

Academic Senate

MINUTES

Monday, August 25, 2014

3:00 – 4:45 p.m.

Room 1120

Executive Committee Members Present					
	Cathy Anderson		Mark Blaser		Keith Brookshaw
x	Paul Calkins		Kendall Crenshaw		Camilla Delsid
	Richard Fiske	x	Leo Fong	x	Lenore Frigo
x	Scott Gordon	x	Debra Griffin	x	Susan Keller
x	Robb Lightfoot		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	x	Brian Spillane		Craig Thompson
x	Don Cingrani (N/V)		Ron Marley (N/V)	x	Meridith Randall (N/V)
Other Faculty Present					
x	Anthony Eckhardt	x	Teresa Doyle	x	Matt Evans
x	Tom Martin	x	Randy Reed		
Guests					
x	Marc Beam	x	Will Breitbach	x	Dan Haskins
x	Tim Johnston	x	Kevin O'Rorke	x	Joe Wyse

1. Call to order: Meeting was called to order at 3:03pm.

2. Approval of Minutes (Attachment)—May 12, 2014: Ray Nicholas moved to approve the minutes of the 5/12/2014 meeting; seconded by Jennifer McCandless. 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.
 - i. Anthony Eckhardt, President of the Faculty Association, briefly spoke about the importance of strong collaboration and support between Faculty Association and Academic Senate. Robb added that one of the stated goals of any Academic Senate President is maintaining good communications with the collective bargaining unit of the college.
4. Report
 - a. Report from Senate President (Robb Lightfoot)
 - i. Robb spoke of the steep learning curve that comes with taking on the job of Senate President because the position features both formal and informal functions; as an example, he mentioned his experience with the last Board of Trustees meeting when spoke as a representative of the faculty as he gave his Senate President's report, but he also had a very fruitful conversation about the College's technology with James Crandall after the meeting. Overall, Robb promised that he would try to maintain a proper balance between keeping faculty fully informed about all matters that affect them and overwhelming faculty with too much information.
 - b. Report from Instructional Council (Susan Meacham)
 - i. The primary focus of Instructional Council's meeting last week was on completion. Also discussed were changes to the ITRC and disbursement of instructional equipment funds. Persistence will be a continuing topic; a study done by Marc Beam showed a retention rate here at Shasta College that was about 10% lower than the statewide average. Instructional Council also discussed the Student Success and Support Plan (SSSP), as well as Flex Day activities; the deans are considering a common Flex reporting form for all faculty. Finally, faculty hiring searches were discussed; there were 3 unsuccessful searches this past spring—Social Services (FSS), Political Science, and Diesel.
 - c. Report from SLO Committee (Cathy Anderson)
 - i. Robb noted that Marc Beam and Cathy Anderson will be the committee co-chairs this year.
 - d. Report from College Council (Mark Smith, Sue Loring)
 - i. Robb reported that a substantial part of College Council's last meeting was on the matter of strategic planning, particularly with analyzing progress made on this. Marc Beam added that the College is in the third year of a three-year strategic plan, and much of the discussion centered on how to complete the initiatives that remain unfinished. Robb pointed to Morris Rodrigue's report on facilities maintenance and replacements as a dramatic example of the strategic planning challenges that we face.
 - e. Report from Curriculum Council as needed (Ron Marley)

- i. No report.
 - f. Report from Student Success Committee as needed (Teresa Doyle)
 - i. The first meeting will be on Thursday, and the committee will be focusing on the SSSP and Basic Skills/ESL Action Plans.
 - g. Report from Scholastic Standards Committee as needed (Don Cingrani)
 - i. During their latest meeting, the committee read more petitions from students who received failing grades for classes that they never attended; Don wanted Senate members to remind their constituents to drop on their census day rosters any students who never attended. He also provided a quick update on the progress of the ad hoc committee charged with developing a course waiver and substitution policy; the committee will present its recommendations to the Senate later in the semester.
 - h. Report from Textbook Committee as needed (Carolyn Singh)
 - i. Carolyn highlighted the "Need Books?" link on the Financial Aid web page as the place to direct students who need help with their textbook expenses. She also gave a quick reminder about the annual Frugal Faculty Award.
 - i. Report from Distance Education Committee as needed (Carolyn Singh)
 - i. Carolyn mentioned that Anthony Eckhardt will be committee chair this year, and Andy Fields, the new Associate Dean of Extended Education, will start his job in a few weeks. The first committee meeting will be next Wednesday, September 3rd.
- 5. Informational Items
 - a. Online Educational Initiative
 - i. During the Inservice Day presentation, Meridith Randall had shared that Shasta College has been chosen as one of eight colleges piloting this statewide Online Educational Initiative program that sought to establish a common course management system and a common portal that would allow students to identify courses that fulfill degree requirements anywhere throughout the state community college system. At this time, two to three faculty members are needed to serve on the steering committee overseeing this project; these faculty should be instructors who have on-line teaching experience. These faculty members will join Will Breitbach, our Distance Education coordinator, to represent Shasta College. Meridith also mention that there were 17 courses that would be part of this program, and they were selected because they were the most common courses taken to complete the ADT. She stated that she would send out a complete list of these courses. She also reminded everyone that participation in the program would count for individual flex credit.
 - b. Class cancellation policies
 - i. Meridith explained that both the Senate and the Faculty Association requested the establishment of clear guidelines on how class cancellations are to be handled. She and the deans have drafted a set of criteria and a timeline that would be applied, and Robb will distribute this via e-mail to faculty for review and input.
 - c. Program vitality review
 - i. Meridith noted that at most colleges, the practice of reviewing program vitality is a faculty-driven process with a faculty-led committee, and this is something that we need to have as well; she sees this as a large and important piece

missing from our current planning process, and thus it needs to be addressed for accreditation.

- d. Other state-wide instructional issues coming soon
 - i. Meridith provided an update on AB86, which includes a comprehensive statewide examination of adult education involving all levels from K-12 to community colleges, and this project will require faculty input. Kate Mahar is overseeing Shasta College's involvement. There will be a meeting on this on September 12 here at Shasta College, and then there will be a statewide planning meeting in Sacramento on October 6-7, and Meridith hopes that Shasta College will have two or three faculty representatives attending, with at least one from CTE and one from Foundational Skills. Kate will be sending out more information on this. Meridith also gave notice of an upcoming major revision of the statewide Curriculum Handbook; this revision will be a good opportunity for faculty input to improve the curriculum process.

6. Discussion/Action items

- a. Approval of Tenure Review Committees (attachment)
 - i. Robb noted that Caryn Bailey made one change—a one-semester change for Debra Griffin's TRC: Jennifer McCandless replaces Jaime Larson. Scott Gordon moved approval of the list; seconded by Susan Meacham. Susan made a correction: for Nancy Roback's TRC, Cliff Gottlieb will replace Divan Fard. Motion carried with one abstention.
- b. Student Success and Support Plan (formerly Matriculation Plan) (attachment)
 - i. Brian Spillane moved to approve the Student Success and Support Plan; seconded by Paul Calkins. Kevin O'Rorke explained that this plan, mandated by the state, replaces the former matriculation plan used; it basically outlines how Shasta College will build student access and success through services like orientation, assessment, counseling, and educational planning. He noted that the new plan is simpler and more streamlined than the previous plan because there are fewer parts. He encouraged any input and suggestions faculty might have for any revisions, but the timeline is short because this plan needs to be in place by October 17. Brian Spillane added that the primary goal of the plan is to create a more informed student (one who has gone through an orientation, met with a counselor, taught how to use MyShasta, etc.). Kevin also noted that students with more than 100 credit hours are now placed at the end of the line for registration priority; however, there will also be an appeals process in place with this. Jennifer recommended that the Senate treat this draft of the SSSP as a first reading and vote on it next meeting. Kevin wanted faculty to especially concentrate on the areas of assessment and counseling. Brian Spillane and Paul Calkins withdrew their motion. Robb asked Senate reps to bring this matter to the attention of their constituents and be prepared to vote on it during our next meeting.
- c. Professional Development Committee
 - i. For the second reading, Teresa Doyle distributed copies of the revised bylaws for the Faculty Excellence Committee. She pointed out that the suggestions provided last spring have been incorporated into this version. Teresa offered one new change to item 3.c: "The committee will elect the chair" would replace "The Faculty Professional Development Coordinator will serve as the committee

chair.” Teresa stated that the plan is to have the committee formed in time for an initial meeting in September. Susan Meacham moved to approve the proposed bylaws with the revisions; seconded by Jennifer McCandless. Lenore Frigo suggested including a definition of an SLO in the first section. Motion carried.

d. Supporting innovative teaching technology

- i. Randy Reed described the efforts over the past few years to promote innovations in the classroom through implementation of technology, particularly certain new and emerging technologies that have the potential to greatly enhance learning in the classroom. He requested that the Academic Senate recommend the establishment of a committee, which would be a standing subcommittee of the Senate, that would study, review, make recommendations on and support the use innovative technologies in the classroom. He suggested that this committee could be called the Faculty Instructional Technology (FIT) Committee. Playing devil’s advocate, Robb asked how this proposed committee would differ from the existing Technology Committee. Randy argued that this committee would be faculty-driven and focus strictly on how technology can meet instructional needs, whereas the Technology Committee oversees the entire institution. Robb stressed that one of the challenges facing this effort to establish a new committee is the need to clearly identify where it would fit into the participatory governance structure. Randy shared a draft mission statement for this proposed committee, and he suggested that an ad hoc committee be formed to look into possible options and make recommendations. Will Breitbart suggested looking into the potential funding support for this, which would be through Instructional Council. Susan Meacham saw overlap with several existing committees, such as Professional Development, Instructional Council and Distance Education, so she was wary about committing to anything like this at the current time, but she did recognize that faculty would certainly benefit from more attention devoted to the use of technology in the classroom, so an ad hoc committee would be a merited. Lenore Frigo moved to approve an ad hoc committee to investigate the feasibility of an instructional technology committee; seconded by Brad Peters. Motion carried. Robb advised Randy to start with the selection of members for this ad hoc committee, and to contact any committees that currently have involvement with technology.

e. Waitlist/late adds

- i. Robb first provided the background for this agenda item. The current policy allows students to add a class that still has available roster spots, even after these students have missed the first meeting of the class. Robb explained that an instructor asked him to bring up this matter at a Senate meeting. Lenore Frigo moved that students not be allowed to add themselves after the first class meeting; seconded by Susan Meacham. Meredith suggested that this issue may not fall under ten-plus-one list defining the Senate’s purview, but she also offered her view that closing off a class that still has space available would be more harmful than beneficial to students, and she added that this practice of keeping a class open is a common one for community colleges. However, she did mention that she strongly supported the decision by instructors to not sign add forms after the first week of the semester. Kevin O’Rourke offered to bring to

a future Senate meeting a list of different options available for handling waitlists and late adds; Robb agreed to this and expected that this conversation would be continued at a later meeting. Because of the strong likelihood that this issue does not fall under the Senate's purview, Lenore and Susan withdrew their motion.

- f. Institutional Review Board for faculty research projects
 - i. Robb noted that Mark Blaser, who was not able to make it to today's meeting, proposed this item. Mark was interested in doing research on the relative effectiveness of face-to-face instruction and on-line instruction, and he proposed the creation of an Institutional Review Board that would review and approve research done by faculty. Many colleges have an IRB that vets and supports faculty research work. Robb added as attachments documents stating the statewide Academic Senate's position on IRBs. Marc Beam provided some background information on this matter; he pointed out that College of the Canyons was the first California community college to get a fully approved IRB, and the documentation and procedure for this are available for any college to use as models. Marc noted that federal regulations do require each college to have an IRB, but this is not really enforced in practice, so it would be a wise decision to move in the direction of forming an IRB here. Robb wanted to have Mark speak to the Senate about this before engaging in further discussion.
- g. Streaming/sharing our meetings online
 - i. Robb explained that there was a request made by a part-time faculty member to stream Senate meetings online. Debra Griffin moved to approve streaming meetings online; seconded by Susan Keller. Robb stated that he is conflicted about this because as a journalist he believes strongly in the importance of transparency and access, but he is also concerned about the potential for distortion and misrepresentation when specific discussion points are taken out of the larger context of a meeting. Scott Gordon pointed out that the technology to stream video/audio of meetings is readily available and the expense would be minimal, but he wondered about whether the work and technical complications involved with setting up and running this would match the actual demand. Paul Calkins also questioned the need for this service because the official minutes are made readily available for anyone interested in what was discussed during a meeting. Debra Griffin proposed the practice of making meetings interactive with remote sites, so representatives who may have difficulty making it to the main campus could participate. Scott mentioned that fitting the Senate meetings into the ITV schedule would need to be done to allow for this. Motion voted down. Robb stated that he would look further into the possibility of interactive meetings using ITV.

7. Other?

8. Adjournment: Meeting was adjourned at 4:34pm.

9. Next meeting: Monday, September 8, 2014 at 3:00pm