

**Academic Senate  
Executive Committee Meeting  
Monday, February 09, 2009, 3:00-4:45 p.m.  
Room 1120**

**Minutes:**

Executive Committee members present					
X	Cathy Anderson	X	Terry Bailey	X	Candace Byrne
	Craig Thompson	X	Megan McQueen		Rob McCandless
X	Leo Fong	X	Toby Bodeen	X	Karen Henderson
	Alan Spivey	X	Jason Kelly	X	Leimone Waite
X	Shelly Presnell	X	Iraja Siva-das	X	Susan Meacham
X	Doug Milhous		Andrea Williams	X	Ray Nicholas
X	Jennifer McCandless	X	Terrie Snow	X	Lenore Frigo
X	Brad Peters		Don Cingrani (N/V)	X	Maureen Stephens (N/V)
	Ron Marley (N/V)		Lois Cushnie (N/V)		William Cochran (N/V)
Other faculty present					
X	Carolyn Borg	X	Roger Gerard		
Guests					
X	Joan Bosworth				

1. Call to Order  
Cathy Anderson called the meeting to order slightly after 3 pm.
2. Approval of Minutes – 01/26/09 (1 attachment)  
Leimone Waite moved approval of the minutes from the January 26 meeting, and Terry Snow seconded the motion. The following corrections were offered: correction needed to spelling Leimone; designation of Lenore Frigo as voting member and removal of Heather Wylie; correction in number of visits to new Shasta College website (by a factor of 10); and correction to College Council report to note that President Lewis is the person who presented list of possible budgets cuts. The minutes were approved with these changes.
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.

#### 4. Reports

- a. Report from the Senate President (Cathy Anderson)  
Cathy Anderson welcomed new representatives Toby Bodeen and Megan McQueen. Cathy also reviewed the response from the accrediting agency noting that Shasta College remains on warning status due to insufficient progress in planning (recommendations 1, 5 and 8 in the mid-term report). Details in response to these deficiencies are due to the accrediting commission by mid-March.
- b. Report from Instructional Council (Susan Meacham)  
The following information items were presented to Instructional Council:  
FTEs are up; if they hold steady, the College may be able to apply summer enrollments to 09-10;  
Discussion of President Lewis's proposed budget cuts was held off until Lewis meets with College Council and Budget Committee;  
Dr. Cochran noted that the College's fulltime faculty obligation is 122 positions; the College currently has 130 fulltime faculty.  
Discussion at the meeting mostly revolved around gleanings resulting from faculty trainings for online instruction. While participation in the trainings is commendable, those trainings also revealed that some faculty lack basic online skills. Suggestions arose to require computer literacy training or testing of faculty prior to their enrolling in the online training courses. The Distance Education Committee will pursue the suggestion.
- c. Report from SLO Committee (Lenore Frigo and Jennifer McCandless)  
Jennifer McCandless noted that she is no longer SLO coordinator and she now serves as chair of the SLO Committee. Discussion at the SLO Committee's first meeting of the semester centered on assuring that SLO Collectors have been identified for each division and that data is turned in to them and compiled. There was also discussion to move degree and certificate SLOs forward. Next fall a new SLO coordinator will be appointed, and the intent is to make the position embrace more of a faculty development role, one that facilitates improvements to instruction as a result of the SLO process.
- d. Report from College Council (Maureen Stephens)  
Maureen Stephens reported the following items from the College council meeting:  
Kevin O'Rorke noted the College's success in increasing FTEs; 7760 are needed for the College's base.  
This semester, in March, the division of Natural Resources, Industry and Public Safety will complete the first program review using the new model. Annual updates from all divisions are due at the same time.  
The Council also determined the make-up of the Accreditation Steering Committee: three vice presidents, three faculty, two classified staff and one confidential staff member, plus the director of Institutional Research.  
There was no discussion of President Lewis's list of possible budget cuts because he was unexpectedly called off-campus. The first discussion is expected at the Budget Committee meeting February 10.
- e. No reports from Curriculum Council, Matriculation Committee, or Scholastic Standards Committee.

5. Discussion/Action Items

- a. Online Peer Review Form: This is a **second reading** of a proposed revision to a form previously adopted by the Senate. (Tom Orr/Roger Gerard) (1 attachment)  
Lenore Frigo moved and Susan Meacham seconded approval of the Online Peer Review Form. Leimone suggested the form might also be used in evaluation during the Tenure Review process. Lenore clarified that this checklist applies to initial preparation for an online class and does not contain best practices nor pertain to established courses, which might be important considerations in tenure review. The motion was approved.  
Later in the meeting, Jennifer McCandless moved to rescind this approval; Susan Meacham seconded. The motion approved. Iraj Siva-Das moved to change first line of the document to read "should be completed not later than one month prior to start date of the course." Ray Nicholas seconded. The motion was approved.
- b. Online and Hybrid Course Proposal Procedure: This is a **second reading** of a proposed revision to a procedure previously adopted by the Senate. (Tom Orr/Roger Gerard) (1 attachment)  
Lenore Frigo moved and Maureen Stephens seconded approval of this document (just the first page of the distributed document). Lenore revised the checklist at the bottom of the page to read "all the following conditions should be met" and amended her motion to reflect the change. The motion was approved.
- c. Computer Literacy Task Force: The task force is recommending that they become a standing subcommittee of the Academic Senate and report to the General Education Committee. (Sue Loring)  
Rather than create a separate standing subcommittee of the Senate, the Executive Committee determined that the General Education Committee should make this group a subcommittee or ad hoc committee, under its sphere of influence.

6. Other Item

Leimone Waite spoke to the group to point out that all proposed program cuts in President Lewis's list come from vocational programs and expressed concern that vocational programs will be targeted. She pointed out that vocational students take classes in all areas of the curriculum and that enrollments would be significantly impacted should such cuts occur.

Considerable discussion ensued and the following resolution was drafted:

Whereas, by law, the Shasta College Governing Board and its Administration operate under shared governance with the College's Academic Senate;

Whereas the Academic Senate is concerned about the continuation of our warning status, reported in the confidential report prepared November 17, 2008, for the Accrediting Commission for Community and Junior Colleges, which particularly noted deficiencies in our planning and budgeting processes;

Whereas collegial planning for budget cuts has been lacking; and

Whereas suspension of programs often leads to their termination;

These factors compel the Academic Senate to act:

Be it resolved that, before further discussion of and decision on budget cuts,

the Senate requests, for each proposed cut or suspension, written justification that considers cost, impacts on future enrollment across the curriculum, and value to the Shasta-Tehama-Trinity District;

and that

the Senate requests written procedures for reinstating any suspended programs.

Iraja Siva-Das moved approval of the resolution; Brad Peters seconded. The motion was passed.

7. Adjournment

The meeting was adjourned at 5:10. Next meeting: Monday, February 23, 2009 in Room 1120.