

Academic Senate
MINUTES
 Monday, August 26, 2013
 3:00 – 4:45 p.m.
 Room 1119

Executive Committee Members Present					
x	Cathy Anderson	x	Terry Bailey		Keith Brookshaw
x	Paul Calkins	x	David Cooper		Kendall Crenshaw
	Camilla Delsid	x	Richard Fiske	x	Leo Fong
	Scott Gordon	x	Robb Lightfoot		Sue Loring
x	Jennifer McCandless		Rob McCandless	x	Susan Meacham
x	Ray Nicholas	x	Brad Peters	x	Carolyn Salus-Singh
x	Terrie Snow	x	Brian Spillane		Chuck Spotts
	John Whitmer	x	Don Cingrani (N/V)		Ron Marley (N/V)
x	Meridith Randall (N/V)				
Other Faculty Present					
x	Peggy Curry				
Guests					
x	Dan Haskins	x	Eva Jimenez		
x	Tim Johnston	x	Kevin O'Rorke		

1. Call to order: Meeting was called to order at 3:00pm.
2. Approval of Minutes from May 13, 2013 Meeting: Ray Nicholas moved to approve the minutes; seconded by Terry Bailey. Motion carried.

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.

4. Report
 - a. Report from Senate President (Jennifer McCandless)
 - i. Informational Items on Agenda—Because of the number of informational items that tend to be on the agenda, Jennifer suggested having a separate section for these to distinguish them from the Discussion/Action items.
 - ii. Senate Retreat—Sept. 30 at 3:00pm. Jennifer announced that this would not be handled like a regular meeting; instead it would be more of an informal gathering that would cover topics like the 10-plus-1 list and a succession plan for the Senate officers. The location is yet to be determined; one possibility would be the cafeteria stage, and this would allow food to be served. Eva Jimenez volunteered space at the EWD facility. Jennifer also hoped to have a statewide Academic Senate representative come speak.
 - iii. Excellent Educator for Part-Time Faculty—Jennifer provided a brief update on the question of money attached to the award. She talked to administration and the Shasta College Foundation about this, and the plan proposed was to set up a fund that people could donate to. Jennifer added that the Senate’s budget can only be used for a limited number of activities such as travel, so it could not be tapped into as a source of funding for this award.
 - iv. Reassign time for Senate officers and members—Currently the Senate president gets 40% reassign time and Curriculum Council chair gets 30%. Jennifer proposed that other Senate officers get reassign time as well; the secretary works on the minutes and web site; the vice president’s role as liaison to Instructional Council involves a lot of time. Robb Lightfoot agreed that such a plan would be appropriate. Jennifer explained that reassign time for Senate officers here at Shasta College is decided by the Superintendent/President. At most colleges, officers do get reassign time, but it varies in the amount and how it’s funded. There was some debate about how we should proceed with this and how quickly. Meridith Randall suggested that both Susan and Leo keep track of the specific number of hours spent on Senate business to help support the case made to administration for reassign time. Jennifer also raised the topic of succession; she floated the idea of a president-elect that would prepare to take that job at a later point in time. Susan Meacham spoke of how important her role as liaison to Instructional Council has been. Ray Nicholas supported the idea that serving as liaison to Instructional Council is not automatically one of the vice president’s duties, but rather this role should be handled as a separate position to ensure greater flexibility. Cathy Anderson emphasized that Instructional Council needs to make assurances that the liaison would be a permanent position.
 - v. Senate Executive Council—Jennifer proposed that the Senate President, Vice President, Secretary and Curriculum Council chair meet once a month to generate greater collaboration in Senate leadership. She explained that the Curriculum Council is the biggest Senate subcommittee, but there’s no

consistent communication between Curriculum Council and the Senate, so this would help remedy that. The Senate bylaws would need to be changed to reflect this new group and its meetings. This semester's meetings would be a trial run, and afterwards we could decide to continue or discontinue this practice. There was consensus support for this.

- vi. Delegate to Area Meetings and Plenary Sessions—Jennifer announced that she would be able to serve as our delegate to these meetings this year.
 - b. Report from Instructional Council (Susan Meacham)
 - i. No report. First meeting will be Sept. 6.
 - c. Report from SLO Committee (Cathy Anderson)
 - i. No report.
 - d. Report from College Council (Cathy Anderson, Sue Loring)
 - i. Items discussed at the last meeting: Final budget; feedback on last year's survey on the planning process (a big issue was hiring requests being kept separate from planning; another was the role of classified staff in contributing to area plans).
 - e. Report from Curriculum Council as needed (Ron Marley)
 - i. No report. Cathy Anderson asked about the use of the newly implemented Curricunet system to make curriculum changes; would the curriculum process work the same way that it has worked in the past? Meridith confirmed that it would.
 - f. Report from Student Success Committee as needed (Teresa Doyle)
 - i. No report.
 - g. Report from Scholastic Standards Committee as needed (Don Cingrani)
 - i. Don reported that the committee has reviewed many petitions, particularly involving course repetition. He wanted to remind faculty, particularly part-time, to do a census drop on students who do not attend class to help avoid these situations in the future.
 - h. Report from Textbook Committee as needed (Carolyn Singh)
 - i. No report.
5. Discussion/Action items
- a. Change in Tenure Committee for 2013-2014 (Attachment)
 - i. Jennifer explained that the tenure committees for the three new Nursing faculty needed to be updated. Lisa Reynolds is the Vocational Nursing instructor; the other two (Laurie Bish and Peggy Curry) are the Associate Degree Nursing instructors. Terry Bailey moved to approve changes to the tenure committees; Susan Meacham seconded. Motion carried.
 - b. AP 4225—Course Repetition—Mandated changes (Attachment)
 - i. This was an informational item. The changes here have been mandated to be consistent with Title 5. Jennifer noted that Curriculum Council has already implemented these changes, so the revisions here to AP 4225 simply reflect that. Meridith explained that the most substantial change was to the section "Designated Repeatable Courses"; the new language simply adopts the language in Title 5 identifying the three categories of courses that are repeatable. The section on "Variable Unit Courses" also borrows directly from Title 5. Finally, under the section "Significant Lapse of Time" a statement specifying a period of "no less than 36 months" was added. Meridith

acknowledged that there was some ambiguity in the statement about “recency pre-requisites,” so this would need to be clarified. This led to a discussion about the complexities involved with establishing and enforcing recency prerequisites, particularly with how they affect apportionment. Meredith and Don said that they would research this matter further and bring their findings back to the Senate.

6. Other?
 - a. Jennifer asked everyone to look over the list of Senate representatives for the year. She pointed out that Chuck Spotts would not be able to serve this year, so another Math instructor would be taking his place. It was uncertain if John Whitmer would be serving as the Social Sciences representative. Ray Nicholas has a scheduling conflict that will prevent him from attending meetings this semester.
 - b. David Cooper shared his concerns with SLO reporting in Tracdat. He pointed out that the names of instructors appear in the SLO reporting information. There was brief discussion about what can and cannot be seen in Tracdat, with the basic question being, How willing are faculty to have instructor names visible, even if this SLO data is shared only within the department? Meredith suggested that faculty re-think how they want to handle dialogue on SLOs within their own departments.
7. Adjournment: Meeting was adjourned at 4:34pm.
8. Next meeting: September 9, 2013