

Academic Senate

MINUTES

Monday, October 13, 2014

3:00 – 4:45 p.m.

Room 1109

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

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

2. Approval of Minutes (Attachment)—Sept. 22, 2014: Karen Henderson moved to approve the 9/22/14 minutes; seconded by Richard Fiske. Brad Peters offered a correction for item 6.d: for the discussion about PIC, the description of the DSS Program was incorrect; the enrollment in the program is not low, but the completion level is. Motion with the correction carried, with one abstention.
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. Cristina Berisso shared a proposal for proctoring of exams for online courses; she was concerned that online coursework here at Shasta College could be questioned or not accepted for transfer credit if other schools recognize that exams for our online courses are not proctored and thus vulnerable to cheating. One possible solution is using tutors to act as proctors. Some colleges use commercial online proctoring services; these will charge a fee for such services. Meridith Randall clarified that many colleges do not use proctoring for online courses, so this is not unique to Shasta College, and she reassured everyone that schools like CSU Chico cannot reject our classes. She also explained that we cannot allow students proctoring other students, nor can we make students pay a fee for proctoring services. The contract states that instructors are responsible for supervising their own testing. Teresa Doyle explained that the Learning Center is unable to do proctoring because there is no dedicated physical space to do so, and many of the tutors there are also students. Susan Meacham indicated that she would share this proposal with relevant committees to seek input and possible solutions.
4. Report
 - a. Report from Instructional Council (Susan Meacham)
 - i. Instructional Council met on October 2nd and covered the following agenda items: Teresa Doyle and Cliff Gottlieb reported on the progress of the Faculty Excellence Committee; Teresa noted that there has been some confusion among faculty in distinguishing between the Faculty Excellence Committee, which is a Senate subcommittee devoted to professional development for faculty, and the Professional Development Committee, which covers all employee groups at Shasta College. She reiterated that both committees still need additional members. For the Faculty Excellence Committee, there's a need for representatives from BAIT, PEAT, Health Services, and Non-Instructional; Teresa emphasized the importance of having broad representation on the committee because one of its charges is to review appeals that are filed when a dean rejects a faculty member's professional development proposal. She also mentioned that Cliff Gottlieb will be serving on both committees and will be acting as a liaison between them. Instructional Council also reviewed a proposed new AS-T program in Geology. The committee discussed the Faculty Hiring Priorities Committee timeline; requests are due October 17 and these requests need to use the new form. Meridith detailed the \$75,000 in furniture purchased. Also discussed was financial aid for certificate programs; deans and

faculty were reminded to not change the number of units for certificates until first checking with the Dept. of Education for approval.

- b. Report from SLO Committee (Cathy Anderson)
 - i. Marc Beam reported that the committee discussed the results of the Quantitative Reasoning and Critical Thinking ISLOs, and the Critical Thinking Faculty Inquiry Group (FIG) that was formed; the committee also talked about a comprehensive review of SLOs in Accounting. Scott Gordon added that this review was extremely helpful and constructive, and he recommended that other departments and programs do the same.
 - c. Report from Curriculum Council as needed (Ron Marley)
 - i. No report.
 - d. Report from Student Success Committee as needed (Teresa Doyle)
 - i. Kevin O'Rorke reported that slightly over \$1 million in funds were awarded through the SSSP; this was around \$100,000 above what was expected. He explained how the extra funds would be used.
 - e. Report from Scholastic Standards Committee as needed (Don Cingrani)
 - i. No report.
 - f. Report from Textbook Committee as needed (Carolyn Singh)
 - i. Carolyn announced that she's no longer on this committee, but she shared highlights from the meeting minutes provided by Brian Spillane. One topic discussed was changing the current policy of allowing financial aid funds to be used only for required textbooks to both required and recommended textbooks. Bundling of course materials was also discussed, along with expanding the use of Open Electronic Resources.
 - g. Report from Distance Education Committee as needed (Carolyn Singh)
 - i. Carolyn reported that the committee discussed the potential role of the Faculty Instructional Technology committee. Susan asked if the proctoring topic introduced by Cristina Berisso would be something the DE Committee would put on a meeting agenda. Carolyn stated that the committee could address the issue.
 - h. Report from College Council (Robb Lightfoot)
 - i. No report.
 - i. Report from Senate President (Robb Lightfoot)
 - i. Robb sent out his report as an attachment to his October 10th e-mail.
5. Informational Items
- a. SSSP Plan Update—More Funds Awarded
 - i. See item 4.d above.
 - b. New Faculty Institute
 - i. Teresa shared that around 20 faculty signed up for the first meeting; she expects more meetings to be offered in the future, particularly on Fridays when more faculty could attend. She reminded everyone that flex credit is awarded for participation.
 - c. Jovan Haye on campus 10/16
 - i. Jovan Haye is a motivational speaker who will be giving a free talk and book signing starting at 7:00pm on October 16.
 - d. Sabbatical Applications

- i. Applications are being accepted through January 2015; Meredith sent out an e-mail providing more details on this.
 - e. Professional Development docs now online—contact FacultyProfDev@shastacollege.edu
 - i. There's a new form to use when applying for Professional Development credit.
 - f. Strategic Plan—Task Force begins in Nov.
 - i. Meredith explained that according to the Planning Manual, we need to start work on the 2016-2018 Strategic Plan. Three faculty members are needed to serve on the task force.
 - g. PT Faculty Senate Reps
 - i. Meredith reminded everyone that part-time faculty Senate representatives can be paid up to \$250 per semester for their service.
- 6. Discussion/Action items
 - a. Community Engagement Bylaws
 - i. Heather Wylie highlighted revised sections of the proposed bylaws that addressed concerns raised during the September 8th Senate meeting; the major change was with the designation of the committee as a joint committee instead of a standing subcommittee of the Senate. Jennifer McCandless suggested that this be treated as a first reading, so a vote for approval can be made next meeting.
 - b. Peer Evaluation Approval
 - i. Tenure-track faculty need approval from the Senate to do peer evaluations. Jennifer McCandless moved to approve peer evaluators; seconded by Ray Nicholas. Motion carried.
 - c. Excellent Program Nominations—Due by 11/11
 - i. This was simply a reminder that the nominations are due at the Chancellor's office by November 11th. Susan asked if anyone had heard of any interest in submitting a nomination, and no one did.
 - d. Student Equity—Committee Openings/Drafting the Plan
 - i. Sandra Hamilton-Slane reported that the Chancellor's office requested that we upgrade our Student Equity report by better aligning it with our Strategic Plan; the report is due November 17, but we have been notified that the College will receive \$518,888 through the Student Equity Initiative for improving student access and performance. Faculty input is needed to help determine how these funds should be used. The five areas these funds need to target are Access, Course Success, Basic Skills, Certificate/Degree Completion, and Transfer; there is emphasis placed on populations that are considered disproportionately impacted, such as foster youth, students with disabilities, and veterans. Sandra suggested that individual annual area plans can propose initiatives that utilize these funds, so anyone interested in do so can contact her or one of the three faculty serving on the Student Equity Committee: Chelle Sugimoto, Jeanette Velasquez, and Kendall Crenshaw. The committee meets the 2nd and 4th Tuesday of every month at 3:00pm.
 - e. Standing Committee Reports—Do we still need an SLO report?
 - i. Because the SLO Committee is now a subcommittee of the Faculty Excellence Committee, does there need to be an SLO Committee report each meeting?

Because Robb was not here, it was agreed that discussion would be held off until next meeting.

f. Earlier Registration Timelines

- i. Sue Loring reported that this new timeline allows students to begin registering earlier, and this will particularly affect special admits such as high school students, who in the past were not able to register until just before the first day of the semester, but they can now register approximately one month before the semester begins. One possible effect of this change is that these special admits could compete with continuing students for roster spots in classes. However, Sue was careful to point out that returning students would also have the opportunity to register earlier; special admits will still be last in order of registration priority. The takeaway here is to make sure faculty inform continuing students of the earlier registration dates in order to improve chances of getting into classes. Brad Peters raised the issue of students who are under the age of 18 enrolled in college courses; because of their age, they cannot use some of the requisite equipment in the Culinary Arts courses, so this impacts the entire program. Susan suggested that instructors be automatically informed on their rosters if a student is under the age of 18, and this is becoming more of a necessity because the number of special admits has increased over the last several years. Both Ray Nicholas and Jennifer McCandless recommended that the registration of special admits be tracked to identify any impact they have on the registration of continuing students. Susan promised that this discussion would be continued at our next meeting.

g. PIC-Program Vitality

- i. Meredith explained that this spring PIC will beta test its program vitality review using a few programs volunteered by the deans. Frank Nigro has proposed a regular cycle of program review for all programs offered by the College. Brad Peters recommended an article in the September issue of the *Senate Rostrum* on how CTE programs can utilize the CTE LaunchBoard for evaluating their programs.

h. BA Degrees by CCs

- i. Meredith pointed out that community colleges could not offer bachelor's degrees in any area that is offered at a CSU. She mentioned that Ray Nicholas looked into the possibility of a bachelor's degree in Diesel Technology; there's a proven need for this and no other baccalaureate program in the region, so offering a bachelor's degree in Diesel Technology would have the potential to draw many interested students. Karen Henderson shared that a bachelor's degree in dental hygiene could be possible in the long run, but right now there's no demand for it. Meredith cautioned that there are a lot of questions that still need to be addressed before community colleges can move forward with any bachelor's degree program.

i. Fall Plenary—Nov. 13-14

- i. Robb stated in his attached President's report that he would be our delegate this fall. He encouraged everyone to read the proposed resolutions and to let him know what positions we should take on any of the issues addressed.

7. Other?

8. Adjournment: Meeting was adjourned at 4:25pm.
9. Next meeting: Monday, October 27, 2014 at 3:00pm