

**Academic Senate  
Executive Committee Meeting  
May 11, 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		Megan McQueen	X	Rob McCandless
X	Leo Fong	X	Toby Bodeen		Karen Henderson
X	Alan Spivey	X	Jason Kelly	X	Leimone Waite
X	Shelly Presnell	X	Iraja Siva-Das	X	Susan Meacham
X	Doug Milhous	X	Andrea Williams	X	Ray Nicholas
X	Jennifer McCandless	X	Terrie Snow	X	Lenore Frigo
	Brad Peters		Don Cingrani (N/V)	X	Maureen Stephens
	Ron Marley (N/V)		Lois Cushnie (N/V)		William Cochran (N/V)
Other faculty present					
X	Carol Rupe	X	Carolyn Borg		
Guests					
X	Keith Brookshaw	X	Lucha Ortega	X	Morris Rodrigue
X	Tom Orr				

1. Call to Order  
Cathy Anderson called the meeting to order at 3:06 pm.
2. Approval of Minutes – 04/27/09  
Terry Bailey moved approval of the minutes from the April 27, 2009 meeting; Leimone Waite seconded. 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, but at this time, Tom Orr presented Alan Spivey with chocolate cakes for having the ITV class with the most enrolled students this semester and asked that he share them with the group..

4. Reports
  - a. No reports from the Senate President (Cathy Anderson) or from Instructional Council (Susan Meacham), which has not met since the previous Senate meeting.
  - c. Report from SLO Committee (Lenore Frigo and Jennifer McCandless)  
Jennifer McCandless noted that she will soon notify faculty of renewed focus on degree and certificate SLOs and a September deadline for this work. She also requested faculty to assure that their area representatives attend SLO Committee meetings.
  - d. Report from College Council (Maureen Stephens)  
Maureen Stephens reported on several information items from this meeting:
    - The SLO Committee introduced Shelly Presnell as new SLO coordinator and reviewed its current work, including work to update SLO section of Program Review documents.
    - Joe Wyse reported that the new library annex will be completed this summer, although the college has not received 924K allocated from the state for furniture and equipment. Morris Rodrigue noted an update that the state has requested a letter from the College affirming the need for this funding.
    - Wyse also presented a spreadsheet of the proposed budget, including a five-year projection. This year's budget shows greater than expected reserves due to increased FTES funding.
  - e. Reports from Curriculum Council, Matriculation Committee, Scholastic Standards Committee, Matriculation Committee  
No reports.
  - h. General Education  
Carolyn Borg reported that IGETC approval had been received from the UC system and is reflected in the new Shasta College catalogue.
  - g. Other  
Susan Meacham confirmed election of the following Executive Committee members: Alan Spivey, Andrea Williams, and Rob Mc Candless will serve as adjunct representatives. Ramon Tello, Terrie Snow, and Brad Peters will serve as at-large representatives.
5. Discussion/Action Items
  - a. AP 5012: Admission of International Students. This AP is being recommended to us by the Matriculation Committee. **This is a first reading.** (Keith Brookshaw and Lucha Ortega)  
Executive Committee members noted the changes made to this document. It will be brought back for approval at the next meeting.
  - b. AP 4020: Program and Curriculum Development  
Postponed until fall.
  - c. Senate Bylaws: A proposed revision to the bylaws adding "affiliate committees". **This is a third reading.** Three readings are necessary before voting. (Cathy Anderson)

Susan Meacham moved approval of the revisions. Lenore Frigo seconded. The motion passed, and the revision is now the new Senate Bylaws document.

- d. AP Certification for Associates Degree: Discussion of the AP policy recently approved at the statewide Senate meeting.  
This is a first reading. The General Education Committee requests the Executive Committee to adopt the California Community College General Education AP test equivalency list.
  - e. Senate Officer Elections: Election of next year's President, Vice President, Secretary, and Delegate. (Susan Meacham)  
Andrea Williams moved opening nominations for delegate to State Senate meetings. Iraj Siva-Das was nominated and elected.  
Lenore Frigo moved opening nominations for secretary. Leimone Waite was nominated and elected.  
Cathy Anderson moved to open nominations for vice president. Susan Meacham was nominated and elected.  
Andrea Williams moved to open nominations for president and Cathy Anderson was nominated. Cathy Anderson was elected as president.
  - f. Curriculum Council Business: (Ron Marley)  
Leimone Waite introduced the new Shasta College catalogue, which contains information different from that approved by Curriculum Council and requested to be in the catalogue. In particular, the new format for degree requirements has eliminated sequence requirements and listed courses alphabetically. In addition, requirements listed for degrees sometimes double count courses, for example, counting a composition course as required for the degree and again as a general education requirement. Another issue important to Curriculum Council is removal of designation for when courses are offered, fall or spring. There is also a TBA designation listed in a text box to indicate "Electives & Graduation Requirements." Curriculum Council finds all of these vague and misleading for students.  
Members of Curriculum Council met with Dr. Cochran about these issues. In particular, they requested that courses for the degrees be represented accurately as sequential courses and not double counted in total units required. Dr. Cochran stated his belief that the changes were simply format changes and format style is the prerogative of the Instructional Office. Designation of whether courses are offered in fall or spring was removed to allow for flexibility of scheduling. The TBA refers to possible upcoming requirements like computer literacy, which are not yet reflected in GE requirements.  
The Curriculum Council asked the Executive Committee which changes seem as if they are formatting changes and which misrepresent decisions of Curriculum Council. The group agreed that students need access to course sequence requirements and that students are ill-served when the listed total units required for a degree are inflated by double counting.  
Cathy Anderson stated her intention to meet with Dr. Cochran before the next meeting and asked for specific suggestions to resolve these problems. One suggestion was to include online more accurate information about recommended sequences—and also to make clear in the catalogue that online information is more useful and accurate. The second suggestion was to make changes to the online catalogue so that it accurately reflects the number of units required for degrees. In other words, units required both for general education and for degrees should not be double counted in total units required.
7. Adjournment: the meeting was adjourned at 4:40. Next meeting: **Monday, May 18, 2009, in room to be announced.**