

**Shasta College
Academic Senate Minutes
October 22, 2001
Board Room - 3:10 PM**

Members Present:

Estella Cox
Sandy Johnson
Jeff Cooper
Phillip Roché
Carolyn Borg
Dan Scollon
Dave Bush
Frank Nigro
Richard Saunders
Chuck Spotts
Warren Lytle
Cathy Anderson
Eileen Smith
Jennifer McCandless
Sue Loring
Laura Valvatne
Nick Rogers

Guests Present:

Susan Anthis

1. Call To Order: Meeting called to order at 3:10 p.m.
2. Approval Of Previous Minutes
 1. Approval of October 8 minutes (Sandra Johnson moved approval, Chuck Spotts seconded). Carolyn Borg suggested some changes to the section on the Matriculation Coordinator position, and these changes were incorporated into the minutes. The motion carried unanimously.
3. Reports

a. Senate Conference (11/1-11/3): Cathy Anderson announced a Senate conference that will take place in November and asked if anyone would be interested in attending.

b. Cathy spoke to the recent round of emails concerning the PACE program. She is suggesting that Center representatives contact people in their centers teaching PACE courses.

4. Discussion/Action Items

a. Retreat Rights: The Senate considered the request for retreat rights by Dr. Rodney Wright. Cathy reminded us that our role was to make a recommendation to the Board. Warren Lytle stated that the committee reviewing retreat rights for Rodney Wright looked into the issue very carefully. He moved that the Senate recommend denial of retreat rights Dr. Rodney Wright to the Board. Dave Bush seconded this. The motion carried unanimously.

In the ensuing discussion, Richard Saunders noted that the retreat rights approval process was flawed; he felt that administrators should go through the same process as every faculty hire. Richard, Nick Rogers and Philip Roché volunteered to look into the current Retreat Rights Policy over the next two weeks to see if it needs to be tightened up. Dave Bush pointed out some of the problems with the current policy. Under it, an administrator can retreat into teaching whenever their contract is up, whether or not there is a need for this position or not. Chuck Spotts noted that under Title V, there has to be some sort of retreat rights mechanism. It was suggested that relevant sections of the Ed Code be reviewed by the committee. Jeff noted there are other models of dealing with the issue of retreat rights to consider. One is that whenever the issue of retreat rights comes up, we could move into executive session, with no minutes taken. Another recommendation is that there be an affirmative action officer part of the committee to review any teaching demonstration.

b. New Faculty Orientation: Suzie Anthis visited the Senate to solicit input regarding the development of an orientation for new faculty, both contract and part-time. She updated the Senate on some recent developments at the NPG. She pointed out we have no centralized system for faculty orientation. NPG would like to offer training to augment the existing programs offered by the Centers, Distance Education, and Academic Affairs. The NPG has joined several other California Community college campuses in the 4faculty.org program. This online program was developed by Riverside Community College using both federal and state (Chancellor's Office FSS) grant monies. It will give faculty online access to

general community college information and information specific to Shasta College. The ten lessons take approximately one hour each. Senate members can review the site and log on using “test” and then “guest” (password). Suzie will be sending out a faculty email to invite people to join a New Faculty Orientation committee. Suzie also mentioned that the NPG is trying to bring the SWISS conference on student retention to campus in response to math faculty who were unable to send a team to their conference being held in Scottsdale in November, and she encouraged faculty to let the NPG know what training/conference needs they want so that NPG can work with them.

c. New Programs (Attachments): The Center for Business, Mathematics, and Technology has proposed two new AS degree programs in Computer Information System: **Concentration in Computer Networking: CCNA Option and CCNP Option**, and **Concentration in Business Information Systems**. The Curriculum Council approved these programs on 10/1. Cathy thanked Jeff for calling her attention to this. She asked whether we wanted to look at this and other possible new programs; apparently, several years ago, we asked Curriculum not to send us information about new courses or programs unless they were in contention. Richard and several others suggested that if new programs come up, it should be presented to us as an informational item. Jennifer McCandless asked what sorts of concerns would come up for us that would not already come up in Curriculum. Carolyn explained that Curriculum is mostly concerned with how it would impact specific classes only. Cathy suggested it might be best to keep it as an action item but realize it doesn't necessarily need to be discussed since Curriculum has already reviewed it.

Dave Bush moved approval of the first program in question (AS Degree in Computer and Information Systems: Concentration in Business Information Systems); Richard Saunders seconded it. The motion approved unanimously.

Regarding the second program (AS Degree in Computer and Information Systems: Concentration in Computer Networking: CCNA Option and CCNP Option), Dave Bush moved approval and Sandy Johnson seconded. Jennifer McCandless asked who would teach these classes, and Sandy explained which personnel would do this. Dave noted that if these programs are approved, there would probably be a new position request for this. The motion carried unanimously.

d. Grading Policy (Attachment): The Senate approved a change to the **Grading Policy** in March 1998. This proposed change never made it to the Board Agenda. Due to the length of time that has passed, Jeff

requested that the Senate consider it again before he puts it on the Board agenda. The proposed change is the addition of item (g): File all grade changes within two years of the original grade being issued. Jennifer moved to approve this; Chuck seconded. The motion carried unanimously. In the ensuing discussion, Chuck Spotts noted that this change would help Admissions deal with situations where, say, 15 years or so down the line, students were requesting grade changes.

e. Program Review (Attachment): The Instructional Council is Proposing a change to the Program Review procedures. They are proposing that the process include a formal presentation of the final report to Instructional Council. Sandy noted that this would be viewed by many as a huge hassle. She recommended the Center deans do this. Dave moved that a report on Program Review be made to the Instructional Council with a recommendation that we attempt to schedule a joint Instructional Council/ Curriculum Committee meeting for this report. Richard seconded the motion, and it carried unanimously.

5. Other

a. None.

6. Adjournment: The meeting adjourned at 4:25. Next Meeting: Monday, October 29, 2001-Executive Committee meeting. **If necessary**. (Notice that November 12, which would be our next meeting, falls on a holiday. Therefore we may need to use the 5th Monday of this month for our next meeting.)