

Academic Senate

MINUTES

Monday, February 23, 2015

3:00 – 4:45 p.m.

Room 1109

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

1. Call to order: Meeting was called to order at 3:05pm.
2. Approval of Minutes (Attachment)—February 9, 2015: Richard Fiske moved to approve the February 9, 2015 minutes; seconded by Susan Meacham. 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 met last Thursday and discussed dual enrollment; they were informed that a lower percentage of faculty reported their course-level SLOs last semester; they approved the FIT (Faculty Instructional Technology) Committee as a subcommittee of Instructional Council; they received an update on expedited waitlists from Tim Johnston.
 - b. Report from Curriculum Council as needed (Ron Marley)
 - i. No report. The committee will be taking input on its draft bylaws.
 - c. Report from Faculty Excellence Committee (Teresa Doyle)
 - i. Teresa provided an overview of the current draft of the Handbook for Faculty Excellence; this work is intended to cover all the policies and procedures of Shasta College's faculty professional development program. The appendices will include all the professional development forms involved. Teresa emphasized that this handbook is a "living document," so it will continue being revised and updated. Teresa also reviewed the revisions made to the FEC bylaws.
 - 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. A reminder that nominations for the Frugal Faculty Award are being accepted; money left over from the Theresa Poore textbook fund were diverted to the Science and Math learning centers.
 - g. Report from Distance Education Committee as needed (Carolyn Singh)
 - i. No report. The committee will be meeting next week.
 - h. Report from College Council (Robb Lightfoot) (attachment)
 - i. College Council is continuing work on the Strategic Plan; a draft of this will soon be sent out for feedback.
 - i. Report from Senate President (Robb Lightfoot) (attachment)
 - i. Robb highlighted points from his attached report: Three faculty members on the Dean of Student Equity hiring committee; adoption of Canvas as online platform statewide; Academic Calendar; enrollment has been down, and how this will affect the budget; the upcoming need to find a new faculty co-chair for College Council. Craig Thompson asked about the planning for the summer calendar; Meridith explained that administration traditionally handles the summer calendar because the summer falls outside of the 175-day period of the District contract with faculty. Robb thanked Terrie Snow, on news of her retirement, for her years of dedicated service. He also acknowledged the granting of tenure for Brian Spillane; because Brian is the only faculty receiving tenure this year, he requested that the tenure party be postponed until next year.

5. Informational Items

- a. PT Senate Reps – Introductions: Nancy Hickson
- b. On-campus events & resources (New Faculty Institute; Ninive Calegari on campus 3/4/15; Yes Means Yes; Welcome Home Veterans Training; [Center for Wellness In Education](#); Student Assistance Program; CCE 1A Introduction to Civic and Community Engagement; Latin American Spring 2015) attachments
- c. Spring Plenary SF April – make your voice be heard – Volunteers? (attachment & link [Spring 2015 Plenary](#))
 - i. Toni Cancilla has expressed interest in attending; Robb encouraged others to consider attending as well.
- d. Board approved 15-16 academic calendar (attachment)
- e. PIC Process Update(s) University Studies – Child Development; Agriculture; Equine; Horticulture
 - i. Frank Nigro explained that these programs were forwarded to PIC for discontinuance by their respective division deans. The recommendations for discontinuance have been forwarded to Joe Wyse, so there currently is a window of opportunity for comments on this.
- f. ASCCC announcements, see attachments for details – (ASCCC Surveys; CAI – Common Assessment Initiative Workgroup Call For Nominations; CTE Workforce on Job Creation Meeting Dates; IMPORTANT UPDATES on the California Community Colleges Online Education Initiative (OEI), Education Planning Initiative (EPI), and Common Assessment Initiative (CAI); C-ID Newsletter)

6. Discussion/Action items

- a. Hiring Priorities Committee Final Ranking – 2/10/2015 (document to be projected on screen)
 - i. Robb shared the updated rankings. Susan Meacham noted that there were three new positions added for re-ranking, and she summarized the specific steps that were involved with this process. Craig Thompson moved to confirm that the proper procedure was followed; Terrie Snow seconded. Motion carried.
- b. Nominations for PT Plenary Rep Scholarship – Potential candidates/process (Deadline is 2/23/2015 – attachment)
 - i. Robb asked everyone to identify potential candidates in their own departments. The deadline for this is later today.
- c. Faculty Excellence Committee – revised forms
 - i. Teresa provided a summary of this in item 4.c above. Robb also mentioned that there is still a need for representatives from PEAT, BAITS and HSUP.
- d. Program Improvement Committee - pilot process & forms
 - i. Frank Nigro explained that AP 4020 defines what PIC can do; up to this point, PIC's focus has been strictly on program discontinuance, but now College Council has asked PIC to play a role in overseeing the roughly 110 program reviews that are done on a regular basis because program reviews currently are read only by those in the programs' division, so there's no opportunity for feedback from the outside. PIC agreed to pilot this with three programs to be assessed this semester. As a result of this, PIC revised its assessment and improvement forms by incorporating parts of the program review form that is currently in TracDat. He requested that the Senate review and approve the draft

forms. Jennifer McCandless expressed concern that because PIC is not affiliated with Senate, there's no regular communication between PIC and Senate. Frank noted that there is a Senate liaison on the committee, and he stated that PIC could become a joint committee of the Senate in the future. But for now, there is no AP that concerns program review. Frank requested that a vote on this be added to the March 6 Senate meeting agenda.

e. Dual Enrollment presentation/discussion

- i. Meredith Randall shared portions of a presentation that she and others have been preparing for other Northern California colleges. Shasta College is at the forefront statewide of offering dual enrollment. When this first started here, it was done as a grant-funded activity. In the last two years, dual enrollment has been happening in seven high schools (with two more being added next year), involving 121 class sections, with over 2,000 students enrolled. Asked to clarify the distinction between dual enrollment and College Connection and concurrent enrollment, Meredith explained that dual enrollment involves our courses taught by high school teachers who meet our minimum qualifications, with students registering with Shasta College and taking these courses outside of their high school schedule, so they are getting credit for both high school and college, and these courses will show up on students' transcripts as regular college courses. Meredith emphasized that the process of setting up dual enrollment classes must begin with Shasta College faculty approving dual enrollment instructors and courses. All dual enrollment classes will be included in the regular class schedule, with roster spots limited to ten each. High school students have their enrollment fees waived; high school instructors have an instructional service agreement with the college, and they are paid a \$500 stipend. One of the complicating issues with dual enrollment classes is the open class policy, that all our classes are open to all students. There's also the 240-minute requirement for high school students; both the high school and the college can collect apportionment only if the student attends for a minimum 240 minutes per day at the high school, and students may not take more than 11 units per semester. Meredith explained how these policies on dual enrollment differ from state to state, with California being more restrictive about dual enrollment than most of the other twenty states that offer it. She pointed out that this semester we have started a dual enrollment committee that has members from both Shasta College and local high schools, and she encouraged faculty to consider opportunities for creating new dual enrollment classes. The biggest challenge at the point is finding high school teachers who meet minimum qualifications.

7. Other?

8. Adjournment: Meeting was adjourned at 4:40pm.

9. Next meeting: Monday, March 9, 2015 at 3:00 p.m.