

Academic Senate

MINUTES

Monday, January 26, 2015

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		Debra Griffin		Karen Henderson
x	Susan Keller	x	Robb Lightfoot		Jennifer McCandless
	Rob McCandless	x	Susan Meacham	x	Ray Nicholas
x	Brad Peters		Mark Racowsky	x	Carolyn Salus-Singh
	Terrie Snow	x	Brian Spillane	x	Craig Thompson
	Don Cingrani (N/V)		Ron Marley (N/V)		Meridith Randall (N/V)
Other Faculty Present					
x	Teresa Doyle	x	Rose Miranda	x	Shelley Presnell
Guests					
x	Will Breitbach	x	Dan Haskins	x	Tim Johnston

1. Call to order: Meeting was called to order at 3:08pm.
2. Approval of Minutes (Attachment)—December 8 and 15, 2014: Brian Spillane noted that he was present at the December 15 meeting and requested that this correction to be made. Susan

Meacham moved approval of the minutes from the December 8 and 15 meetings; seconded by Craig Thompson. 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 Instructional Council (Susan Meacham)

- i. Instructional Council has already met twice this month. During the first meeting, the budget initiative proposals from all divisions were presented, and at the second meeting, the rankings for these budget initiatives were discussed. The rankings will be presented to College Council tomorrow. Staffing initiatives from all divisions were also reviewed at the second meeting, and these are currently in the process of being ranked. Additionally, during the second meeting, Tim Johnston brought forward a proposal for a scholars/honors program; any faculty with questions or comments about this can direct them to Tim. Will Brietbach spoke on updates to the campus Wi-Fi network. Instructional Council will be meeting next on January 29.

b. Report from Faculty Excellence Committee (Teresa Doyle)

- i. Teresa gave an update on faculty professional development. She recapped the process up to this point in time, identifying the key players in developing the flex calendar program: Faculty Association, Academic Senate, and Faculty Excellence Committee (FEC). She reminded everyone of the need for more faculty representatives on the FEC; there currently are only four faculty serving, and these represent ACSS and SLAM. She requested that Academic Senate help in the recruitment of faculty to participate in what the FEC is doing; getting input from faculty in all areas, not just these two divisions, is crucial to the success of a professional development program. Robb reiterated this and emphasized the importance of effectively communicating professional development information to faculty. Craig Thompson asked about the procedure for handling appeals to a dean's non-approval of a request for flex credit for an activity. Teresa explained that the FEC was originally expected to handle such appeals, but because this process involves employment matters such as wages and benefits, it's more appropriate for the Faculty Association to take charge of this. She mentioned that although faculty are concerned about having requests for individual flex credit rejected, there's very little evidence that this is a common issue; out of the roughly 120 requests for individual flex that have been submitted, only one was turned down by a dean, and that request was ultimately approved after faculty revised it. Robb inquired about the concern among part-time instructors regarding the shorter academic calendar impacting pay. Teresa pointed out that Meridith had sent out a letter to part-time faculty explaining to them how they can use flex activities to maintain their previous pay levels despite the reduced number of hours in the classroom. She concluded with a list of what needs to be done with professional development: A needs assessment; annual update of professional development activities; and evaluating the effectiveness of these activities.

- c. Report from Curriculum Council as needed (Ron Marley)
 - i. No report.
 - d. Report from Student Success Committee as needed (Teresa Doyle)
 - i. No report.
 - 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. First meeting will be next week.
 - h. Report from College Council (Robb Lightfoot)
 - i. College Council's first meeting of the semester will be tomorrow. The Strategic Plan is at its midpoint review, so College Council will be determining if and how closely the Strategic Goals are being met.
 - i. Report from Senate President (Robb Lightfoot)
 - i. Robb shared a list of projects the VP of Instruction Office will be working on this semester: posting of PLO results; continuing work on streamlining degrees and certificates; refinement of flex; monitoring effects on student success and retention due to the schedule changes made with the shortening of the semester.
5. Informational Items
- a. Sabbatical applications due by 1/30/15
 - b. Electronic/expedited waitlists update
 - i. Tim Johnston shared that 15 faculty members volunteered to participate in beta-testing this system. Once this is completed, he will report on the results.
 - c. Library seeking material recommendations for Spring, contact Carolyn Singh
 - i. Carolyn stated that textbooks were the most requested type of material the Library to acquire. However, funds are limited, and they would go further if faculty would donate desk copies of textbooks.
 - d. ASCCC announcements, see attachments for details – (Common Assessment-Appointments Needed, Diversity Award – Call For Nominations, Accreditation Institute (training for team members) applications due)
6. Discussion/Action items
- a. PT representatives needed for Senate (attachment)
 - i. Because we currently do not have any part-time representatives on the Senate, Robb encouraged everyone of review the comprehensive list of part-time faculty who are teaching this semester and identify those who would be good candidates. Robb reminded everyone about the stipend available for part-time faculty who participate.
 - b. Tenure Review Committee Approval – Debra Griffin (attachment)
 - i. Jennifer McCandless had been substituting for Jaime Larson, but now that Jaime has returned he can rejoin Debra Griffin's TRC. Susan Meacham moved to approve the committee; seconded by Cathy Anderson. Motion carried.
 - c. Tenure Review Committee Approval – Shaunna Rossman (attachment)
 - i. Shaunna Rossman is the new EOPS counselor. Scott Gordon moved to approve the committee; seconded by Ray Nicholas. Motion carried.

- d. PIC recommendation to discontinue three fire science degrees (attachment)
 - i. Cathy Anderson moved to approve the PIC recommendation; seconded by Scott Gordon. Dan Haskins is the supervising dean for these programs, and he noted that the faculty in the fire science program support this discontinuation. Motion carried.
- e. Curriculum by-laws (attachment)
 - i. Cathy Anderson moved approval of Curriculum by-laws; seconded by Brian Spillane. Cathy noted a few concerns that would need to be addressed: on page 1, Article II, she pointed out that the sentence “The Shasta College Board of Trustees, via the Academic Senate, has agreed to rely primarily on the advice of the Academic Senate and the Curriculum Committee in all matters related to curriculum, pre/co-requisites, and degree and certificate requirements” implies that the Board relies upon both the Senate and Curriculum Council, when in fact the Board relies only upon the Senate; on page 2, Article V, Section 1, the total number of members on the committee is specified as 13, but the list that follows appears to have a total of 15; on page 4, Article VI, Section 1, she noted that if there are a total of 13 members then the number necessary for a quorum should be seven rather than eight; and on page 5, Article VII, Part a needs a statement specifying that the Curriculum Committee relies upon the advice of the GE Subcommittee. Cathy withdrew her original motion; Brian withdrew his second for the motion. Cathy Anderson moved to send back the draft by-laws with the suggested revisions; seconded by Richard Fiske. Motion carried.
- f. Curriculum Actions:
 - NEW COURSES:
 - CIS 66 Computer Architecture and Organization (3 units)
 - CIS 67 Discrete Structures (3 units)
 - STU 93A Tutor Training – Level I
 - STU 93B Tutor Training – Level II
 - REACTIVATED:
 - FTWP 110 Prescribed Fire Implementation RX-301
 - i. Scott Gordon moved to approve the two CIS courses; seconded by Susan Meacham. Scott explained that these two courses were added to allow for the completion of the new ADT in CIS. Robb pointed out that Board of Trustees had approved all five of these courses listed above pending Senate approval. Cathy Anderson raised concern that the proper sequence of approvals was not followed, and she believed that this could set a dangerous precedent; she emphasized the importance of having the Curriculum Committee’s recommendations come to the Senate first before they go to the Board of Trustees for approval. Robb agreed that this is potentially problematic and sets a bad precedent, but he received no explanation for why these approvals were handled this way, and it’s unclear who submitted these new courses to the Board. Susan Meacham recommended that we lodge a complaint on this irregularity. After this discussion, a vote was called. Motion carried.
 - ii. Brian Spillane moved to approve the two STU courses; seconded by Richard Fiske. Motion carried.
 - iii. Scott Gordon moved to approve the reactivated FTWP course; seconded by Lenore Frigo. Scott suggested that future instances of course approvals include the number of units and the catalog description. Motion carried.

7. Other?
 - a. There was continued discussion about the proper procedure for course approval. It was agreed that the procedure was not properly followed with the approval of the five courses listed above in 5.f, and Robb would discuss this matter with Meridith Randall.
8. Adjournment: Meeting was adjourned at 4:30pm.
9. Next meeting: Monday, February 9, 2015 at 3:00 p.m.