

**Shasta College  
Academic Senate Minutes  
February 12, 2001  
Board Room 3:05 PM**

**Members Present:**

Nick Rogers  
Randy Reed  
Estella Cox  
Carolyn Borg  
Dave Bush  
Sandy Johnson  
Sue Hess  
Laura Valvatne  
Warren Lytle  
Frank Nigro  
Eva Marie Arce  
Dave Bush  
Jennifer McCandless  
Carolyn Borg  
Craig Thompson  
Sue Loring

**Guests Present:**

Jeroen Dragten  
Mark Bongay  
Cathy Anderson  
Joseph Adams  
Lyn Kramer

1. Call To Order: Meeting called to order at 3:07 p.m. Nick noted that Gary Lewis will be filling in for Jeff Cooper on the Senate until Jeff returns.
2. Approval of Previous Minutes: Dave Bush moved to approve the Jan. 29 minutes; Warren Lytle seconded it. No changes were made.
3. Guests

- a. Nick introduced Jeroen Dragten and Lyn Kramer. Jeroen gave a brief overview of his function as Language Arts and Social Science Counselor and as International Student Advisor.

#### 4. Reports

- a. Estella Cox: Estella reported on the Information Competency Workshop she recently attended at American River College. The meeting dealt with the problem of coming up with a common definition of "information competency" which will be used statewide. She provided handouts from the conference and noted that the Curriculum Committee may be asked to give input on the definition. Much of the conference focussed on how to teach information competency. The State Academic Senate is trying to decide if this is something that should be included in the AA degree. Estella also reported that the laminated cards are on the way.

- b. Frank Nigro: Frank reported he would be not be able to keep minutes at the next Senate meeting, on Feb. 26. Randy Reed volunteered to keep the minutes.

- c. Nick Rogers: Nick handed out a schedule of Senate meetings for the rest of the Spring 2001 semester. There will be an extra meeting in March and also an additional meeting in April. The April 16 meeting will take place on April 18 (Wednesday). May 11 has been moved to May 7.

#### 5. Discussion/Action Items

##### a. Report-Program Review

1. Dave Bush discussed the Program Review Committee's report. The committee started last spring through his initiative when he noticed that the program review mostly applied to vocational programs. He distributed a document produced by the committee. It separates academic programs from vocational ones. So far, it hasn't gone to Curriculum. Dave recommended that if the report's recommendations are adopted, they should be adopted this spring. Cathy Anderson moved to send it onto Curriculum Committee and Instructional Council and have them comment on it in time for our meeting on April 18. Sue Hess seconded the motion. The motion carried unanimously.

##### b. Late Grades

- i. The issue dealing with late grades is how to encourage the faculty to make sure their grade reports arrive at Admissions and Records

on time. There has been and continues to be a problem with some faculty turning in grades late. The Administration has asked the Senate and the Faculty Association for help in resolving this issue. The Faculty Association has already held a discussion of this issue. Nick suggested that according to the Ed Code, faculty have a legal and contractual responsibility to turn grades in on time. He suggested we write a letter to the faculty reminding them of this responsibility. It was noted that such a letter was sent out once before by a previous Senate president and apparently had little effect. Eva Marie Arce moved we send a letter to the administration stating we would support their efforts to send the letter themselves to those faculty who consistently turn in their grades late. The letter should specify further legal actions. Carolyn Borg seconded the motion. The motion passed unanimously.

#### c. WF Grading Symbols

1. The State Academic Senate and the Chancellor' Office has given approval to the use of this grading symbol. Local Senates must approve the "FW" symbol before it can be used. There was a good deal of discussion about the usefulness of this grade designation and how to administer it. Carolyn suggested we get more information from Financial Aid and/or Admissions before we take action on this. No action was taken.

#### d. Hiring Priorities

- a) The President has asked to meet with the Academic Senate and to develop a three-year hiring priorities plan. The big concerns about the hiring priorities list at our previous meetings were the process, the fact that certain positions were hired and certain ones not, and the fact that some programs have no full-time instructor. Sue Loring was concerned that we would hire full-time faculty for programs for which we have few or no enrollments. She presented some enrollment numbers on hospitality management, for example, that did not seem to justify the position we are hiring for. Nick recommended we accept the President's offer to visit us. Several motions were passed:
- b) Cathy Anderson moved that we develop our own process that we present to the Senate at the next meeting. Estella Cox seconded the motion. The motion passed unanimously. b) Cathy moved that we would like it to be known that we have serious

concerns about the need for the hospitality management and gerontology positions and that we not support the hirings at this time. Sue Loring seconded the motion. The motion passed unanimously.

c) Cathy moved that we inform the Administration that the Senate does not have enough information to take a stand on the other positions: English, Philosophy, Psychology, Fire Tech, Engineering/CAD, English/Writing Center, Management Information Systems. This info was requested at the Dec 11 and Jan 29 meetings, and we still do not have this information. The motion passed unanimously.

e. Goals

i. Nick presented a draft of his goals for the Senate. He asked that we take action on it at the next meeting. Dave Bush asked that we have a discussion of the Strategic Planning committee and its role. This committee has no notes or minutes that are made available. He also requested more information on its role in shared governance. Cathy moved that the Senate request the Strategic Planning Committee's by-laws and organizational structure, and that it begin taking minutes and making them public. Dave seconded this. The motion passed unanimously. Cathy also noted that the past Senate presidents had met to discuss the Senate's by-laws. She suggested that they be invited to share their findings with the Senate.

f. Part-Time Faculty Issues

i. The issue is how do we do a better job representing part-time concerns. This item and academic accountability will be discussed at a future meeting.

6. Other

i. None other

7. Adjournment

8. Next Meeting-February 26, 2001