

Academic Senate

MINUTES

Monday, February 9, 2015

3:00 – 4:45 p.m.

Room 1109

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

1. Call to order: Meeting was called to order at 3:04pm.
2. Approval of Minutes (Attachment)—January 26, 2015: Richard Fiske moved to approve the minutes from the January 26, 2015 meeting; 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 finished ranking non-staffing initiatives and sent these off to College Council. They are currently looking at staffing initiatives and will be turning in the rankings for these at the end of the week. Because there were two retirements and one resignation announced recently, the Faculty Hiring Priorities Committee will add three more positions to the November list of positions requested: English, Reading, and ADN Nursing. Also, one of the OAS HIM positions was revised due to the recent approval of the HIM baccalaureate degree. With enrollment numbers down, Instructional Council discussed strategies, such as scheduling adjustments and dual enrollment, to address this problem.
- b. Report from Curriculum Council as needed (Ron Marley)
 - i. No report. Meridith mentioned that Ron wanted to discuss the suggested revisions to the draft by-laws.
- c. Report from Faculty Excellence Committee (Teresa Doyle)
 - i. No report. Robb stated that he plans on having us discuss the critical issue of how instructors can generate ideas for professional development activities and get them approved for individual professional development credit. Meridith added that the FEC will soon be sending out a survey through Survey Monkey asking for more professional development ideas from faculty.
- 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.
- h. Report from College Council (Robb Lightfoot)
 - i. Robb included the list of ranked initiatives as an agenda attachment to let everyone know what is being considered and to allow anyone to point out anything of concern. Susan added that there were approximately 140 initiatives at the start of the process, and College Council asked for the top 40 of those initiatives. Robb also noted that College Council would meet tomorrow to work on the Strategic Plan.
- i. Report from Senate President (Robb Lightfoot)
 - i. Robb shared some of his experiences at the OEI (Online Education Initiative) meeting with vendors in Sacramento this past week.

5. Informational Items

- a. PT Senate Reps – Introductions: Please welcome Toni Cancilla, and Jesse Lynch, Jeanne Veich.
- b. Scholarship applications – deadline 2/15/15
- c. Professional Development Update (attachment)
 - i. Meridith noted that Kristen Ruano would be working on keeping track of individual flex for faculty.
- d. WiFi Needs and BYOD survey – Contact Mark Blaser
 - i. Mark Blaser is working on testing this BYOD (Bring Your Own Device) system in classrooms where students can use their electronic devices to respond to survey questions given by the instructor. Meridith also briefly sketched out the role of the Faculty Instructional Technology (FIT) Committee and how the committee would be set up.
- e. Spring Plenary SF April – make your voice be heard
 - i. Because this year's Spring Plenary will be in San Francisco, it's likely that Shasta College will be able to send multiple delegates. Robb noted that this would be a good opportunity to directly participate in many of the pressing issues that the community colleges are currently facing, such as the OEI. Scott Gordon reiterated the importance of participating, stating that the more delegates we can get together, the greater coverage we can get. Robb added that the Plenary takes place during our spring break, so he hopes that he will get multiple volunteers to go along. He encouraged anyone interested to contact him for more details.
- f. Appointments for hiring committees
 - i. Robb shared some of the complications he's been facing with appointments to hiring committees. Typically, he must actively seek out faculty to serve on hiring committees, but for the committee charged with hiring the Associate Dean for Student Equity, Robb had more faculty volunteers than needed to fill the three faculty spots; ultimately, he chose Daniel Valdivia, Heather Wylie, and Teresa Doyle. Kevin O'Rorke added a request for faculty to send any possible interview questions to this particular hiring committee.
- g. Dual Enrollment Committee volunteers needed
 - i. Meridith explained that she attended a statewide meeting on dual enrollment, and how only three or four college districts in the state are very active in this practice, and we are one of them, with 115 class sections that offer dual enrollment with the 16 high schools in our district. This option especially benefits rural schools that cannot offer certain type of classes such as AP courses. However, Shasta College does not have a committee overseeing our dual enrollment program. Mt. San Jacinto College does have such a committee that allows the college and its high school partners to better communicate with one another, so Meridith would like to use this as a model for us to follow. She would like to put together a Dual Enrollment Committee consisting of at least one counselor and two or three instructional faculty that are involved with dual enrollment classes.
- h. ASCCC announcements, see attachments for details – (Noncredit Regional Meeting 3/20; Task Force on Workforce, Job Development & Strong Economy; C-ID: Information Technology Model Curriculum and Descriptors - Faculty Review Needed; C-ID: Nutrition/Food Science/Dietetics Course Outline of Record Evaluators (COREs) Needed)

- i. Robb pointed out that funding is available for many of these opportunities for anyone interested.

6. Discussion/Action items

a. Expedited Wait Lists

- i. Tim Johnston reported that 15 instructors piloted this program this semester. The Research Office surveyed these instructors about their experiences with the expedited wait lists, and the responses were overall very positive, with both instructors and their students viewing the process as easy. There were three major suggestions for changes: 1) Making the add codes student-specific rather than section-specific to allow for students who were not on the waitlist to also add; 2) Changing the deadline of the second class meeting to allow more time for students to add, particularly those in on-line classes; 3) Revising the instructions included with the add code for greater clarity. Tim planned to run another pilot for the summer, and then scaling it up for the fall. Lenore Frigo moved that expedited wait lists be continued in the summer and expanded in the fall; seconded by Ray Nicholas. Motion carried.

b. Student Surveys (attachment)

- i. Kevin O'Rourke reported that the Student Equity Committee wanted to provide a climate survey for students, focusing on two specific areas—diversity and campus safety. The main purpose of this survey is to identify critical areas of students' experiences involving diversity and safety here at Shasta College, and the results from this year can be used as a baseline against which results from surveys given in later years could be compared. These surveys would be done in classes that were randomly selected. Kevin cited March as the target month for giving this survey, and the Research Office would compile the responses and report on the results. He shared some of the questions that have been proposed for the survey. Cathy Anderson observed that the range of questions on diversity is very broad and inconsistent, so she was unsure how survey responses could actually be used and interpreted. Susan Keller stated that last semester's ISLO survey on Global Awareness had similar questions. Toni Cancilla highlighted the fact that there's only one question concerning disabilities. Both Carolyn Singh and Susan Meacham pointed out that the diversity questions focus exclusively on race, ethnicity and ability, but nothing on socio-economic factors. Meridith explained that the survey questions were taken from existing surveys used by other colleges. Brad Peters shared that he felt uneasy about giving such a survey to his students because students may assume that instructors generated these questions. Kevin stated that the surveys would be given to students outside of the regular instructional portion of the class meeting, so the instructor will not be present, just as when the STOTS are given out to students. Because of all the different questions and concerns raised, Robb suggested that this survey should be discussed further when Marc Beam can speak more on this at our next Senate meeting.

c. Proposed Peer Evaluators

Part-Time Instructor to be Evaluated in Spring 2015	Proposed Peer Evaluator
Karin Bolender	Andrew Patterson-Tutschka
Dennis Beck	Tony Osa
Teresa Davis	Tony Osa

Steve Dennison	Craig Carmena
Shanthi D'Souza	Lisa Reynolds
Holly Verdugo	Lisa Reynolds

- i. Because these peer evaluators are not tenured faculty, the Senate needs to approve their assignments for peer evaluation. Susan Meacham moved to approve the list of peer evaluators; seconded by Craig Thompson. Motion carried.
 - d. Stand-in needed for 2/11/15 Board meeting
 - i. Robb explained that he would not be in town for the next Board meeting. He asked for any volunteers to attend in his place.
- 7. Other?
 - a. There was discussion about the proposed academic calendar for 2015-2016, particularly the concern that some faculty had that they did not have any say in moving from an 18-week semester to a 17-week one that eliminated a dedicated finals week. Jennifer McCandless reminded everyone of the unusual arrangement we have—the Senate has traditionally been in charge of the finals week schedule, but the Faculty Association is in charge of the academic calendar. Meridith pointed out that the success rates from Fall 2014, our first semester using the 17-week calendar, were similar to those of previous semesters with the 18-week schedule; but the retention rates were slightly lower, so this data is limited and inconclusive at this point. However, the majority of discussion that has been taking place on the campus listserv has relied primarily on anecdotal evidence. She acknowledged that with this topic there will never be unanimity. She targeted Fall 2015 as an appropriate time to have a new vote from faculty on the academic calendar. Everyone agreed that clear communication and transparency will be vital on this matter.
- 8. Adjournment: Meeting was adjourned at 4:22pm.
- 9. Next meeting: Monday, February 23, 2015 at 3:00 p.m.