

Approved 9/27/04

Academic Senate

Open Meeting

Monday, September 13, 2004
3:00-5:00

Room 1108

Minutes

Members Present

Cathy Anderson

Frank Nigro
Warren Lytle
David Cooper
Kevin Fox
Sue Loring
Andrea Williams
Scott Gordon
Vickie Kimbrough
Susan Meacham
Laura Valvatne
Dave Bush
Michael Pitcher
Gary Lewis
Ramon Tello
Kendall Crenshaw
Terry Turner
Carolyn Borg

Guests

Jane Harmon

1. Call to Order:

2. Approval of Minutes 08/23/04 (1 Attachment): Vickie Kimbrough moved approval; Warren Lytle seconded. The motion carried unanimously.

3. Reports

a. Student Services Overview - *Jane Harmon*: Jane Harmon visited the Senate to give an update on Student Services. This information will also be posted via “News to Muse”. Kathleen Lampeter’s position, she reminded us, had been eliminated for budget reasons. The administration decided not to backfill by creating a new position, rather Keith Brookshaw has stepped in and has taken over many of her responsibilities: discipline, dorms, clubs, international programs, diversity programs, etc. Tom Morehouse, DSPS Director, is now also directing EOPS/CARE. Jane explained that this made sense since they are both state programs with similar reporting needs and EOPS and CARE also have program coordinators. 1.5 general counselors have been newly assigned to EOPS counseling. There are 1200-1600 full-time, high risk students in this program, the grant was written to support three full-time counselors, and it also saves the institution funds that can be redirected during this time of fiscal uncertainty.

The Counseling Department’s primary focus is to provide outstanding counseling to all Shasta students on this campus, at extension sites, and via distance delivery. We are working hard to ensure that these services are available to students from 8:00 am to 7:00 pm every day that students are on campus. Counselors will continue to serve as liaisons to the Centers so that the counselors are kept abreast of issues within the various disciplines. Liaisons are responsible for attending center meetings and taking any relevant information back to the other counselors.

We currently have about 25 international students and, if this program is to expand, it will need some attention. There are a number of reasons the college may want to do so: these students bring a wonderful diversity to our college community and, because they pay out-of-state tuition which is kept in our budget, a strong international program can also generate additional revenue for the college. Jeroen Dragten is working with Keith Brookshaw to solidify this program.

Lois Cushnie and Jason Kelly are currently sharing responsibilities for athletic counseling while Carolyn Borg has responsibility for the University Center programs and serves as the articulation counselor. Sharon Kennedy provides online and extension counseling. In addition, counselors are providing leadership

as the college addresses key issues around student success. These issues include retention (Sue Loring), recruitment and outreach (Keri Hom), delivery of counseling services (Jason Kelly), career and transfer (Toby Bodeen), and vocational counseling (Megan McQueen).

The primary role of Student Services is to make sure that all the students are successfully matriculated. After that they are dealing with how to deliver counseling services and are trying to determine what is or could be provided by other means. For example, counselors have been doing the majority of high school visits and we are looking at how this could be done by other staff. Of course, career programs will continue to play a key role in outreach and recruitment for their programs.

Admissions and Records—Cassie Ryan is working with James Crandall to improve the Datatel information for the admissions process. We also are going to be part of the state community college web application process that will allow students to apply online. Financial Aid is almost caught up with processing student applications, which is really good for our students. Jane stressed that the staff and faculty in Student Services are outstanding and have a deep commitment to student success and to serving the college community. Gary Lewis noted that there has been some talk about moving health services from Human Development to Student Services.

b. Evaluation Committee-*Dave Bush*: This committee has finished its charged to revisit issues of evaluation. Peter Berkow, Debbie Goodman, Kendall Crenshaw, and Janet Albright served on the committee. They tried to look at the whole process for non-tenured faculty and set up a timeline and a checklist to clarify where they were in their evaluation process. They've developed student opinion forms for specific areas, including online teaching, the fire academy, librarians, etc. These forms are all in negotiations now. The old student opinion of teaching had never actually been negotiated. They also developed a faculty self-evaluation form. For each of the basic areas, they put together a set of suggested guidelines to use when doing an observation. Gary Lewis praised the committee's work.

4. Discussion/Action Items

a. Proposed Tenure Review Committees 2004-2005 (No Attachment): *Proposed changes: On Charles Cort's committee replace Joan Bosworth with Sue Hess. On Lorraine Haas' committee replace Joan Bosworth with Terry Bailey.*

Warren Lytle moved approval of the change to Charles Cort's committee; Dave Bush seconded. The motion carried unanimously.

Warren moved approval of the change to Lorraine Haas' committee; Terry Turner seconded. The motion carried unanimously.

b. Brainstorm (No Attachment): *Help Kevin and Chuck think of ideas for the study to determine the effectiveness of Prerequisites and Multiple Measures.*

Kevin Fox asked that we brainstorm the study he and Chuck are setting up for the study to determine the effectiveness of Prerequisites and Multiple Measures. He wanted input on how to define the words "retention" and "success." Dave suggested using the same definitions as are found in the Program Review for Academic Programs. Sue Loring suggested looking at success rates of students getting in via assessment tests versus multiple measures. Kevin asked that we send him an email if anyone comes up with something later. Cathy reminded us that part of the task here is to show the prereqs are not having a disproportionate effect on underrepresented students.

5. Other

a. Gary Lewis told us that Mary Retterer spent the last week on an aircraft carrier at a conference. She noted to him that she met with someone at another school where they recently started to enforce their prereqs. They experienced a huge drop in enrollments, but a neighboring college that did not enforce its prereqs simultaneously experienced a huge gain in enrollments. Also, Gary told us they're probably going to be reinstituting the budget oversight committee soon. The school is in real financial woes, so we're going back to the drawing board.

b. Susan Meacham noted there have been all sorts of problems with the bond-funded remodels to the 1400 and 1600 buildings. She considers it an unsafe working environment. She noted this has been paid for out of bond money and we're not getting our money's worth. Gary informed us that on Friday, the administration did meet with the contractors (there were two contractors involved, and that was a mistake). They did a walk-through of the buildings, and much of what was done was in fact signed off by a Shasta College representative, which puts the responsibility on us. However, the contractors have been told unconditionally that they need to re-do some things. Gary reiterated that he was making every effort to resolve these issues as quickly as possible.

Terry wondered about the use of bond money and whether it was being spent wisely. Gary noted of the three buildings we have planned for campus, there's been little input on them. The annex projected is at the state architect's, so it's a done deal now. There will be more meetings on the university center. The health sciences building had quite a bit of input. There was a question about the meetings that we were having last year to get input on the new buildings. Gary said that they would be starting these up again.

c. David Cooper and Ramón Tello are working on the final exam schedule. David asked whether most faculty were in agreement with them that it is desirable to have the same final exam schedule each semester. He suggested that the 5-day schedule perhaps better serves students, and that it could be used every time if Commencement were always held on Friday, rather than Thursday. He acknowledged that there may be contract and scheduling issues to investigate.

Cathy pointed out it's not for us to decide the final schedule, only to approve it once faculty association set it for us. David said that he would be in touch with Tom Masulis about this.

6. Adjournment: Meeting was adjourned at 4:23 p.m.

7. Next Meeting: 3:00 pm, September 27, 2004 in Room 1108