

Academic Senate

MINUTES

Monday, December 8, 2014

3:00 – 4:45 p.m.

Room 1109

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	x	Debra Griffin		Karen Henderson
	Susan Keller	x	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	x	Brian Spillane	x	Craig Thompson
	Don Cingrani (N/V)		Ron Marley (N/V)		Meridith Randall (N/V)
Other Faculty Present					
x	Cristina Berriso	x	Teresa Doyle	x	Casey Schurig
Guests					
x	Will Breitbach	x	Eva Jimenez	x	Tim Johnston
x	Kevin O’Rorke	x	Joe Wyse		

1. Call to order: Meeting was called to order at 3:01pm.
2. Approval of Minutes (Attachment)—November 10, 2014: Ray Nicholas moved to approve the 11/10/2014 minutes; seconded by Susan Meacham. Motion 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.
4. Report
 - a. Report from Instructional Council (Susan Meacham)
 - i. Instructional Council has had two meetings since the last Senate meeting, with the following items being discussed: Hiring priorities ranking; because there are instructors teaching hybrid classes who do not adequately prepare and engage with the online component of the course, deans were encouraged not to assign hybrid courses to instructors until the instructors could demonstrate regular and effective contact with online students; transcript-based evaluation; James Crandall spoke of a new Shasta College web portal that includes everything in one place; Kate Mahar spoke of a Lumina grant in the amount of \$130,000 that is beginning to be implemented (the Lumina Community Partnership works with colleges, concentrating on retention and success), and as part of this grant there are several webinars upcoming; faculty are encouraged to also complete SLOs when grades are turned in to MyShasta; electronic expedited waitlists. Susan added one clarification: The new policy of no longer needing to submit a hard copy of grades came out of the deans' meeting, not Instructional Council.
 - b. Report from Faculty Excellence Committee (Teresa Doyle)
 - i. The Faculty Excellence website shell is currently being developed. A needs assessment for faculty is being prepped for the spring; this will help identify the types of training and workshops that are most desired. The Teaching and Learning Center (Room 224) is being set up; there will be facilities that will allow faculty to meet.
 - c. Report from Curriculum Council as needed (Ron Marley)
 - i. No report.
 - d. Report from Student Success Committee as needed (Teresa Doyle)
 - i. Cram Week is this week, featuring free food and scantron sheets for students.
 - e. Report from Scholastic Standards Committee as needed (Don Cingrani)
 - i. No report.
 - f. Report from Textbook Committee as needed (Carolyn Singh)
 - i. No report.
 - g. Report from Distance Education Committee as needed (Carolyn Singh)
 - i. No report.
 - h. Report from College Council (Robb Lightfoot)
 - i. College Council is still looking at a draft version of the assessment of how the planning cycle has been performing. Additionally, there has been considerable discussion about how the College will work with the results of the campus climate survey.
 - i. Report from Senate President (Robb Lightfoot)
 - i. Robb stated that he had plenty to talk about from Plenary, but because of the time constraints with a full meeting agenda he wanted to highlight two particular ones: 1) A proposal to replace with a simple majority the 2/3rds

supermajority now required to reverse a previous Senate position was defeated, but because there was considerable discussion on this issue, Robb believes that it will come back. 2) A proposal to have a dedicated position on the statewide Academic Senate for part-time faculty was defeated; the prevailing belief was that the Academic Senate should avoid setting up “interest group representation,” and the ten-plus-one list defining the Senate’s purview does not include working conditions. Robb feels that these are two issues that faculty here at Shasta College should discuss as well.

5. Informational Items

- a. Sabbatical applications open
- b. Shasta College’s letter of intent for the BA Pilot (attachment)
- c. Shasta’s Senate Bylaws to be reviewed Spring 2015 (attachment)
- d. Library seeking material recommendations for Spring
- e. Suicide prevention resources (attachment)
- f. Student flu vaccines available in room 2020
- g. OEI Pilot demonstration in Sacramento Feb 2-5, 2015 (various attachments)
- h. Chancellor’s announcements – (Outstanding Programs/Strong Workforce/CID Newsletter/CID Grant RFA - attachments)

6. Discussion/Action items

- a. Electronic/expedited waitlists
 - i. Tim Johnston explained that the main goal of this new way of handling waitlists is capturing FTES. After examining how waitlists were used, a plan was developed to more effectively manage this process. Working with IT, there was a possible solution identified to expedite the movement of students from waitlists to active enrollment. In this new process, faculty members would first review their waitlists and determine if and how many students could be added to their rosters; instructors would then receive a section-specific series of four-digit random numbers that are time-stamped to function as codes for adding the class; instructors would present these codes to those students selected to be taken off the waitlist, and the students would use their codes to add through MyShasta. This process would benefit students, particularly online students, because it would allow them to complete this process through MyShasta, thereby eliminating the need to wait in line at the A&R office during the beginning of the semester. To allow for a smoother transition, Tim envisions a gradual “soft” implementation of this new system in the spring so that faculty can choose either the new system of assigning four-digit codes to students or the existing system of signing the yellow add forms. Enrollment Management is still working with IT to work out all the technical and logistical details, but at this point there is no specific timeframe available. Kevin O’Rourke added that this new system gives greater flexibility in terms of determining the size of the time window for adding a course; both Susan Meacham and Ray Nicholas suggested that a period of two to three days would be ideal for many classes. Kevin also noted the importance of explaining to students at orientations how this new system would work. Jennifer McCandless recommended holding off until Fall 2015 to roll out this system in order to fully inform and prepare faculty, staff and students to use it. She also strongly encouraged getting faculty input on

how best to implement the system. Robb added that a good place to start would be online classes. Susan mentioned that Instructional Council also discussed this and believed that there's an urgency to implement this new system to increase FTES. Robb proposed forming a workgroup to advise on this. Tim agreed that such input from faculty would be extremely useful.

b. Transcript-based evaluations

- i. Tim Johnston explained how this approach to placement grew out of the Student Success Act and its emphasis on having high school students create preliminary ed. plans. This is a shift away from the current procedure of counselors using placement exams and multiple measures to determine appropriate placement. The new approach to placement would rely on transcripts first, and if students don't agree with the results of this, they can rely on placement exams. Tim noted that other colleges in the state that have implemented this system have seen students tending to place higher and to have higher success rates in these courses. He is proposing a pilot program beginning next semester that would only involve high school students. Kevin O'Rourke added that this approach would give high school seniors more incentive to plan ahead. Tim emphasized that Math and English faculty will need to provide input on this; Jennifer McCandless pointed out that Math faculty agree that relying on transcripts is more reliable than placement exams. Leo Fong explained that English faculty were just beginning discussion of this issue and would offer a recommendation soon. Tim noted that there are already available rubrics for transcript-based evaluations/placement, so we would be able to take advantage of these; the pilot will allow us to make any modifications for our own student population. Ray Nicholas requested that students be reminded of their different placement options. Paul Calkins asked about the advantages of transcript-based placement. Kevin argued that placement exams are imperfect instruments because they are essentially high-stakes, high-stress tests that incoming students must take; he sees transcripts as better indicators of student performance to be used for placement and creating an ed. plan. Jennifer mentioned that this shift also reflects an increasingly closer alignment between college and high school curricula, particularly with the implementation of Common Core.

c. Board of Governors – nominees for two faculty positions (attachment – DEADLINE is 12/19/2014)

- i. These are important statewide positions, but the deadline is coming up quickly. These should be senior faculty members who would be willing to work at the statewide level. Susan Meacham observed that there were different deadlines given by the Chancellor's Office, one being October 31, but Robb believed that the December 19th one was from recent information that he received.

d. PT representatives needed for Senate

- i. Robb had sent out a request to part-time faculty for anyone interested in serving as a part-time representative, but he wasn't able to recruit anyone. Susan Meacham noted that Senate bylaws give the Senate President the ability to appoint part-time faculty, but Robb preferred to avoid taking that route and asked current Senate members to help identify potential candidates. There are a total of three part-time reps needed. Robb reminded everyone that there is a stipend provided for being a part-time rep.

- e. Fall Plenary's approved resolutions (attachments of the resolutions AND an electronic form to apply for a position on an accreditation team)
 - i. Robb noted that the resolutions on making it easier for faculty to participate with the Board of Governors and in the accreditation process were approved; one of these made a recommendation that at least 40% of all accreditation teams be composed of faculty members. However, as Susan Meacham noted, it's difficult for instructors to make the time commitment required for serving on an accreditation team, so it will be a challenge to get enough faculty to participate. Nonetheless, Joe Wyse reiterated the importance of faculty participation in the accreditation system.
- f. Hiring priorities process review
 - i. Robb shared a copy of the latest draft of the faculty hiring priorities list. As the Senate's liaison to the Faculty Hiring Priorities Committee, Susan Meacham verified that the proper procedures were followed to create the ranking. Lenore Frigo asked about the possibility of automatically putting at a high rank any position that had previously been approved but not successfully filled; she noted that the frustration hiring committees experience when not filling a faculty position is compounded when the position needs to be re-submitted for ranking the following year. Susan acknowledged that this process can be trying, but she explained that the consensus of the Faculty Hiring Priorities Committee is to not give any priority to positions that were not successfully filled because the needs of the institution could potentially change; however, she did point out that the positions that were unfilled from last year were ranked high for this year. Jennifer McCandless moved to confirm that the hiring priorities ranking procedure was properly followed; seconded by Ray Nicholas. Motion carried. Cathy Anderson asked if the two OAS/HIM positions on the list were contingent on the Health Information Management BA program being approved; Eva Jimenez explained that this was not the case.
- g. Pilot BA program application (Health Information Sciences-Attachment)
 - i. Eva Jimenez emphasized that this version of the application was still in rough draft form, with the final draft due on December 19th at the Chancellor's Office. Scott Gordon noted that the process of completing the application has been helpful in getting everyone involved to re-evaluate the efficacy of the program. Robb was concerned about the accelerated timeframe of this process, comparing this to being on a runaway toboggan that once started takes off on its own momentum. Lenore Frigo echoed this concern because there are large gaps in the application, so there's not a clear sense of what the complete application would look like, and because of this it's not clear how the Chancellor's Office would be able to assess the viability of the proposed program. Jennifer McCandless suggested a special session of the Senate to allow for a second reading and conduct a vote to approve the completed application. Robb agreed, so today's discussion would be treated as a first reading, and there will be a special session on Monday, December 15. He checked to make sure there would be a quorum available, and there were enough Senate members who said that they would be able to attend. Eva expected to have the application completed by this Friday, December 12, so she could have it available Senate members to review over the weekend. To help in the editing of the draft, Susan Meacham pointed out that the draft used the terms "part-time"

and “adjunct” interchangeably rather than using “part-time” consistently. She also suggested getting input from life science faculty concerning the Anatomy and Physiology courses listed on page 10 as part of the upper division General Education course work. Cristina Berriso also advised that the Math Department should provide input for the proposed Statistics course identified on page 9. Eva went through the sections of the application that were left incomplete, explaining what the plans are for them. She started with EDD data that will be used to identify job market demand; the condensed version of this data will be added to section 2d on page 6. On page 7, she will add data on graduates of the current certificate and AA degree programs in HIM; these would be potential candidates for admission to the BA program. On page 9, there will be projected enrollment and graduation target numbers included; Eva explained that the projected cohort size of 20 is based on the number of completers currently. She also noted that students would be paying \$84 per unit in this program, which would generate approximately \$354,000 annually in revenue. There would also need to be two full-time faculty hired for this program. Joe Wyse pointed out that faculty would be the biggest expense for this program, but he noted that he has been in discussion with a local foundation to write a grant to secure funding for faculty during the first few years of the program. Eva explained that 2020 would be when the Chancellor’s Office would determine if the program would be successful enough to merit continuing or expanding. Jennifer McCandless moved to postpone the vote until our next meeting on December 15; seconded by Cathy Anderson. Motion carried. Robb suggested that Eva present as complete an application as possible so that the Senate could vote on this on December 15.

- h. Curriculum by-laws (attachment)
 - i. Because there were technical difficulties with the attachment to Robb’s e-mail to the Senate’s Executive Committee, he said that he would resend this to allow for a vote during the next regular meeting.
- i. Curriculum Actions:
 - NEW COURSES:
 - ASTR 2 Stellar Astronomy
 - PSYC 94 Psychology Worksite Learning
 - STU 20 Transfer Success
 - i. Cathy Anderson moved to approve the three new courses; seconded by Lenore Frigo. Motion carried.

- 7. Other?
- 8. Adjournment: Meeting was adjourned at 4:45pm.
- 9. Next meeting: Monday, December 15, 2014 at 3:00.