

Approved Sept. 22, 2008

**Academic Senate
Executive Committee Meeting
Monday, September 08, 2008
3:00-4:45 p.m.**

Minutes:

Executive Committee members present					
X	Cathy Anderson	X	Terry Bailey	X	Candace Byrne
	Craig Thompson	X	Frank Nigro		Kendall Crenshaw
X	Leo Fong	X	Ramón Tello	X	Karen Henderson
X	Alan Spivey	X	Jason Kelly	X	Lemoine Waite
X	Shelly Presnell	X	Iraja Sivadas	X	Susan Meacham
	Doug Milhous	X	Andrea Williams	X	Ray Nicholas
X	Jennifer McCandless	X	Terrie Snow		Heather Wylie
X	Brad Peters	X	Maureen Stephens (N/V)	X	Lenore Frigo (N/V)
	Dave Wright (N/V)		Lois Cushnie (N/V)		Ron Marley (N/V)
X	William Cochran (N/V)				
Other faculty present					

X	Roger Gerard				
Guests					
X	Tom Orr	X	Lucha Ortega		

1. Call to Order

Cathy Anderson called the meeting to order at 3:00 pm.

2. Approval of Minutes – 8/25/08

Maureen Stephens pointed out an error in the August 25 minutes. She asked that section 4e in the minutes be corrected to show that, at its August 19 meeting, College Council worked to clarify the accreditation Special Report and make it more positive and also began review of the accreditation Midterm Report. Lemoine Waite moved approval of the August 25 minutes with this correction, and Maureen seconded. The minutes were approved with this correction.

3. Opportunity for public comment

a. This portion of the meeting is reserved for persons desiring to address the executive Committee on any matter not on the agenda. No action will be taken. Speakers are limited to three minutes.

No members of the public were attending.

4. Reports

1. Report from the Senate President (Cathy Anderson)

Cathy Anderson had nothing to report.

2. Report from Instructional Council (Susan Meacham)

Susan Meacham said that Instructional Council had met on September 4 to disperse the following information:

- Jesse Lynch, Student Recruitment Coordinator, and Sue Vanderwerf, in her role as PIO, reported on their progress standardizing brochures and signage for the College. Jesse also reported on his plans to interact with high schools via the website kuder.com and on the success of the College's ad on redding.com, where receives the highest number of hits on the site.
- Tom Orr gave the IC a heads-up on the Distance Education Committee's recommendations on ePacks and on guidelines for faculty in an online environment.
- Kevin O'Rorke indicated that there has been a problem for DE students when they try to pay for a class after being moved in from the wait list. The office plans to now accept faxes with student signature so the student's credit card of record can be charged appropriately. This new policy will be composed and distributed for implementation.
- Announcement was made that there is an updated Faculty Handbook online. This Handbook is the product of Academic Affairs, with Joan Bosworth principally responsible for the updates.
- Deans have been instructed to prepare hiring priorities

- Notification was given that charges to students for field trips must be listed in the class schedule. The College's general funds can go only towards travel expenses for field trips. A recent judgment from the Chancellor's Office decreed that if a student cannot afford trip expenses, the field trip cannot occur unless colleges cover the cost. Shasta College administrators are working to understand this judgment, particularly if the field trip is integral to a course.
- Instructional Council affirmed a willingness to hear a report on the compressed calendar, should a Senate *ad hoc* committee develop such a report.
- Natural Resources, Industry and Public Safety (N-RIPS [so a collaboration betw these folks and the math, science and English folks could be known as SLAM N-RIPS!]) brought forth information on new certificates in automotive technology.
- The IC formed an *ad hoc* committee to make recommendations regarding whether students enrolled in online courses who have never been active should be dropped prior to Census Date.
- The number of students requesting to add classes after census day has greatly declined.

c. Report from SLO Committee (Lenore Frigo and Jennifer McCandless)

- Jennifer McCandless reported that the committee met last week and approved an SLO handbook for faculty, which will be available online and in a few hard copies.
- Jennifer also reported that, in reviewing feedback about August flex SLO work, the committee is considering structuring the next flex day with a general meeting in the morning and directed topics (e.g., on creative assessments) in the afternoon
- She also reported that she, Lenore Frigo, and Catherine Jackson have created an SLO management system, a website where faculty can go to enter data related to SLOs. The three are now beta testing the system, with the goal of making it available by end of semester. The Office of Research will provide the support to import information on past SLO forms into the new management system.
- Lenore Frigo reported on SLO progress: completed SLO cycle reports have been filed for 37% of the classes taught last spring. Lenore will send notification about delinquencies in order to gather the remaining reports, as she knows there has been confusion about how and where to submit them.

Alan Spivey pointed out the need to remunerate adjunct if they are expected to contribute to SLO work. Current maximum is three hours' pay.

d. Report from College Council (Maureen Stephens)

Maureen Stephens reported that the College Council completed review and revisions to both the accreditation Midterm Report. After their second reading, the Council approved both reports and passed them to the Governing Board for their second reading. The College Council also gave a first reading to the Staff Diversity Plan, which will be discussed at the Council's September 16 meeting.

One additional item: Dr. Cochran proposed to initiate here at Shasta College a regular practice under his watch at Monterey Peninsula College: publishing campus kudos about staff accomplishments off campus. Should the College Council give direction for such a publication, Dr. Cochran's office would implement this directive.

e. Report from Curriculum Council (as needed) (Ron Marley)

No report.

f. Report from Matriculation Committee (as needed) (Lois Cushnie)
No report.

g. Report from the Scholastic Standards Committee (as needed) (Dave Wright)
No report.

5. Discussion/Action Items

1. Policy Recommendation Fees for Electronic Access and Use of e-Packs: This is our second reading so we can vote at this meeting if we feel ready. (Roger Gerard and Tom Orr)
Considerable discussion ensued as Executive Board members sought to understand these recommendations and to ascertain the vehicles for oversight, if any. The Executive Board decided to take no action at this time, and Cathy Anderson made two requests of Executive Board members. One, she asked them to consult with their division faculty and, from those who object to the recommendations, collect specific examples from them to show how their course would be negatively impacted and specific changes to the recommendation language. And two, she asked Executive Board members to email proposed revisions to Tom Orr, Roger Gerard, and fellow Executive Board members.
2. DE Faculty Guidelines and Proposed Revision: This is our second reading so we can vote at this meeting if we feel ready. (Roger Gerard and Tom Orr)
Several edits were proposed:
 - In the first line of the document, change *to be* to *to promote*.
 - At the end of the second paragraph of the document, add “Faculty members must be able to demonstrate the following:”
 - Under #2, “Platform competence,” punctuation at the end of the last sentence should be a question mark.
 - In first paragraph under #3, “Pedagogy competence,” last question, change *experience* to *experiences* and *the book* to *assignments*.
 - To the end of the second paragraph in the same section, add “such as training offered by another college.”
 - In the first sentence under #4, “Content competence,” at end of first question, make *area* plural.Susan Meacham moved approval with all these edits, and Jennifer McCandless seconded. The motion was approved.
2. Tenure Review Committee for Bilingual Counselor (1 attachment)
Alan Spivey made the motion to reject the proposed composition of the TRC for the new bilingual counselor. Jennifer McCandless seconded. The motion to reject the proposed committee composition was approved.
Candace Byrne moved and Lenore Frigo seconded a motion to approve this committee if one of the recommended TRC members is replaced with a bilingual faculty member. This motion passed. Cathy Anderson will so inform Kevin O’Rorke.

6. Other: Terry Bailey noted that her dean asked her to relay a request to the Senate that they appoint a faculty member to serve on a new administrative hiring committee for an assistant director in the area of foster care. Cathy Anderson responded that she will check with Human Resources about this need.

7. Adjournment

The meeting was adjourned at 4:40. Next meeting: **Monday, September 22, 2008.**