

Academic Senate
MINUTES
Monday, March 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		Lenore Frigo
	Scott Gordon	x	Debra Griffin		Karen Henderson
x	Nancy Hickson		Susan Keller	x	Robb Lightfoot
	Jennifer McCandless	x	Susan Meacham		Ray Nicholas
x	Brad Peters	x	Carolyn Salus-Singh	x	Terrie Snow
x	Brian Spillane		Craig Thompson		Jeannette Veich
	Don Cingrani (N/V)		Ron Marley (N/V)	x	Meridith Randall (N/V)
Other Faculty Present					
x	Carolyn Borg	x	Teresa Doyle		
Guests					
x	Will Breitbach	x	Dan Haskins	x	Tim Johnston

1. Call to order: Meeting was called to order at 3:10pm.
2. Approval of Minutes (Attachment)—March 9, 2015: Susan Meacham moved to approve the March 9, 2015 minutes; seconded by Brian Spillane. 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 covered the following items: The waitlist procedure for both students and faculty has been updated and are posted on the A&R webpage. There was an update on new furniture being installed in classrooms around campus. The Distance Ed. Committee supported changing the LMS from Moodle to Canvas by Spring 2016; the plan is to do a batch conversion so that the transition will be gradual. Because of the loss of the College's researcher, Meridith Randall wanted to have two faculty to oversee the administration of SLOs. Dan Haskins gave an update on two new AS-T programs in Agriculture and one in CIS; all three are expected to be in place by Spring 2016.
- b. Report from Curriculum Council as needed (Ron Marley)
 - i. Meridith Randall mentioned that the committee wants to develop a new handbook to use as a reference and guide. Pending approval by the President/Superintendent, a pair of faculty members on the Curriculum Committee will be paid to generate a draft of the handbook over the summer.
- c. Report from FEC Committee as needed (Teresa Doyle)
 - i. The FEC met last week. The faculty professional development handbook is currently being prepped for distribution. There were approximately 120 responses to the needs assessment survey that was sent out to all faculty, and the results of this survey will be used to help plan for the fall welcome back day.
- d. Report from Student Success Committee as needed (Teresa Doyle)
 - i. The Student Success Committee met the last week of February, and it received updates on different student success initiatives going on around campus, in particular, efforts to build greater retention, especially in math. The committee recommended the creation of a retention task force that would research existing retention programs at other colleges.
- e. Report from Scholastic Standards Committee as needed (Don Cingrani)
 - i. No report.
- f. Report from Textbook Committee as needed (Carolyn Singh)
 - i. TRiO/EOPS are closing their lending library. Teresa Poore grants are done for the semester. Fall 2015 textbook adoptions are due April 15. The committee continues to encourage faculty to use open educational resources.
- g. Report from Distance Education Committee as needed (Carolyn Singh)
 - i. Will Breitbart reported that Moodle has stopped supporting Jmail, the internal e-mail tool that many faculty use; however, the DE Committee recommended users continue using it because there are no viable alternatives. Moodle will soon be replaced by Canvas; a group of faculty is reviewing Canvas and will recommend a timeline for transition. Finally, the committee recommended

limiting course visibility in Moodle so that course material will not be made available until one week prior to the start of the semester.

- h. Report from College Council (Robb Lightfoot) (attachment)
 - i. Because of the Institutional Effectiveness Conference in Sacramento, College Council did not meet.
- i. Report from Senate President (Robb Lightfoot) (attachment)
 - i. Robb reminded everyone that nominations for the Excellent Educator Award are being accepted through April 2. He, along with Richard Fiske, will be at the Area A meeting in Stockton to work on the proposed resolutions.

5. Informational Items

- a. BIRT – Student Behavioral Expectations (attachment)
 - i. Cathy Anderson suggested putting in sample syllabi to provide models.
- b. College Council Ranked Initiatives (attachment)
- c. On-campus events & resources (Rotary Club Scholarship Still Open; Cesar Chavez Day of Service – March 29, Civic Expo – April 17th in Shasta College Cafeteria, 2015; Latin American Poetry Reading; Student Success Newsletter) see attachments on Senate website <http://bit.ly/1zRhtZu>
- d. ASCCC announcements, see attachments for details – (Spring Elections; Hayward Award Winners, CAI Professional Development Workgroup – Faculty Development Expert Needed; ICAS Natural Sciences Competency Statement-Standards for Distribution; C-ID: Social Work Faculty Discipline Review Group (FDRG) Member Needed; CI-D Newsletter; Spring Plenary Resolutions – document from Robb Lightfoot; IEPI information blogged on www.shastanews.com ; California Community Colleges forges guaranteed transfer agreement with nine historically black colleges and universities) see attachments on Senate website <http://bit.ly/1zRhtZu>

6. Discussion/Action items

- a. Hiring Priorities Committee Final Ranking (document to be projected on screen)
 - i. Robb shared a copy of the March 20th revision of the ranking. Susan Meacham explained that there was a new retirement announcement in Anatomy/Physiology, so the Faculty Hiring Priorities Committee generated a new ranking as a result of this. Added to this was the news of the approved HIM baccalaureate degree program. These two developments led to the committee ranking the Anatomy/Physiology position first, with the OAS/HIM position ranked second, moving up in points from the previous round of ranking. Susan vouched for the committee following the proper procedure for ranking hiring requests. Cathy Anderson moved to confirm that proper procedure was followed; seconded by Terrie Snow. Motion carried.
- b. FEC Bylaws (2nd reading)
 - i. Teresa Doyle pointed out one revision in the section on membership (section 3A): “The committee is ideally comprised of one representative from each academic division.” This change was made to allow greater flexibility in recruiting members. There were also a few minor revisions: under Scope and Function (section 2), reference to the professional development calendar was removed; under Responsibilities of Committee Members (section 5), references to the appeals process for approval of professional development activities were removed. Cathy Anderson recommended specifying the maximum number of

faculty on the committee as seven, and a quorum as four members; she also recommended that in section 3d, which specifies how division representatives are elected, adding an option for the Academic Senate President to appoint faculty members to the committee if there are no volunteers in a division. Cathy Anderson moved to approve the bylaws with the recommended changes; seconded by Terrie Snow. Motion carried.

- c. Curriculum – Revised Residency Requirement (attachment)
 - i. Carolyn Borg provided background on the Residency Requirement for earning a degree at Shasta College. She compared the current wording of the requirement, which states that “the last 12 semester units of the 60 must be completed in residence at Shasta College immediately prior to graduation,” with the revised one, which states that “a minimum of 12 degree-applicable units must be completed through Shasta College.” The main impetus for this revision was the increasing number of students enrolling in online courses. Title 5 just requires 12 units at a college rather than “the last 12 units.” Also the Curriculum Committee voted to add the following requirement: “At least 6 of those units must apply to the Shasta College major/emphasis or be C-ID approved.” Meridith Randall stated that this revision and addition could be implemented as early as this fall, with the currently enrolled students able to claim catalog rights. The Curriculum Committee has approved this change, so now the Senate must approve it. This will be treated as a first reading. Terrie Snow expressed some concerns that nursing had with this revision. Cathy Anderson asked why the minimum of 6 units was chosen rather than 12 units; Math faculty had suggested 12. Meridith explained that this was a compromise solution. Carolyn acknowledged that there’s a need to clarify the use of C-ID equivalence, such as specifying, “C-ID approved in the major.” This was a revision that the Senate recommended making.
- d. Sexual Assault Prevention Mandates
 - i. This item was postponed until a later meeting.
- e. Waitlist Procedures
 - i. Tim Johnston explained how the waitlist procedure instructions for both faculty and students have been revised to simplify and streamline them, from three pages of text to a single page. There were no changes to the procedure itself, but an important modification was the addition of language specifying, “After the second class meeting, self-registration will be blocked even if the student has a code,” and then requiring that students get permission to add from the instructor and taking this to the A&R office. Full implementation of the new waitlist procedure is expected for this summer.
- f. Institutional Effectiveness
 - i. This was the focus of a workshop sponsored by the Chancellor’s Office. Meridith Randall summarized the rationale behind this statewide initiative; it primarily grew out of legislation aimed to help colleges avoid accreditation problems. It requires colleges to set and meet targets in specific categories, such as enrollment and fiscal condition, and report on these annually. Most of these are categories that have already been identified previously for accreditation purposes, so setting up a system to track them will not be terribly onerous, and colleges will be able to select which categories they want to focus on. This

initiative will also involve expanded professional development opportunities. Robb summed up this overall effort as “us helping ourselves.”

7. Other?
 - a. Robb shared the draft resolutions for Plenary. Nancy Hickson asked about proposed resolution 14.01 on grading, particularly the addition that faculty can give the “RD” (report delayed) designation to a student’s report; this designation is typically used in cases of academic dishonesty. Robb pointed out that the intention of this resolution appears to be allowing faculty to do this and not just a college’s registrar.
8. Adjournment: Meeting was adjourned at 4:18pm.
9. Next meeting: Monday, April 13, 2015 at 3:00 p.m.