



## FINAL Minutes – PRC

### February 19, 12:30-2:00 pm

Zoom: <https://shastacollege-edu.zoom.us/j/82299121914>

**PRC Spring meeting dates:**

**Thursday 12:30-2:00**

- 1) 02.19
- 2) 03.19 cancelled
- 3) 04.02 (Green team presents)
- 4) 04.16 (Green team presents)
- 5) Celebration 04.24  
**ROOM 633**

x	Roger Gerard- Earth & Environment	x	Aaron Maready - Public Safety
x	Jacquelyn Horton - Representing Academic Senate	x	Rob McCandless - Representing Counseling (at large)
x	Nancy Skaggs - Representing Health & Wellness	x	Andrew Patterson - Representing Visual & Performing Arts
x	Dan Bryant—Representing Industrial Technology	x	Paul Calkins - Representing Language & Literature
x	Tom Martin - Representing Business & Hospitality	x	Allegra Davis - Representing Extended-Education
x	Katie Leach – Representing Education	x	Morgan Hannaford—Representing Science, Technology, Engineering Math, (STEM) left early
x	Zachary Gifford- Representing People, Culture & Society	x	Quorum: YES (8 voting members)
<b>Student Membership</b>			
	VACANT - CTE Student	x	Ryan Pearson - GE Student
<b>Administration Membership</b>			
x	Stacey Bartlett - Co-chair, Representing Administration (non-voting)	x	Mark Klever - Representing Administration (non-voting) -
<b>Other Membership</b>			
x	Crystal Hilton - Faculty Co-Chair (at large), People Culture Society (non-voting)	x	Cassie Leal – Representing Research (non-voting)
x	Sara Holmes – Representing EWD (non-voting)	x	Iva Gallmeister – Representing Office of Instruction (non-voting)

- 1) Call to order – Stacey called the meeting to order at 12:34pm
- 2) Introduction of guests/new members – Will Breitbach guest, Bethany Sutton green team member, Ryan Pearson student. Congratulations to Carie on her new position. Jacquelyn Horton is the new Academic Senate Representative.
- 3) Approval of the agenda – Approval of February 19, 2026, agenda (unofficial).

- 4) Review/Approve minutes (November 20, 2025) – Suggestions to correct spelling errors and minor content amendment. Roger Gerard motion to approve minutes with amendments. Nancy Skaggs seconded. No discussion, motion passed.
- 5) Discussion/action items:
  - a) Green Team Training! (Crystal Hilton) – Crystal leads Green Team training. Training is being recorded. Members can reach out to Crystal for rubric or contact your team captain. She discussed Green Team important jobs and timelines. Katie asked if someone else could give the presentation if she cannot make the April 24<sup>th</sup> gathering. Stacey stated it is okay if someone else gives the presentation. Most work happens in March, then presentations in April. Crystal reviewed final slide show template and required content. Template can be modified and personalized for each program. Recommendation slide was added this year. Creativity is encouraged but not required. Crystal scheduled presentations for April 2<sup>nd</sup> and 16<sup>th</sup>. Teams for April 2<sup>nd</sup> – World languages, Natural Resources, Human Services, and Biological Sciences. April 16<sup>th</sup> – Art, Computer Technology, Business, ESL, and Natural Sciences.
  - b) Bylaws Revision: SECTION 2 - Selection of Program Review Committee Members (Stacey Barlett) – Stacey discussed potential edits to bylaws. ARTICLE VI, SECTION 2 – language should be clarified with an additional bullet regarding Academic Senate representative. A new D section will be added, the old D will become E. Carie Rosensteel motioned to amend the bylaws with Stacey’s edits. Katie Leach seconded. No discussion, motion passed.
  - c) Master Education Plan Input (Will Breitbach) – Will presented on Master Education Plan. Mariah Rodriguez is taking notes for this portion. Long term and short-term plans are being merged in hopes to keep an eye on the primary goal and support students to complete programs. Strategic Educational Master Plan. Will provides overview of goals in a PowerPoint presentation. He discussed risks for students not completing programs. Time and loss of momentum are the largest risks. Slow unit accumulation-barriers are structural, not motivational. How do we know it’s working? Tracking of early momentum indicators that prediction completion. Credit accumulation, Gateway course completion (Math & English), program course completion (first term), continuous enrollment (persistence). Looking for substantive change. Will requested feedback. Allegra Davis provided thoughts about Auto Ed. planning. Purposeful planning increases success for transfer. Will stated most students don’t have a plan and make up their own. Will hopes more people will take the right courses and wants to increase the connection point. What proactive things could be done to get students into a counselor prior to registration? Will stated enhancing communication during slow times is part of the plan going forward. Tom asked about cohort groups.

Will noted there are a couple of cohorts in psychology and business for experiment. The challenge is trying to fill the cohort and making sure students are engaged. Andrew asked about page 5 under indicators (LGBTQ), will students self-report? Will stated this data is most likely underreported, but they have not found another way. Andrew also asked about autistic students. Will didn't think they were able to gather that data effectively because of the sensitive nature of the population. Carrie added increasing 8wk block scheduling will create more cohort-type groups in different disciplines of study. Roger commented on page 3, equitable access and belonging. He asked if structural barriers are defined and suggested providing clarity for that term. Geographical, technological, etc. Allegra asked about external units; few are starting with "blank slates". Will noted the default ed plan is meant for students directly out of high school and most likely will only have Shasta College credits. Carie mentioned both quantitative and qualitative data will need to be considered. Stacey encouraged everyone to review the document and provide feedback. Will takes the feedback/notes back to College Council for consideration and edits.

Parking lot:

Congratulations to all those who were granted tenure (congratulations Katie Leach!)

Stacey adjourned the meeting at 1:45pm.