

**Academic Senate
MINUTES**

Monday, January 27, 2014
3:00 – 4:45 p.m.
Room 1120

Executive Committee Members Present					
x	Cathy Anderson		Terry Bailey	x	Cristina Berriso
x	Keith Brookshaw	x	Paul Calkins		David Cooper
x	Kendall Crenshaw		Camilla Delsid	x	Richard Fiske
x	Leo Fong	x	Lenore Frigo	x	Scott Gordon
x	Robb Lightfoot	x	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					
Guests					
x	Will Breitbach	x	Tim Johnston	x	Frank Nigro

1. Call to order: Meeting was called to order at 3:00pm.
2. Approval of Minutes (Attachment)—December 9, 2013: Cathy Anderson moved to approve the minutes from the 12/09/13 meeting; seconded by Keith Brookshaw. 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. Jennifer gave two brief reminders: We will be awarding the first Excellent Part-Time Educator Award this semester along with the award for Excellent Full-Time Educator. Also, because ACCJC is in the process of revising accreditation standards, they are soliciting feedback on these revised standards; Jennifer will send out a copy of these so that we can discuss them and submit our collective feedback to ACCJC.
 - b. Report from Instructional Council (Susan Meacham)
 - i. The following items were discussed during the last meeting of Instructional Council: Budget initiatives from the individual divisions; there will be a revised budget initiatives list for the next meeting. Also discussed was the revised hiring priorities ranking from the Faculty Hiring Priorities Committee (see item 6.d below). Meredith noted that there is now an additional faculty representative, Ramon Tello, on this committee.
 - c. Report from SLO Committee (Cathy Anderson)
 - i. SLO Committee has written drafts of surveys for six of the seven ISLOs (we already have one for the Self-Efficacy ISLO). The Research Office is now piloting this by surveying students at the cafeteria today and tomorrow. The SLO Committee will meet on Thursday to discuss the results of these pilot-tested surveys. Also the committee will be meeting on February 3rd to discuss ways to use the results of the Self-Efficacy ISLO assessment; this will also include an expansion of this assessment to involve faculty, such as with the assessment given to faculty on flex day.
 - d. Report from College Council (Cathy Anderson, Sue Loring)
 - i. During the last College Council meeting, the following items were discussed: APs and BPs that were revised; the prioritized initiatives from the Administrative Services area; the 3-year review of the College Mission Statement; a subcommittee examining the program review process and how to better utilize the data in program reviews.
 - e. Report from Curriculum Council as needed (Ron Marley)
 - i. No report.
 - f. Report from Student Success Committee as needed (Teresa Doyle)
 - i. No report.
 - g. Report from Scholastic Standards Committee as needed (Don Cingrani)
 - i. No report.
 - h. Report from Textbook Committee as needed (Carolyn Singh)
 - i. New award this spring, the Cheapskate Award, given to the instructor who helps reduce the cost of books and supplies.
 - i. Report from Distance Education Committee as needed (Carolyn Singh)

- i. The DE Committee will meet next week to discuss improving the portal for online courses and faculty training.

5. Informational Items

a. Curriculum – New Courses

New Credit Courses:

CCE* 1A Introduction to Civic and Community Engagement – 1 Unit
CIS 65 Programming Concepts and Methodology Using C++ II – 3 Units
CONS 55B Equipment Operations Pad Construction – 1 Unit
CONS 55C Equipment Operations Roadway Construction – 1 Unit
CONS 55D Equipment Operations Global Satellite System Skills – 1 Unit
ENGR 40 Strength of Materials – 3 Units
ESL 137L ESL Grammar Lab – 1 Unit
ESL 138L ESL Grammar Lab II – 1 Unit
HEOC 130 Nurse Assistant – 11 Units
HEOC 131 Home Health Aide – 1.5 Units
MUS 48 Applied Music – .5 Unit
MUS 64 Beginning Keyboard Skills – 1 Unit
MUS 65 Intermediate Keyboard Skills – 1 Unit
MUS 66 Advanced Intermediate Keyboard Skills – 1 Unit
MUS 67 Advanced Keyboard Skills – 1 Unit

Jennifer pointed out that with the expansion of programs due to the establishment of ADTs, there will be more program reviews that need to be done as well as a greater urgency to identify which programs need to be revised or discontinued. Meridith agreed that there needs to be a group that looks holistically at all the programs that exist and determines which programs are relevant and sustainable. The PIC Committee currently only does part of this, so there's the possibility of its role being expanded in the future.

6. Discussion/Action items

a. **Adhoc Committee to work on Scholastic Standards' course waiver procedure** (AP5140 Attached) - *carried over from 12/9/13 meeting*

- i. Dan Cingrani reiterated the need for a clearly defined procedure for course waivers; he has observed an increase in the number of course waiver petitions made. Lenore Frigo moved to form an ad hoc subcommittee composed of a DSPS counselor, the DSPS director, the Dean of SLAM, a Math instructor and an instructor from a discipline other than Math to study and make recommendations for the course waiver procedure; seconded by Cathy Anderson. Susan Meacham proposed an amendment specifying that the subcommittee include a member of the Scholastic Standards Committee. Lenore agreed to the amendment; seconded by Cathy Anderson. Motion with amendment carried.

b. **Excellent Educator and Hayward Awards** – *A decision needs to be made about how to submit Hayward Award nominations given that the ASCCC is now requiring rotation between nomination of part-time and full-time candidate*

- i. Jennifer summed up the previous discussion and presented the options that have been proposed to handle this new schedule for nominations. Next academic year, 2014-15, we will need to nominate a full-time faculty member

for the Hayward Award, but there will be two recipients of our Excellent Full-Time Educator Award that would be eligible, Bethany Schaarschmidt, who won the award for 2012-13, and the winner of the award this academic year. Cathy Anderson moved that if there are two interested candidates for the Hayward nomination, the Executive Committee of the Senate will discuss the qualifications of the candidates and select which one to nominate; seconded by Cristina Berriso. Terrie Snow recommended aligning our awards with the statewide schedule by alternating annually between the full-time and part-time awards, but others argued that we should continue giving both awards annually. Jennifer reminded everyone that the Excellent Educator Award was created to honor excellence in teaching here at Shasta College; the practice of forwarding the winner of the award for Hayward consideration came later, so this aspect of the award should be viewed as secondary. Motion carried.

- c. **Final Exam Week schedule** – *The new 17-week calendar has re-opened the discussion about whether to keep Final Exam Week as a block schedule or to convert it to a regular week*
 - i. Jennifer received a lot of feedback on this matter; half of the e-mails she got were in favor of a block schedule for finals week, but the other half wanted the 17th week to follow a regular week schedule. Meridith emphasized that keeping the regular schedule for the 17th week would be easier for students and for staff who are involved with scheduling. Jennifer reiterated an important consideration—a regular schedule for the 17th week would ultimately yield more meeting time with students than with a block schedule. Area representatives reported different opinions on this issue from their constituents; in particular, there were concerns with courses that had a lab component. Ray Nicholas moved to follow the regular weekly schedule for the 17th week; seconded by Susan Meacham. When the vote was called, there were 11 yes votes and 4 no votes, so the motion carried. Meridith reminded everyone that this arrangement could be changed for later semesters if faculty are dissatisfied with it.
- d. **Faculty hiring priorities** – *The Faculty Hiring Priorities Committee met to re-prioritize the positions that Joe Wyse did not already approve for hire. New positions have also been added to the list. We need to verify whether or not the procedure was followed*
 - i. The Faculty Hiring Priorities Committee met again to produce a revised ranking due to recently announced retirements. 19 positions are in the new list in the following order: AD Nursing, Counseling, Math (Basic Skills/Stats)-1; FSS #1; Administration of Justice; CIS (CISCO); Political Science; Industrial/Diesel; Theater Arts/Humanities; Office Administration; Art; ASL; English; PE/Assistant Football Coach; Emerging Tech and Librarian; Math (Basic Skills/Stats)-2; CIS; FSS#2; Ag-Natural Resources. Jennifer noted that two positions that were top-ranked on the previous list, Chemistry and Psychology, have already been advertised, so they are not on this revised list. Susan confirmed that the procedure detailed in AP 7210 was followed. When asked about the outlook for hiring of any of these positions, Meridith thought that the first four were a good bet, with a strong likelihood for the following two. Susan Meacham moved to confirm that the proper procedure was followed; seconded by Ray Nicholas. Motion carried.

- e. **Curriculum Council: Music AA-T** – *Curriculum Council recently approved the AA-T in Music (program proposal attached) and we need to give final approval*
 - i. Robb Lightfoot moved to approve the Music AA-T degree; seconded by Brian Spillane. Motion carried.
 - f. **Board Policies and Administrative Procedures** – *some of these need our approval; some are for information only (Attachments)*
 - i. BP 4250—no questions, comments or suggestions.
 - ii. BP 5050 and AP 5050—Robb Lightfoot asked about the mention of an “assessment instrument” in AP 5050; Tim Johnston explained that the state has a list of accepted assessment instruments, and the wording simply reflects that. Robb also asked about the 30-day period specified for filing a petition appealing a loss of registration priority; he asked if there would be any mitigating circumstances that would allow for a longer period for an appeal to be made. Tim explained that the tight deadline reflects the necessity of a quick response when a student’s registration priority is lost so that the student is able to register in a timely manner. Robb suggested adding the qualifying phrase “for that semester” to the statement “the student waives all future rights to appeal an adverse reaction.”
 - iii. BP 5130 and AP 5130—no questions, comments or suggestions.
 - iv. This is a first reading of these BPs and APs, so a vote for approval will occur during our next meeting.
7. Other?
8. Adjournment: Meeting was adjourned at 4:23pm.
9. Next meeting: Monday, February 10 at 3:00 pm.