

Academic Senate
MINUTES
 Monday, May 12, 2014
 3:00 – 4:45 p.m.
 Room 1120

Executive Committee Members Present					
x	Cathy Anderson	x	Cristina Berisso	x	Keith Brookshaw
x	Paul Calkins		David Cooper	x	Kendall Crenshaw
	Camilla Delsid	x	Richard Fiske	x	Leo Fong
x	Lenore Frigo		Scott Gordon	x	Robb Lightfoot
x	Sue Loring	x	Jennifer McCandless		Rob McCandless
x	Susan Meacham	x	Ray Nicholas	x	Brad Peters
x	Mark Racowsky	x	Carolyn Salus-Singh	x	Terrie Snow
	Brian Spillane	x	Craig Thompson	x	Don Cingrani (N/V)
	Ron Marley (N/V)	x	Meridith Randall (N/V)		
Other Faculty Present					
x	Teresa Doyle	x	Tom Martin		
Guests					
x	Will Breibach	x	Dan Haskins	x	Ralph Perrin

1. Call to order: Meeting was called to order at 3:00pm
2. Approval of Minutes (Attachment)—April 28, 2014: Robb Lightfoot moved to approve the 4/28/14 minutes; seconded by Susan Meacham. 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 received a number of responses to her e-mail about the Online Education Initiative, so there is definitely enough interest for Shasta College to become involved. Will Breitbach and Tom Martin will complete the survey for this; anyone who wishes to provide input should send it to them. Meridith mentioned that she is on the statewide oversight committee, and she notes that this process is just getting started, but it's important for us to show interest in participating to have the opportunity to provide input. Also, the Common Assessment Initiative is looking for Math and English faculty; at this point only one English instructor, Cindy Dupre, has expressed interest in participating. Jennifer addressed an additional item from the Spring Plenary Session: the selection of faculty to serve on administrative hiring committees—currently the Senate president appoints faculty members to serve; at Plenary, Jennifer asked others delegates about this practice and found that although all academic senates are involved in this process in some way, some colleges have the senate executive committee make the appointment choices. Jennifer asked if there was any desire to change our current practice. She shared that she typically gets very few responses to her e-mail requests for volunteers to serve on hiring committees. Jennifer also gave a reminder about the need for a Senate liaison to PIC; anyone willing to serve in this role should contact her. Finally, at this Wednesday's Board of Trustees meeting, Jennifer plans to highlight faculty accomplishments, so let her know of anything that she could include; she would also appreciate any pictures that could be used for her PowerPoint presentation.
 - b. Report from Instructional Council (Susan Meacham)
 - i. No report.
 - c. Report from SLO Committee (Cathy Anderson)
 - i. The committee's last meeting was held last Thursday, and they reviewed data from the ISLO surveys; as a result of this discussion, they developed a plan to form three working groups of faculty, one for each of the three ISLOs that scored the lowest—Critical Thinking, Quantitative Reasoning, and Community & Global Awareness—to work on ways to improve scores. These working groups will form next semester, and Cathy reminded everyone that participating in these work groups would earn professional development credit. There was also discussion about placing the SLO Committee under auspices of the Faculty Professional Development Committee.
 - d. Report from College Council (Cathy Anderson, Sue Loring)
 - i. Sue reported that during the last meeting College Council reviewed BPs and APs that have been revised; finalized the Strategic Plan progress report and the list of prioritized initiatives; discussed the recommendations from an ad hoc

committee studying the effectiveness of the planning process (this is part of the 3-year review cycle).

- e. Report from Curriculum Council as needed (Ron Marley)
 - i. No report.
- f. Report from Student Success Committee as needed (Teresa Doyle)
 - i. Teresa reported that a subcommittee will be meeting this Thursday to work on the annual report for the ESL/BSI Action Plan. She also reminded everyone about Cram Week occurring this week and to encourage students to take advantage of all its offerings.
- g. Report from Scholastic Standards Committee as needed (Don Cingrani)
 - i. No report.
- h. Report from Textbook Committee as needed (Carolyn Singh)
 - i. This year's Frugal Faculty Award was presented to Cristina Berisso.
- i. Report from Distance Education Committee as needed (Carolyn Singh)
 - i. Anthony Eckhardt is now the faculty co-chair. During the last meeting, the committee outlined a table of goals; one of these was a list of activities that would qualify for professional development hours.
- j. Reports from ad hoc committees as needed
 - i. Computer Literacy
 - 1. Tom Martin reported that the ad hoc committee studying the computer literacy requirement, after consulting with CIS faculty and advisory board, determined that there was still need for this requirement for graduation. CIS and OAS faculty will make sure that the test will be kept updated. There were no recommendations for any changes at this time. However, there were questions about the relatively low number of students testing to meet this requirement. Cathy Anderson moved to disband the Computer Literacy ad hoc committee; seconded by Terrie Snow. Meridith recommended that Curriculum Council should have input on this move as well. Motion carried, with one no vote.
 - ii. Course Waiver
 - 1. No report. Don Cingrani noted that the committee will be meeting May 20.
 - iii. Succession Planning
 - 1. Robb Lightfoot summarized an e-mail from Scott Gordon that listed out important considerations concerning succession: the terms/responsibilities of the executive committee officers, how the officers are recruited and selected, and the type of vote employed; for example, should the voting be limited to members of the executive committee or should it be open to all faculty? Should election require a simple majority of votes or a two-thirds majority? The committee isn't quite ready at this point to make any recommendations for changes to the bylaws.
 - iv. Professional Development
 - 1. Meridith sent out an e-mail with a draft of the Professional Development handbook; she reminded everyone that this is a work in progress, so input is definitely encouraged. The questions that she has received so far have helped to clarify specific wording and details.

5. Informational Items

a. "Shasta College Presents"

- i. Robb Lightfoot explained the basic features of this series. Heather Wylie has been working on this. Robb characterized this as our version of TED Talks. The idea is to generate cross-curricular connections that would involve students, faculty and the community. Themes will change from year to year, with this upcoming year's theme being "community." Meridith mentioned Grossmont College's book-in-common program as a possible model.

6. Discussion/Action items

a. Development of a new Faculty Professional Development Committee

- i. The ad hoc committee established to study faculty professional development recommended the creation of a faculty professional development committee as a standing subcommittee of the Senate, and the SLO Committee would then be a subcommittee of it. Cathy Anderson moved that the Senate form a standing subcommittee to oversee faculty professional development; seconded by Craig Thompson. Motion carried. Teresa Doyle shared a draft of the subcommittee's bylaws; Jennifer noted that this would be treated as a first reading, with the second reading to be held at our next meeting in August. The committee's name has been tentatively proposed to be the "Faculty Excellence Committee," and its main mission would be "to promote, improve and sustain the professional growth of faculty for the benefit of our students and for the mission of the College." There were questions about membership and workload for the subcommittee. Teresa acknowledged that many of the specifics still need to be determined. Don Cingrani recommended specifying the number of representatives from each academic division, and that each division should determine who their representatives are; he recommended following the bylaws of the Scholastic Standards Committee as a model, and he pointed out that the term "adjunct" should be replaced with "part-time" throughout the draft. Robb Lightfoot suggested that item 3.d in the draft bylaws be changed to specify that divisions appoint members, not the Senate president; he also pointed out the need to specify staggered terms for membership covered in item 3.e. Sue Loring proposed specifying "non-instructional faculty" along with those from academic divisions. Teresa was concerned about getting enough interested faculty, so that explains why the draft was very non-specific about representation. Robb believed that given the significant nature of professional development, faculty interest and participation should not be difficult to generate. Tom Martin reiterated this and suggested that the CIS practice of awarding "badges" for training completed could be carried over for all types of professional development. Cathy asked about where the SLO Committee should be mentioned in the draft bylaws since the SLO Committee will be a subcommittee of this new committee; Jennifer recommended putting this in section 2, Scope and Function of the Faculty Excellence Committee, and she also pointed out that the bylaws need to explicitly state that this committee is a standing subcommittee of the Senate. Don noted that the Senate's bylaws would need to be updated to reflect all of these changes. Meridith proposed the name "Faculty Teaching and Learning Committee." Teresa said that she would send out an e-mail soliciting suggestions for the name of the committee.

Meridith shared that she has talked with Faculty Association about stipends of \$4,500 each to four positions involved with professional development—one for continuing the work with SLOs, one for setting up the professional development committee, one for setting up a teaching and learning center, and one for handling the logistics of professional development (forms, approval process, etc.). Cathy Anderson moved that the professional development ad hoc committee be disbanded; seconded by Craig Thompson. Motion carried.

- b. Elections of Senate Officers for 2014-2015
 - i. Susan Meacham supervised the election. For the office of Secretary, Sue Loring nominated Leo Fong. Leo was elected Secretary with a unanimous vote. For the office of President, Terrie Snow nominated Robb Lightfoot. Robb was elected President with a unanimous vote. For the office of Vice-President, Cathy Anderson nominated Susan Meacham. Susan was elected Vice President with a unanimous vote.
 - c. Tenure Review Committees for 2014-2015 (Attachment)
 - i. Jennifer pointed out the changes that have been made to this list: Terrie Snow replaces Julie Gee on Laurie Bish's TRC, and the members of the TRCs for the newly hired and soon to be hired positions have been identified. Susan Meacham moved approval of the TRC and mentor list; seconded by Cathy Anderson. Motion carried.
 - d. Faculty Hiring Priorities—1 more retirement, 1 resignation since last ranking (Attachment)
 - i. Susan Meacham reported that the Faculty Hiring Priorities Committee met last Monday to re-rank the faculty hiring priorities list as a result of the announced retirement of Joan Bosworth and the announced resignation of Bethany Schaarschmidt. The dean requested only one position at this time to replace the two Nutrition positions left open by the retirement and resignation. Susan confirmed that the procedure detailed in AP 7210 was followed. Robb Lightfoot move approval of the updated faculty hiring priorities list; seconded by Cathy Anderson. Motion carried. There was concern expressed about the short timeline for hiring a Nutrition instructor; Jennifer mentioned that Joan Bosworth expressed confidence that it would be relatively easy to hire someone for this position.
7. Other?
- a. Craig Thompson raised the possibility of shifting committee meetings to Fridays next year because of the shift to more of a block schedule.
8. Adjournment: Meeting was adjourned at 4:31pm.
9. Next meeting: Monday, August 25, 2014