Academic Senate
Executive Committee Meeting
Monday, October 13, 2008
3:00-4:45 p.m.
Room 1108

Minutes:

	Executive Committee members present				
X	Cathy Anderson	X	Terry Bailey	X	Candace Byrne
X	Craig Thompson	X	Frank Nigro		Kendall Crenshaw
X	Leo Fong	X	Jennifer McCandless	X	Karen Henderson
	Alan Spivey		Jason Kelly	X	Lemoine Waite
X	Shelly Presnell	X	Iraja Sivadas	X	Susan Meacham
X	Doug Milhous	X	Andrea Williams		Ray Nicholas
X	Ramón Tello	X	Terrie Snow		Heather Wylie
	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	Tom Glass	X	Sue Loring		
	Guests				
X	Tom Orr	X	Lucha Ortega	X	Catherine Jackson
X	Ralph Perrin	X	Joan Bosworth		

1. Call to Order
    Cathy Anderson called the meeting to order at 3 pm.

2. Approval of Minutes
    Jennifer McCandless moved approval of the minutes from September 22, 2008, and Ramón
    Tello seconded. The minutes were approved as distributed

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 present requesting to speak.

4.	Reports

a.	Report from the Senate President (Cathy Anderson)
Cathy Anderson again called for a Shasta College representative to attend the State Senate Plenary Session.

b.	Report from Instructional Council (Susan Meacham)
Instructional Council met on October second to consider two items. Scott Gordon brought a proposal for Cisco program certificate of 16 units, and IC gave approval. Most of the meeting, however, centered on hearing hiring requests. This Thursday the Hiring Priorities Subcommittee meets to rank the new positions, both replacement and new. Replacement positions include administration of justice instructor and coordinator and instructors in agriculture and psychology. Requested new positions include PE/Health/Ass't football coach—one position—two basic skills math positions, a combination position (partly funded by Basic Skills funding) of Coordinator of Student Success and student development instructor, and teaching positions in chemistry, French/Spanish, ASL, forestry/natural resources, psychology, accounting/business administration, nutrition, and early childhood education

c.	Report from SLO Committee (Lenore Frigo and Jennifer McCandless)
Jennifer McCandless reported that she and Catherine Jackson attended a conference in Emeryville on SLOs. She has already reported on the conference to the SLO Committee, and the two will also report to the SLO steering group. Jennifer also noted that work continues on the I-drive to organize SLO material and that the SLO Committee has randomly selected 20 SLO assessment reports, including descriptions of using results to improve instruction. These will be used to share information so that faculty can see how others approach the SLO cycle.

d.	Report from College Council (Maureen Stephens)
College Council met last Tuesday, October 7. Kevin O'Rorke gave an enrollment update, which showed that enrollment is down a couple hundred FTEs, which could affect base. O'Rorke will launch an effort, Fill The Empty Seats (FTES), in spring semester and requested ideas for increasing enrollment. The Council also appointed a website oversight task force to develop a timeline and processes for submitting content for the College's new website and to work through focus groups to have these processes in place by the end of semester. At that point, College Council would evaluate whether the task force will continue. College Council also worked to establish strands for the College's Strategic Plan. Cathy Anderson has sent this framework out requesting specific strategies and activities within these strands. Some discussion followed with questions about what-all needs to be put on the new website and when training will occur for the transfer.

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 (Dave Wright)
Sue Loring, who attended the meeting, noted discussion of the significant lapse of time issue for repeating courses. That discussion was considered a first reading, and the Committee will return to this issue in November. Sue Loring's impression was that the Committee is leaning towards defining a significant lapse of time as seven or ten years.

5. Discussion/Action Items

a. GE SLOs: This is an update on the status of GE SLOs. (Carolyn Borg)
Carolyn Borg noted that GE courses are being entered on a grid to designate which courses meet which GE SLOs. The Committee is beginning to look at how these SLOs might be assessed. Their idea is that the SLOs would be assessed within the courses that fit the various areas. Carolyn also emphasized that these SLOs are a work in progress and SLOs will be adjusted and developed continuously.

b. Computer Literacy Graduation Requirement: The Task Force for the Computer Literacy Graduation Requirement is recommending some minor changes to the definition that was adopted by the Senate on May 14, 2007. This is the **first reading** of the proposed changes. (Sue Loring)
Sue Loring noted that the task force was created in response to a recommendation in the last accreditation report that the College attend to a computer literacy requirement. The task force developed a definition of computer literacy slightly different from that the Senate approved last spring; these changes are reflected in one of the attachments. The second attachment details the task force recommendations on how to fulfill the computer literacy requirement.
Like the other documents designated for first reading, this one needs to be taken to division members for discussion in preparation for voting next meeting.

c. BP 4105 Distance Education: This is the **first reading** of the proposed new BP 4105. This proposal has been reviewed and edited by the Distance Education Committee. (Roger Gerard/Tom Orr) (1 attachment)
Tom Orr and Dr. Cochran noted that Community College League of California recommends that colleges develop Board Policy on Distance Education. The language in this policy is taken mostly from Title 5 and has been reviewed by the Distance Education Committee.
Like the other documents designated for first reading, this one needs to be taken to division members for discussion in preparation for voting next meeting.

d. AP 4105 Distance Education: This is the **first reading** of the proposed new AP 4105. This proposal has been reviewed and edited by the Distance Education Committee. (Roger Gerard/Tom Orr) (1 attachment)
The League likewise recommends Administrative Procedures to accompany Board Policies on distance education. The language in this document is more specific to Shasta College, rather than language from Title 5. Tom Orr accepted one suggestion to add "Assignment" in the heading "Faculty Selections and Assignment/Workload." He accepted a second suggestion to reverse the order of the two sentences in that same paragraph.
Like the other documents designated for first reading, this one needs to be taken to division members for discussion in preparation for voting next meeting.

e. AP 4230 Grade Change: This is the **first reading** of the proposed changes to AP 4105. These changes have been recommended to us by the Scholastic Standards Committee. (Dave Wright)
The intent of this document is to clarify the procedure for student appeal when an instructor rejects a student's request for a grade change. Dr. Cochran accepted a suggestion to change the time frame indicated in the first paragraph to read "no later than one year from the time the grade was posted."
Like the other documents designated for first reading, this one needs to be taken to division members for discussion in preparation for voting next meeting.

f. Senate Constitution and Bylaws: This is the **first reading** of the proposed changes to the constitution and bylaws. (Maureen Stephens)
Maureen Stephens noted that Susan Meacham, Cathy Anderson, and she had been meeting monthly over the past year to develop these new documents because the

current, 2002 document is outdated. Much of the information is derived from recommendations on constitution and by-laws made by the state Senate. The following suggestions were made for revisions:

- suggestion to add to sec 1A on conducting business something about the procedures the Senate follows in its action, Robert's Rules or some such.
- suggestion p. 7 Article IV sec 2a add "as defined in Article IV sec. 1b."

Like the other documents designated for first reading, this one needs to be taken to division members for discussion in preparation for next meeting. Current bylaws require that the Executive Committee recommend such changes to faculty and faculty vote on the new constitution and by-laws.

g. SLO Committee Constitution and Bylaws: This is the **first reading** of the proposed changes to the constitution and bylaws. (Jennifer McCandless)
Article 5 at the end is the major change in this revision. It is intended to define who the committee members are. The document has also been changed to reflect that there are two faculty co-coordinators; however, a suggestion was made to use "coordinator(s)" in case the number of faculty SLO coordinators changes.

h. AP 5500 Academic Honesty Violation Form: The proposal is to remove the option to assign the grade of F in the course if a student is cheating. This change is being recommended because it is not legal to assign a course grade of F under many circumstances. No other changes are being proposed. (Cathy Anderson)
Cathy Anderson asked for a motion to suspend the rules and vote on this AP, even though it is a first reading. She recommended acting in haste to correct an apparent illegality in the procedure. Frank Nigro moved and Jennifer McCandless seconded suspension of the rule on first reading. Frank Nigro moved and Susan Meacham seconded to approve the deletion indicated in the attachment. The motion passed.

7. Adjournment
The meeting was adjourned at 4:50. The next meeting is scheduled for **Monday, October 27, 2008.**