

Academic Senate
MINUTES
Monday, September 8, 2014
3:00 – 4:45 p.m.
Room 1120

Executive Committee Members Present					
x	Cathy Anderson		Mark Blaser		Keith Brookshaw
x	Paul Calkins		Kendall Crenshaw		Camilla Delsid
x	Richard Fiske	x	Leo Fong	x	Lenore Frigo
x	Scott Gordon		Debra Griffin	x	Susan Keller
x	Robb Lightfoot	x	Jennifer McCandless		Rob McCandless
x	Susan Meacham	x	Ray Nicholas	x	Brad Peters
	Mark Racowsky		Carolyn Salus-Singh	x	Terrie Snow
x	Brian Spillane		Craig Thompson		Don Cingrani (N/V)
	Ron Marley (N/V)	x	Meridith Randall (N/V)		
Other Faculty Present					
x	Carolyn Borg	x	Teresa Doyle	x	Karen Henderson
Guests					
x	Will Breitbach	x	Dan Haskins	x	Kevin O'Rorke

1. Call to order: Meeting was called to order at 3:05pm.
2. Approval of Minutes (Attachment)—August 25, 2014: Because there was a technical problem with the distribution of the draft minutes, approval was postponed until the next meeting.

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 (Robb Lightfoot)
 - i. Because of the many reports and informational items that are on the agenda, Robb did not have a President's report to give.
- b. Report from Instructional Council (Susan Meacham)
 - i. Instructional Council met last Thursday, and the top agenda item concerned deadlines—program reviews and area plans are due Nov. 14; faculty hiring requests are due Oct. 10; annual individual professional development plan are due Sept. 15; tenure review training will be held on Sept. 18 and 19 (deans will notify faculty who need this training).
- c. Report from SLO Committee (Cathy Anderson)
 - i. The SLO Committee will meet for the first time this Thursday. There is still a need for two representatives from BAIT, two representatives from ACCSS, and one representative from sciences. Meetings are on the 2nd Thursday of each month at 3:00pm. Cathy also wanted to remind everyone that the SLO Committee is now part of the Faculty Excellence Committee, so everything will focus on professional development.
- d. Report from College Council (Robb Lightfoot)
 - i. College Council has met twice so far. Robb reported that Morris Rodrigue has received feedback on the facilities plan; many of the updates to our facilities, such as with the air conditioning and heating, will be very expensive. Robb will send out a link to the facilities plan. College Council also discussed the enrollment drop; the College was expecting flat enrollment, but the enrollment numbers for this fall are lower than expected. If this continues through spring, it will very likely impact our hiring.
- e. Report from Curriculum Council as needed (Ron Marley)
 - i. No report.
- f. Report from Student Success Committee as needed (Teresa Doyle)
 - i. Teresa presented a PowerPoint overview of the Student Success program here at Shasta College. She highlighted a number of ongoing projects—1) Collaboration with local high schools involving the California Academic Partnership Program (CAPP) Grant with Anderson Union High School District that has allowed Shasta College faculty to work with AUHSD faculty to better prepare high school students, particularly those from traditionally underrepresented groups, for college-level work, and the Expository Reading and Writing Course (ERWC) program, which will allow Shasta College faculty to better prepare for students coming through the Common Core curriculum; Teresa proposed that the Shasta College Academic Senate write a resolution for the next statewide ASCCC plenary to support the CAPP grant and the ERWC. Scott Gordon offered to work with Teresa on a draft of such a resolution. 2) Professional Development—the menu of preapproved professional

development activities has been expanded, and Teresa announced that this menu will be updated and expanded on a monthly basis. She spotlighted several newly added activities from this menu—the New Faculty Institute, Faculty Inquiry Groups, the Book in Common (with Carol Dweck’s *Mindset* being the proposed title to inaugurate this), and the CAPP Grant. She also announced that the Faculty Excellence Committee is gearing up and will be meeting soon; the committee now has a new e-mail address: FacultyProfDev@shastacollege.edu. 3) Basic Skills/ESL Action Plan—the annual plan sent to the Chancellor’s Office will focus especially on Proactive Counseling and Supplemental Instruction. For an excellent source of data on basic skills, she directed everyone to the Basic Skills Cohort Tracker on the Chancellor’s web site (the easiest way to get to this is to do a Google search using this title). 4) The Learning Resource Center (aka “the 700 Building”)—the Student Athlete Success Program, self-paced modules for math students, etc. To illustrate the impact that LRC use can have on student success, Teresa provided data showing the differences in success rates between students who came to the LRC at least once in the semester and those who did not; for instance, among English 280 students, those who used the Writing Center had a pass rate of 17.4% higher than those who did not. The main takeaway is the importance of faculty directing students to the many Student Success services offered.

- g. Report from Scholastic Standards Committee as needed (Don Cingrani)
 - i. No report.
 - h. Report from Textbook Committee as needed (Carolyn Singh)
 - i. No report.
 - i. Report from Distance Education Committee as needed (Carolyn Singh)
 - i. Will Breitbach announced that within the next few weeks students will be sent a survey on library use. Faculty are encouraged to get students to complete this survey, which will be available both on-line and in paper format. Will also noted that three faculty members will be serving on the Online Educational Initiative committee: Cristina Berisso, Cliff Gottlieb and Ken Nolte.
5. Informational Items
- a. Online Educational Initiative Update (attachment)
 - i. Last Friday, Meridith attended a meeting of the OEI steering committee. She reported that our own OEI committee members (Will Breitbach, Cristina Berisso, Cliff Gottlieb and Ken Nolte) are currently studying the different options for a CMS to be used statewide, and starting next summer we will be piloting the CMS that the steering committee selects; she warned that this CMS may not be Moodle, the CMS that we currently use. The OEI committee here at Shasta College will review and select five on-line courses that would be good candidates to use for the piloting of this new CMS platform; from these five, three courses will ultimately be selected for the actual pilot.
 - b. Annual Professional Development Plan (attached from courtesy Frank Nigro)
 - i. Meridith explained that because this is the first year of the new professional development requirements, the aim is to be as open and lenient as possible in approving professional development activities; she also mentioned that a staff member in her office will be handling the administrative part of professional development. Teresa highlighted the proposal form created by Frank Nigro. She

emphasized that the form does not require exact details on how to all professional development hours will be fulfilled; instead, the form should represent goals for individual faculty. Meridith echoed Teresa's earlier point that the list of preapproved professional development activities is continually being expanded; as an example, she noted that the hours spent serving on a TRC is now a preapproved activity. Any new proposals for preapproved activities should be sent to FacultyProfDev@shastacollege.edu.

- c. PIC volunteers needed
 - i. Robb noted that there is still a need for an Executive Committee member to serve on this committee as the Senate's liaison; PIC also needs one additional member who would represent transfer programs. The committee does not have a regular meeting schedule but rather meets as needed.
 - d. Preview Day 10/9—Earn flex credit
 - i. Robb wanted to remind everyone of this upcoming event and the potential to earn individual flex credit.
 - e. National Suicide Awareness Week 9/8-14/2014
 - i. Robb noted how the timing of this was significant because the beginning of the semester is often a very stressful time for students.
6. Discussion/Action items
- a. Approval of PT evaluators (attachment)
 - i. Some of these evaluators are probationary full-time faculty evaluating part-time faculty, so they need to be approved by the Academic Senate. Jennifer McCandless moved to approve this list of PT evaluators; seconded by Scott Gordon. Motion carried. Ray Nicholas suggested that ITRC training be completed before these evaluations would be done.
 - b. AA-T in Elementary Education—Program Review needs faculty/division (attachments)
 - i. Carolyn Borg explained the background to this. About a year and a half ago, Jennifer McCandless and Scott Croes put together this AA-T in Elementary Education. However, the biggest obstacle now is figuring out which program or department this major falls under; because the degree involves a number of different disciplines, it's not clear which faculty should be its stewards. Right now, there's a need for a faculty member or several faculty members to take the lead on this. Carolyn pointed out that the key course in the TMC is EDUC 1 (Introduction to Elementary Classroom Teaching); however, this course hasn't been taught in a while, and it needs to be revised. She also noted that when EDUC 1 was taught a part-time instructor taught it. Scott Gordon explained that this course used to be offered regularly because it was required for students who wanted to be teachers aides, but when this requirement went away, demand for the course disappeared, and soon the class was no longer offered. Jennifer McCandless wondered if EDUC 1 could be removed from the AA-T requirements, but Carolyn stated that that this would not be possible because it's considered a foundational course in the TMC. Robb said that he would ask around to check with individual faculty to find any who would be willing to commit to taking ownership of the degree program. Ray Nicholas noted that this problem of not being able to formally approve new programs is an on-going one; PIC is designed for existing programs, not for new ones, particularly ones that are interdisciplinary, so there's a strong need for some type of mechanism

to handle this. Susan Meacham advised finding a dean willing to take on this program, so this matter should be brought to the deans. But Carolyn pointed out that the deans have been waiting for faculty to take the lead here. Robb said he would ask around and put this on a later agenda. Scott argued that it would not be advisable to have a faculty member specializing in Education be in charge of this; he suggested looking at which division the majority of the classes fall under. Robb sees this matter as primarily a structural issue in that it involves the big question of where interdisciplinary programs reside.

- c. Student Success Support Plan (attachment)
 - i. This was the second reading of the SSSP. Kevin O'Rourke emphasized that the final report on this is due October 17. Brian Spillane stated that the counseling department has reviewed the plan and approves of it. Jennifer McCandless moved to support the SSSP; seconded by Cathy Anderson. Motion carried.
 - d. Civic/Community Engagement By-Laws (attachment)
 - i. Heather Wylie wasn't present at the meeting to speak on this. Cathy Anderson raised some concerns with the draft bylaws. She pointed out that to be a subcommittee of the Senate, that subcommittee must concern itself with one or more of the ten-plus-one areas that fall under the Senate's purview, and although she supports the mission of this committee, she didn't see this committee's responsibilities listed in the bylaws as matching those in ten-plus-one. Meredith did note that this committee would deal with issues that relate to curriculum and student success. Jennifer McCandless singled out service learning as an issue closely linked to curriculum. Ray Nicholas was wary about adding on another subcommittee to the Senate, but he agreed that practices like service and workplace learning are extremely important curriculum issues. Robb stated that he would put this item on the next agenda and invite Heather to address these concerns and questions.
7. Other?
8. Adjournment: Meeting was adjourned at 4:25pm.
9. Next meeting: Monday, September 22, 2014 at 3:00pm