sex Equity Grant(s)
AmeriCorps	

Topic Highlights--Center for New Directions

- Funding Outlooks for the Center for New Directions
- Workbased Learning Opportunities

Lynn Irons--Chair
Academic Development Center

II-C Academic Skills	JTPA Summer Youth
JTPA 8%	Adult Education for Institutionalized & Incarcerated
Adult Basic Education	PEER Tutoring
English as a Second Language	Basic Skills Volunteer Program
JOBS	Campus Testing Center
GED/HSE	

Topic Highlights

- Who we are
- How we serve vocational programs at CSI

Dave Makings

Topic Highlights--Plant Operations Technology

- Approximately 100 students (many from JR Simplot plant in Heyburn)
- Excellent support from Simplot, Amalgamated Sugar, Ore-Ida, and Boise Cascade
- Program can be extended to plants in Twin Falls and Buhl
- Several students within 6-8 credits of AAS degree
- Some students expressing interest in BA degrees through LCSC, BSU, or ISU

Topic Highlights--General Education Related Instruction Core Competencies

- Three general education areas
- Set of core competencies synthesized from existing material
- Competencies divided into courses
- Cadre of teachers developed
- Courses team taught and/or in blocks
- Articulation
- Better resource utilization

CURRICULUM COMMITTEE STUDY

In the Accreditation Committee report to the College of Southern Idaho dated October 4 - 6, 1994, the following general recommendations were made:

Standard V requires that a member college's curricular offerings be institutionally supported to effectively articulate the college's mission and goals. This process is operationalized in all but the vocational division through the college curriculum development and approval process. Currently the vocational division course offerings do not receive institutional endorsement and support in this way. One of the consequences of this is that some duplication of curriculum exists and some lack of support for curriculum can occur. We recommend the implementation of an institution-wide curriculum process, which involves all segments of the instructional community, to create college-wide support for all its curricular offerings.

With this in mind, a survey of community college **Curriculum Committee Structures and Policies** was made by phone conversations to the several regional community colleges and by Internet. The following draft copy is a result of this study.

**COLLEGE OF SOUTHERN IDAHO
CURRICULUM COMMITTEE**

I. The function of the Curriculum Committee:

- A. Review and make recommendations concerning all new curriculum.
 - 1. The basic criteria for the introduction of a new course or program:
 - a. Fulfill students' needs for their respective programs, satisfy the requests of members of the community for particular technical or business occupations, and offer courses that contribute to an enrichment of student life.
 - b. Must have qualified instruction available.
 - c. Courses designed for transfer must meet the needs of students on the Freshman or Sophomore level at their transfer institution.
 - 2. Review non-credit courses and programs. (Information only)
- B. Resolve all inter-department curricular problems as well as guard against undue proliferation and duplication of course offerings.
- C. Analyze and make recommendations concerning curriculum matters relating to the articulation of courses/programs to the state colleges and universities using state board guidelines.
- D. Make periodic reviews of curriculum, revising or deleting when necessary.
 - 1. The basic criteria for course revision or deletion:
 - a. A lack of qualified faculty member to teach the course.
 - b. Insufficient student demand for a particular course or program.
 - c. A change in curriculum requirements in a specific major field for which we offer parallel courses.
 - d. Lack of funding.
- E. Make all recommendations to the Vice President of Instruction.

II. The membership of the Curriculum Committee consists of the following:

A. Department Chairs/Directors:

1. Academic Development
2. Agriculture, Business, Vocational - Marketing & Management
3. Business
4. Center for New Directions
5. Continuing Education
6. English, Foreign Languages, Philosophy, & Sign Language
7. Fine Arts
8. Life Science & Allied Health
9. Mathematics, Computer Science, & Engineering
10. Nursing & Human Services
11. Physical Education
12. Physical Science
13. Social Science
14. Trade & Industry

B. Ex Officio Members:

1. Vice President of Instruction
2. Vocational & Technical Dean
3. Director of Student Information & Activities
4. Director of Admissions/Registrar
5. Two students nominated by the Student Senate (one year term only)

C. The chairperson shall be elected from the committee at large.

III. Terms of Office

The committee serves at the request of the Vice President of Instruction.
(Student representatives serve only one year.)

IV. Meetings

The Curriculum Committee meets monthly during the academic year. Additional meetings may be called as the need arises.

V. Procedure

All additions, deletions or revisions are presented to the Curriculum Committee on the current curriculum form, (see attached). Recommendations come most commonly from the department where the course/program is or will be based.

It is requested that the person making the proposal of the course/program and the appropriate chairperson/director be available to answer questions on the first reading before the committee.

In order to give the committee ample opportunity to consider each proposal, a thirty day waiting period will automatically be imposed. At the following meeting a vote by the committee will be taken. A simple majority is necessary for the passing of curriculum committee business.

In the case of an emergency, the thirty-day waiting period may be waived by a simple majority vote.

VI. Minutes

Minutes of each meeting will be read, approved and distributed to faculty and administration.

CURRICULUM COMMITTEE PROPOSALS FLOW CHART

Curriculum additions, changes or deletions proposed by
Faculty, Chairpersons, Administration, Community or Others

Preliminary informal feasibility discussion between Department Chair/Division Director
and Vice President of Instruction

Department Chairperson or Proposal Originator prepares paper work:
1. Curriculum Form 2. Master Course Form 3. Class Course Form

*Note: This formal written proposal must be submitted to the Curriculum Committee ten (10) days prior to scheduled meeting.

First reading before Curriculum Committee

*Note: Chairperson and/or Originator available for questions.

30 Day Waiting Period

*Note: In case of emergency this waiting period may be waived by a vote of the committee.

Second Reading and Discussion
A simple majority is necessary for passage.

Vice President of Instruction

*Note: Original paper work kept on file in this office.

Vice President of Instruction
Programs taken to State Board
of Education for Approval

Registrar
Department Chairperson files all paper work
with registrar for inclusion in class schedule
and catalog

President

Board of Trustees for Final Approval

CURRICULUM COMMITTEE PROPOSAL

College of Southern Idaho

Requestor Name _____ Request Date _____

Department/Division _____ Implementation Semester _____

Course Number _____ Course Title _____

Credits _____ Instructor _____

Contact Hours _____ Per Week _____ Total _____

_____ Lecture _____ Lecture

_____ Lab _____ Lab

Catalog Course Description _____

Action Requested

New Course Addition

General Education Core Course

Old Course Change

Department/Division Requirement

Course Deletion

Non-Core Course

Rationale for action _____

Prerequisite for course _____

Relevance of the course (college or university parallel, occupational, community service, etc.) _____

New physical materials required to teach this course (visual aids, equipment, facilities, library books, etc.) _____

Financial impact (To be filled out by the Vice President of Instruction or Business Manager.) _____

*Note: This proposal should be presented to the Curriculum Committee Chairperson ten (10) days prior to first reading.

Curriculum Committee Vote

Yes _____

No _____

Abstentions _____

Chairperson's Signature _____

Date _____

It is requested that the person making the proposal and the respective department chairperson be available for the first curriculum committee meeting when the proposal is under discussion. A period of one month shall expire between the first presentation to the committee and the vote on the proposal. The waiting period may be waived by a simple majority vote of the committee.

Action by the Vice President of Instruction

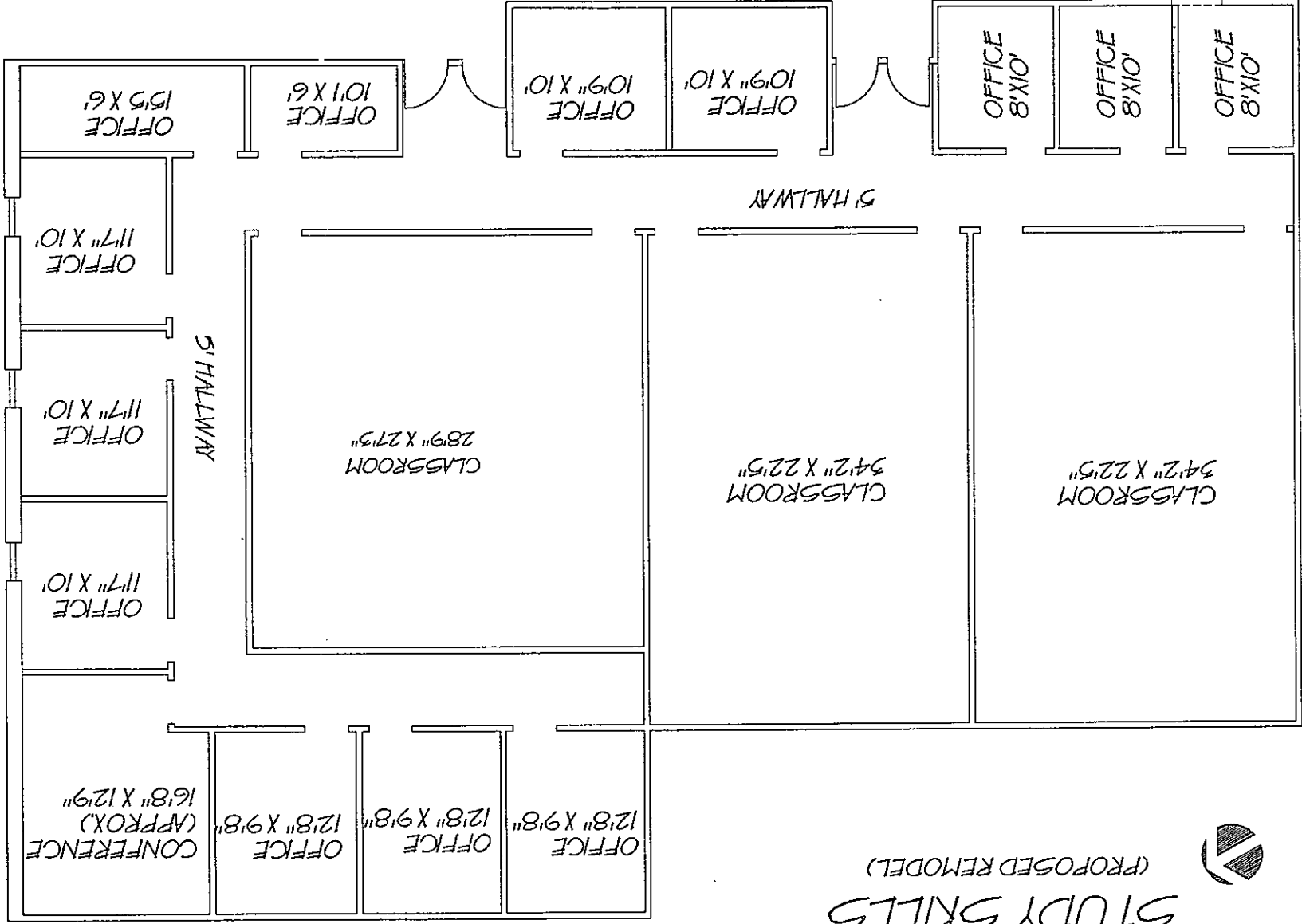
Approved

Disapproved

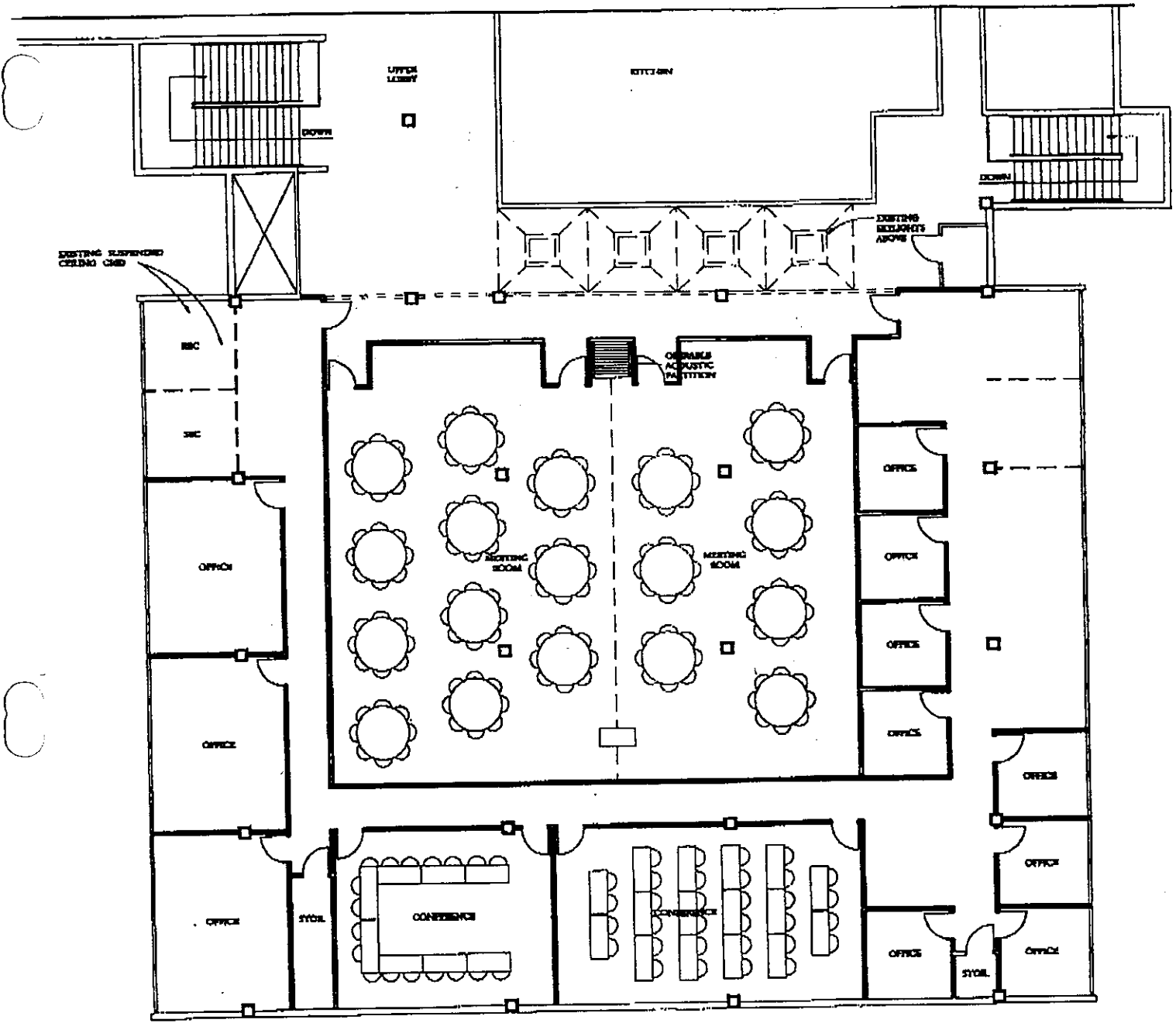
Vice President's Signature _____

Date _____

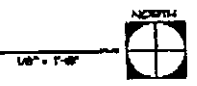
*Note: Attach additional documentation, i.e. letters of support, articulation agreements, special budget information, etc.



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FLOOR PLAN



One Link Toward Better Education and a Better Future

BY WILLIAM STUDEBAKER

Fantasy stories such as "Jurassic Park," "The Land Before Time," and "Star Wars" are amusing blockbusters. The dinosaurs range from predatory and intuitive to bumbling and sweet. Humans and humanoids romp together among benign and malevolent cosmic forces.

In all except "The Land Before Time," where a pristine fable is turned to allegory, the antagonists and protagonists are intelligent and well educated—professors, scientists, or technospiritualists. The underlying message in these movies is that future villains, heroines, and heroes must hit the books.

At the College of Southern Idaho (CSI), learning has been given a lift. Students and community members can study the facts and theories of which dreams are made in a new, community sponsored 24,000-square-foot museum/art gallery/planetarium complex. The Herrett Center for Arts and Science is housed on the CSI campus and is a capital part of the campus facility and the college's programming and community service concept.

The center has exhibits in eight galleries; these include art, textiles, stone tools, jew-



Children learn to make a fire without the benefit of modern conveniences. This is just one of the many hands-on learning experiences available at the College of Southern Idaho's Herrett Center for Arts and Science.

elry, Shoshonean lifestyles, and Pleistocene mammals of south central Idaho. The art gallery show changes every six weeks, other exhibits are changed once or twice a year depending on visual and informational

complexity. These galleries are augmented by a state-of-the-art planetarium.

The Faulkner Planetarium (a division of the Herrett Center) is the largest in the Pacific Northwest with 151 seats and a 50-foot dome. It features multi-media projector capabilities including an Evans and Sutherland Digistar II computer graphics projector, numerous slide and special effects projectors, and video projectors. All are supported by a five-channel, 6000-watt sound system. The planetarium is ideally suited for cross-curricular instruction—music, art, physics, and so on.

Educators know that a facility is not an education. Education is the result of what, how, and by whom information is transported from inert data to palpable knowledge. The Herrett Center combines its community college mission with several instructional avenues.

Select exhibits have hands-on displays



Herrett Center for Arts and Science on the campus of the College of Southern Idaho in Twin Falls.

and interactive areas where students and visitors can manipulate stone tools, rabbit-skin blankets, atlatls (spear throwers), and other pre-Columbian cultural replicas. In the pre-historic Idaho lifestyles gallery, there is a study area for people to search maps and other available documents that amplify the exhibit. The notion that the Herrett Center is an educational facility is crowned by the Frost Forum, which can function as a classroom, a seminar room, or a meeting hall with technical support for television, radio, movies, satellite downlinks, and so on. The forum can be used by

Knowledge is the bond among the College of Southern Idaho, its students, and its community.

professors, guest lecturers, and professional groups engaged in center activities.

Unique among Herrett Center educational delivery systems is the "Kids Teach-

ing Kids" program. In this program students from fourth through 12th grades are trained and instructed in select exhibits. They learn to grind seeds with manos and metates, shoot darts through blowguns, don masks, play Native American musical instruments and games, and manipulate Mayan numbers.

Those who go through the training program give lectures and demonstrations to groups of students their age. Sixth-graders teach sixth-graders; fourth-graders teach fourth-graders. This process is supported by instructional coaches (full-time center staff members) and well-conceived displays and texts. However, the kids are given plenty of freedom, which often lends itself to altered states of emphasis. One young docent, getting ready to give her first lecture, was asked by her coach, "What do you like most about the show?" Katy replied, "I especially like the part about those earspools and hanging a bead from a little kid's hair to make him cross-eyed."

Katy's allusions were to a Mayan show for which she was being trained as a lecturer. The exact method by which royal Mayan children's eyes were crossed (an affectation that made them more beautiful) had escaped Katy but not the concept. Before her lecture she said, "I hope I make a good presentation." She did. The details of stretching the earlobes with spools and crossing the eyes by dangling a bead from a board to which the baby was bound did not come back immediately, but she impressed the children in her audience with Mayan cosmetology beauty secrets: big lobes, crossed eyes. It was the results that impressed her and that she impressed upon her audience.

The Herrett Center for Arts and Science will not produce a blockbuster movie, nor will it sponsor the writing of a science fiction novel. Its purpose is to convey valid astronomical, archaeological, anthropological, and geological information, as well as ancient and modern art. Its purpose is to weld the college and the community by presenting data and art in a fashion that makes knowledge and the pursuit of knowledge a fusible link. Knowledge is the bond among the College of Southern Idaho, its students, and its community.

Should a student or a visitor see in one of the displays a dinosaur smile or hear the voice of Ducky, or imagine a creature that has yet to be heard or seen: so much the better.

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