

**Academic Senate
MINUTES**

Monday, November 25, 2013
3:00 – 4:45 p.m.
Room 1119

Executive Committee Members Present					
x	Cathy Anderson	x	Terry Bailey	x	Cristina Berriso
	Keith Brookshaw		Paul Calkins	x	David Cooper
x	Kendall Crenshaw		Camilla Delsid	x	Richard Fiske
x	Leo Fong	x	Lenore Frigo	x	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	x	Don Cingrani (N/V)		Ron Marley (N/V)
x	Meridith Randall (N/V)				
Other Faculty Present					
x	Roger Gerard	x	Karen Henderson		
Guests					
x	Marc Beam	x	William Breitbach	x	Frank Nigro
x	Kevin O’Rorke	x	Ralph Perrin		

1. Call to order: Meeting was called to order at 3:01pm.
2. Approval of Minutes (Attachment)—October 28, 2013: Terry Bailey moved to approve the 10/28/13 minutes; seconded by Cristina Berriso. 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 Fall Plenary Delegate (Jennifer McCandless)

- i. Jennifer offered highlights from the Fall Plenary Session. In total, there were 32 resolutions, and of those 22 passed, 4 were deferred for additional study, and 6 failed. Accreditation accounted for 10 of the resolutions. Specific resolutions of interest to Shasta College included the following: Resolution 5.01 dealt with defining the term “enrollment”; because of two recent changes in Title 5 to the definition of this term for purposes of apportionment and repetition, this has affected the way individual colleges define this term. Resolution 7.03 supported the development of processes to allow credit and not-for-credit students to be concurrently enrolled in the same section of a course. Resolution 9.01 was about formulating best practices for ADT development and implementation; Resolution 9.02 addressed the potential impact of MOOCs by clarifying the difference between credit by exam for articulated high school students and other forms of credit by exam. The resolution that Shasta College presented on faculty exchanges, 12.01, was modified slightly to specify how long these exchanges would take place and to remove the reference to an exclusively “on-line” format. One last item of interest that Jennifer mentioned was a recommendation by the Legislative Analyst’s Office to make all basic skills courses non-credit.

b. Report from Senate President (Jennifer McCandless)

- i. With the upcoming retirement of Gary Houser, a new associate dean is being hired to take on Gary’s responsibilities. This will also involve a re-organization within the SPECS division, and Jennifer noted that there has been communication with SPECS faculty on how best to handle this. Meridith Randall mentioned that because CTE programs didn’t feel well represented in SPECS, it made sense to move them to other divisions (Fire Science and Administration of Justice will be moving to BAIT; Culinary Arts, Family Studies and Services, and Early Childhood Education will move to ACSS; Dietary Service Supervisor will move to HSUP). This new associate dean would oversee Athletics, PE, and Kinesiology.
- ii. Jennifer gave an update on the matter of peer evaluations of adjuncts done by coaches. This was first discussed during the September 9th Senate meeting, and Jennifer is continuing to look into the current policy.

c. Report from Instructional Council (Susan Meacham)

- i. During their last meeting, Instructional Council discussed the Hiring Priorities Committee’s ranking of the 20 proposed positions. Additionally, Marc Beam introduced the new format for the Student Opinion of Teaching survey; the intent of the changes was to make the results easier to read and interpret. Deans were encouraged to remove deactivated courses in preparation for the next catalog. There was also discussion of block scheduling and its

implementation in upcoming semesters. The Spring schedule is now available, though the PDF does not appear to be up yet on the College's website. Dec. 2 will be the start of registration. There have been complaints about lab times not clearly identified in the class schedule; because users in MyShasta must click on the class itself to get the full class information, and many users don't realize this, there's a need to make the complete class times more visible. Finally, there was discussion about the academic calendar for 2014-2015.

- d. Report from SLO Committee (Cathy Anderson)
 - i. The SLO Committee is continuing to work on questionnaires for assessing ISLOs.
- e. Report from College Council (Cathy Anderson, Sue Loring)
 - i. A subcommittee is reviewing and if necessary will modify the mission statement of the College. This subcommittee will be seeking feedback from all groups on campus. Also, as part of the planning process, we are missing a mechanism for monitoring and assessing existing programs, so there's a subcommittee that is studying this.
- f. Report from Curriculum Council as needed (Ron Marley)
 - i. No report.
- g. Report from Student Success Committee as needed (Teresa Doyle)
 - i. No report.
- h. Report from Scholastic Standards Committee as needed (Don Cingrani)
 - i. Don presented an unusual case that came before the Scholastic Standards Committee. It was a student's request to waive a math requirement because of a documented disability; in the past seven years, there have been only two of these cases, both involving math. Because there's little precedent and no established procedure for this, the committee tabled the motion and discussion on this request in order to seek more information and guidance on this matter. The committee's co-chairs consulted math faculty. After reviewing evidence provided by the DSPS director and counselor, the committee agreed that the student would not be capable of completing the specific math course, and the waiver was granted. But the committee was still concerned about the lack of clear policy for course waivers and substitutions requested by disabled students. Don pointed out a brief item on course substitutions and waivers in AP 5140, the AP that defines the responsibilities of DSPS: "In the infrequent event that a DSPS counselor has determined that a student is unable to meet the specific requirements of a course or program due to the unique impact of a disability, a petition for course substitution or waiver will be presented to the Scholastic Standards Committee for consideration." For contrast he compared this statement to a detailed policy and procedure on the same matter from the Los Rios Community College District. Because of the need for a more detailed policy to handle future petitions, the Scholastic Standards Committee recommended the formation of an ad hoc committee to 1) examine existing policies, 2) determine what parts are required under Ed. Code, Title 5 regulations, and other regulatory agencies, and 3) recommend any changes, if needed. It was proposed that this ad hoc committee would consist of a math instructor, the dean of SLAM, the DSPS counselor, the director of DSPS, and a faculty member from a discipline other than math. Robb Lightfoot recommended that this committee look into similar cases involving disciplines other than math and seek broader input. Jennifer pointed out that the

Scholastic Standards Committee doesn't need the Senate's permission to proceed on this, but if the ad hoc committee makes any recommendations to change either AP 5140 or another AP governing Scholastic Standards, then these would come to Senate. Don suggested that the Senate, and not Scholastics Standards, form this ad hoc committee. Jennifer said that she would look into finding potential members. Cathy Anderson asked if only faculty and administrators can serve on ad hoc committees of the Senate. Jennifer checked the bylaws and found there are no restrictions put on membership of ad hoc committees. She stated that she would put this item on a future agenda.

- i. Report from Textbook Committee as needed (Carolyn Singh)
 - i. A Frugal Faculty Award was proposed for instructors who assign low cost textbooks.
 - j. Report from Distance Education Committee as needed (Carolyn Singh)
 - i. No report.
5. Informational Items
- a. Excellent Educator and Hayward Awards
 - i. Jennifer explained that in the process of sending Bethany Schaarschmidt's name forward for consideration for the Hayward Award, Susan Meacham found a change made by the state Academic Senate. Regional Areas will now alternate annually between full-time and part-time faculty members to nominate, and this year we are required to nominate a part-time instructor, so Bethany will not be eligible for Hayward consideration. Jennifer asked for suggestions on how best to handle this new format—should our schedule for Excellent Educator awards also alternate to synch up with the one specified by the state Senate? Robb Lightfoot proposed giving both full-time and part-time awards every year, and then decide by lot who would get forwarded for Hayward consideration. Don Cingrani was concerned that this could potentially deny an especially worthy candidate a chance for the Hayward Award. Jennifer suggested that we nominate Bethany for next year; this year we would choose a part-time instructor. Susan asked that this be put on the next agenda as a discussion item; she reminded everyone that the criteria posted on the Hayward website applies to both full-time and part-time nominees. Jennifer said that she would send the criteria to everyone, and she encouraged everyone to bring names of possible candidates to our next meeting. Jennifer also announced that there will be a fund set up to allow for contributions to provide for the cash award that will be part of the Part-Time Excellent Educator Award.
 - b. ACCJC draft of new standards
 - i. Jennifer highlighted one proposed addition to the ACCJC accreditation standards: "The evaluation of faculty, academic administrators, and other personnel directly responsible for student learning outcomes includes consideration of the effectiveness of producing those learning outcomes. Those employees use the results of the assessment of learning outcomes to improve teaching and learning."
6. Discussion/Action items
- a. Faculty Hiring Priorities Committee recommendations

- ii. English AA-T
 - 1. Cathy Anderson moved approval for both ADTs; seconded by Robb Lightfoot. Kendall Crenshaw pointed out that in the English AA-T narrative the numbers given as the total number of units required for the major, 18-20, does not match the sum of all the units for courses listed; the correct total should be 21-23. Meredith stated that this could be easily corrected. Motion, with the correction made to the English AA-T narrative, carried.
 - e. Succession Planning
 - i. Because the meeting time ran over, this item would be put on the agenda for the next Senate meeting.
7. Other?
8. Adjournment: Meeting was adjourned at 4:54pm.
9. Next meeting: Monday, December 9, 2013 at 3:00pm.