

*Approved 2/25/02*

Shasta College  
Academic Senate Minutes  
February 11, 2002  
Board Room - 3:10 PM

**Members Present:**

Estella Cox  
Sandy Johnson  
Susan Meacham  
Randy Reed  
Sue Hess  
Carolyn Borg  
Frank Nigro  
Laura Valvatne  
Dave Bush  
Jennifer McCandless  
Chuck Spotts  
Warren Lytle  
Cathy Anderson  
Shirley Hoffacker  
Richard Saunders  
Raleigh Ross  
Vickie Kimbrough  
Nick Rogers

**Guests Present:**

Cathe Ledford

1. Call To Order: Meeting called to order at 3:10 p.m.

2. Approval Of Previous Minutes

Approval of January 28 minutes (Chuck Spotts moved approval, Warren Lytle seconded). The motion carried unanimously.

3. Reports

- a. Jeff Cooper reported on the activities of the Learning Communities Task Force. They are attempting to put together sets of classes offered on a continuing basis, semester after semester, that are interrelated. The task force has been quite active and will probably put together 8-9 new learning communities by the fall.
- b. Estella Cox reported briefly on the Legislative Committee. The state Senate, in a nutshell, is working on budget issues. She will give a more extended report at a future meeting.
- c. Carolyn Borg reported that the student retention Senate subcommittee has been meeting to develop retention strategies for the college. So far they've developed a list of goals and objectives, and now they've begun to explore what's accomplishable. An early finding is in the area of assessment and reporting prereqs. By next spring they hope to accomplish the goals they establish.
- d. Cathy Anderson noted that some faculty are not on the faculty listserve. She wants us to check our Center, see who's not on it, and contact Cliff Gottlieb with any gaps that may exist.

#### 4. Discussion/Action Items

- a. Internet Requirement on Job Announcements: There was a follow-up to last meeting's discussion regarding the statement in the job announcements that requires new faculty to develop internet courses. Jeff reported on how this item came to appear on all job descriptions. He covered the procedure, noting that faculty had full opportunity (it was posted for one week) to comment on the job description. Dave Bush noted that in the case of a Math position, the Math faculty did not have ample time to review the description, and they did not have any input into the first draft of the description. He also wondered who actually added the statement about internet courses. Cathy said she would write a letter about how certain parts of the hiring process were not being followed, particularly in regard to the job description.
- b. Policy for Grade Appeals (Attachment): The subcommittee consisting of Frank Nigro, Sue Hess, Shirley Hoffacker, and Robert Soffian presented their draft Policy for Grade Appeals. Frank explained that the current policy was inconsistent with the California Ed Code; the old policy only allows grade changes in case of a clerical or instructor error, whereas the Ed Code allows it "in the absence of mistake, fraud, bad faith, or incompetence." The draft policy the subcommittee came up with is based on one used by Butte College. There was discussion about whether there should be a third step beyond taking the case to the dean. Also, there was discussion about what the dean was supposed to do

once s/he discovered the grade to be unfair. The subcommittee agreed to re-draft the policy to address these and other issues raised.

c. Bylaws (Attachment): Discussion postponed.

d. Party Plans: On Wednesday, March 13, we will be giving a party for the 9 faculty members who will be receiving tenure this spring. Cathy is arranging this and is encouraging everyone to dress up. Nick Rogers agreed to ask the Faculty Association for funding.

## 5. Other

1. Early Childhood Education is up for program review this year. Cathy read a memo from Jan Dinkel requesting an extension of the program review for this program. Richard Saunders moved to approve this extension. Sandy Johnson seconded the motion. The motion carried, with one abstention.
2. Chuck asked us to help him look for nominees for the at-large representatives. There are both fulltime and adjunct positions available.

6. Adjournment: The meeting adjourned at 4:43. Next Meeting: Monday, February 27, 2002.