

**Shasta College
Academic Senate Minutes
April 22, 2002
Board Room - 3:10 PM**

Members Present:

Teresa Degnan
Cathe Ledford
Sue Hess
Jeff Cooper
Richard Saunders
Vickie Kimbrough
Estella Cox
Sandy Johnson
Dave Bush
Becky Bogener
Laura Valvatne
Susan Meacham
Frank Nigro
Chuck Spotts
Robert Soffian
Cathy Anderson
Warren Lytle
Raleigh Ross
Sue Loring
Jennifer McCandless

Guests Present:

1. Call To Order: Meeting called to order at 3:10 p.m.
2. Approval Of Previous Minutes
 1. Approval of April 8 minutes (Chuck Spotts moved approval; Dave Bush seconded). The motion carried unanimously.
3. Reports
 1. Student Success Action Team Subcommittee: Cathy Anderson reported on the progress made by this Senate subcommittee on the issue of enforcing

prerequisites. Its goal is to have prereqs enforced for Fall 2004. One thing it will work on is to make the language consistent for prereqs so that it's perfectly understandable. Once this is done, Caryn Bailey has offered to pull all the current prereqs, match them with what the subcommittee comes up with, and then send them to the Centers for approval. Senate representatives, eventually, will have to encourage the Centers to help work on this and keep a positive attitude about it. Cathy noted that once we begin to enforce prereqs, we must *always* do it; instructors will no longer be able to add students who do not have the prereqs (this also applies to coreqs). Hopefully, she said, this will lead the faculty really to analyze the prereq language once it's sent over to the Centers. Cathy distributed a list of courses with prereqs in each Center. There were questions about how this would affect course offerings and also enrollments in lower level courses.

4. Discussion/Action Items

a. Student Discipline: Jennifer McCandless, Vickie Kimbrough, and Becky Bogener discussed college procedures for dealing with student discipline issues. Becky reminded us that a student code of conduct exists that refers students to Kathleen Lampeter's office. She noted there's a Crisis Response Team that handles student crises and issues that are outside of the code of conduct. There's also an Early Alert Program in the draft stage that is for students who are in trouble academically because of extra-curricular issues.

b. Educational Master Plan Project: Jeff Cooper introduced this project, which he described as a "mini strategic plan." It would define what the instructional program is now, what we'd like it to be, and how it will become what we want it to be. It will be a long process (a year or more) and will be "faculty driven." There will be other "master plans" eventually, such as an Information Technology Master Plan, and these will all feed into the overall Strategic Plan. Cathy noted that the committee, in addition to 8 administrators and staff, should have 5 faculty members. Proposed members were the President and Vice President of the Senate, the Curriculum Chair, and 2 other full-time faculty. The bulk of the work will start now and then go into next fall. Robert Soffian tentatively volunteered. Estella Cox volunteered to serve as an adjunct rep. Concerns were raised about the efficacy of such a committee, i.e., whether or not its recommendations would be followed.

c. Grade Appeals Procedure (Attachment): The Senate revisited this procedure after a request by the deans. The deans suggested that changing a grade in the case of "mistake" follow a different procedure from changing a grade in the case of "fraud, bad faith, and incompetence."

Also, they requested that the appeals process be limited to 1 year instead of 4 years. Cathy presented to the Senate a draft of the procedure that incorporates these suggestions. There was further discussion of this document and further changes suggested.

d. Faculty Spotlight Idea (Continued discussion from last meeting): Cathy met with Eve-Marie Arce about her idea on this. She would like a committee to work on this with her, and she'd like it to be recognized as a subcommittee of the Senate. Dave Bush moved that we establish a Senate public relations committee to spotlight faculty/program achievements. Raleigh Ross seconded, and the motion carried unanimously. Vickie Kimbrough and Sue Hess volunteered to serve on the committee. Frank Nigro volunteered to "proofread" their documents. The Senate decided to vote on the name at the next meeting.

e. Review of the Shared Governance Policy-Draft: (not discussed).

5. Other

a. (None)

6. Adjournment: The meeting adjourned at 4:46. Next Meeting: Monday, April 29, 2002.