

Academic Senate

MINUTES

Monday, April 27, 2015

3:00 – 4:45 p.m.

Room 1109

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

1. Call to order: Meeting was called to order at 3:05pm.
2. Approval of Minutes (Attachment)—March 23, 2015: Susan Meacham moved to approve the minutes; seconded by Debra Griffin. 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 last met the first week of April, and the following items were covered: Tim Johnston presented an overview the automated student ed. planning that will be piloted in the fall. There was an update on the Institutional Effectiveness Project; during the week of May 18, an assessment team will be here to help us identify and address issues involving institutional effectiveness. The Curriculum Committee handbook is in need of revision, and Meridith Randall will be selecting two faculty members to draft this over the summer. There will be more dual enrollment courses offered in the fall, especially in the social sciences.
 - b. Report from Curriculum Council as needed (Ron Marley)
 - i. No report.
 - c. Report from FEC Committee as needed (Teresa Doyle)
 - i. Teresa e-mailed Robb a summary of her report. The committee is continuing to work on the Welcome Back Day schedule for the fall; there are plans for a nationally recognized speaker who will be featured; the committee is also working on implementing the feedback from faculty who responded to the survey on professional development workshops and activities.
 - d. Report from Student Success Committee as needed (Teresa Doyle)
 - i. The committee is continuing work on retention compliance. The task force on persistence and retention is in the process of being formed.
 - e. Report from Scholastic Standards Committee as needed (Don Cingrani)
 - i. No report.
 - f. Report from Textbook Committee as needed (Carolyn Singh)
 - i. The Frugal Faculty Award nominations end May 6. EOPS/TRiO are eliminating their textbook library. The Library is working on creating textbook reserves at the Tehama campus. The committee has been discussing the topic of access to textbooks as a student equity issue. Over \$34,000 in textbook grants has been awarded this academic year. The Textbook Committee would like to see a question on the student exit survey addressing textbook costs.
 - g. Report from Distance Education Committee as needed (Carolyn Singh)
 - i. At their next meeting this Wednesday the DE Committee will discuss the potential campus-wide adoption of Canvas as the LMS.
 - h. Report from College Council (Robb Lightfoot)
 - i. The Strategic Plan draft is now available for comments. Deadline for these is May 5th.
 - i. Report from Senate President (Robb Lightfoot)
 - i. Robb asked everyone to review the plenary resolutions; he drew attention to a topic that generated a lot of discussion but did not result in an approved resolution—diversity on statewide committees. On the matter of committee

work here at Shasta College, Robb would like to see greater recognition of faculty who serve on the many different committees across campus.

5. Informational Items

- a. Frugal Faculty Awards due by May 6 (attachment) <http://bit.ly/1zUEuN0>
- b. Shasta College Student Equity Events Calendar <http://bit.ly/1JAx5Y6>
- c. Student Services Updates <http://bit.ly/1I2Njv1>
- d. Shasta College's CID status as of 3/31/15 (attachment from Carolyn Borg) <http://bit.ly/1zUEuN0>
- e. California Community College Chancellor's Office News (ADT templates, emails on website <http://bit.ly/1zRhtZu>)
- f. Latin American Poetry Reading; Student Success Newsletter) see attachments on Senate website <http://bit.ly/1zUEuN0>
- g. FEC Documents/Survey results <http://bit.ly/1OjOQ4J>
- h. ASCCC Spring Plenary Resolutions (attachment) <http://bit.ly/1yZS3zN>
- i. ASCCC announcements, see attachments for details – (Volunteers needed for state-wide committees, CID Newsletters, Equity Award Nominations, Power Award Nominations, Leadership Workshops, CTE Leadership Institute) see attachments on Senate website <http://bit.ly/1bALZTQ>

6. Discussion/Action items

- a. Excellent Educator Awards
 - i. Susan Meacham oversaw the voting for both full-time and part-time Excellent Educator Awards. After Susan collected the ballots and compiled the results, Robb announced that Melinda Kashuba will receive the part-time Excellent Educator Award for this year; and Terrie Snow will receive the full-time Excellent Educator Award for this year.
- b. Senate Elections
 - i. Susan Meacham explained the procedure for the Senate officer elections that will be held during our next meeting, and she requested that anyone interested in being a Senate officer next year contact her. She then noted that Brad Peters, Paul Calkins, and Brian Spillane are at-large representatives whose terms are expiring this spring; Brian has stated that he will run for another term, but Brad and Paul have told Susan that they will not be seeking re-election; also, Terrie Snow is retiring, so she will not be returning as an at-large representative next year. Susan explained that she will send out an e-mail shortly soliciting names of people wishing to run for an at-large position, and once she collects the names of all the candidates, she will send out a Survey Monkey ballot to all faculty for voting.
- c. Strategic Plan Draft – Feedback (attachment) <http://bit.ly/1zUEuN0>
 - i. Robb explained that the draft of the Strategic Plan will very likely be condensed further as it is revised and some of the categories get merged together. Susan Meacham noted that tracking data is such an important component of the Strategic Plan, so she asked about the status of the College Researcher position. Robb explained that the College is in the process of hiring a replacement for Marc Beam, and Meredith Randall is in the process of enlisting two faculty members to oversee the SLO program. Robb added that on May 18 there will be an assessment team that's part of the Institutional Effectiveness Initiative that

will be visiting Shasta College seeking input from administrators, faculty and staff to formulate recommendations for improving effectiveness.

- d. Tenure Committee Appointments (attachment)
 - i. Brian Spillane moved to approve the list of faculty appointments to the tenure committees; seconded by Scott Gordon. Susan Meacham spotted that Bob Googins' name was misspelled for the Ag/Natural Resources instructor's committee. Terrie Snow asked if probationary faculty could serve as mentors. There was also speculation on the timeline for this process. Robb believed that because of the various questions, it might be prudent to hold off on approving this list. After studying the District contract, Robb pointed out that any changes made to the composition of the committees would need to be voted on by the Senate, so a vote today would simply allow the process to move forward, and any revisions to the list will come to the Senate later. He called for a vote on the motion. Motion carried, with one abstention.
- e. Computer Literacy Requirement for Nursing
 - i. Terrie Snow provided the background information on this matter. She explained that nursing students increasingly use different forms of computer technology throughout their degree program, but they still are expected to fulfill the computer literacy requirement to complete their degrees. Some Nursing students have objected to being required to take a CIS course on top of their heavy course load. There is also currently a computer literacy exam that is available to fulfill the computer literacy requirement, but students must pay for it (\$45), and many nursing students wait until their last semester in the program to take this test, and some have failed the test and have had to re-take it. Scott Gordon explained that the CIS Department is aware of this problem, and CIS faculty welcome the opportunity to discuss the computer literacy requirement with Nursing faculty; he mentioned that CIS faculty statewide have been strongly advocating for computer literacy for students in all disciplines, and Shasta College CIS faculty share this view. Tom Martin emphasized the multiple measures available to satisfy the computer literacy requirement, so there are different options available for students, and he reiterated the importance of meeting this graduation requirement, noting that it's in our Strategic Plan. He suggested that one possibility would be the creation of a CIS 1 course that was designed for nursing students; there is precedent for this because Ag and Natural Resources have their own version of CIS 1. Robb asked that the Nursing and CIS representatives meet to discuss options, and he offered to facilitate this and serve as moderator.
- f. ASCCC Awards (Equity, Power and others) best practices & processes, such as calendars or subcommittees attachments <http://bit.ly/1bALZTQ>
 - i. Robb explained that Shasta College does not have a procedure in place for nominating individuals or programs for statewide awards. He was concerned about the haphazard and provisional way this is typically done, and he believed that he is often not the most qualified individual to identify individuals or programs worthy of statewide awards and then initiate the nomination process. Richard Fiske suggested that faculty in specific disciplines should take the lead in this process because they would be best equipped to recognize who is deserving and why.

- g. Plenary Resolutions of Spring 2015 and potential resolution(s) for Fall 2015 Re Hayward Award (attachment) <http://bit.ly/1bALZTQ>
 - i. Robb encouraged everyone to look over the list and identify any resolutions that they were concerned about. He also suggested that Shasta College's Academic Senate propose a resolution that would have the Hayward Award recognize both full-time and part-time faculty annually rather than alternate between them each year. He welcomed any assistance in crafting the wording for such a resolution.
- 7. Other?
 - a. Robb shared that Jennifer McCandless and Cathy Anderson have proposed revising the Senate's bylaws to clarify succession and possibly establish term limits. They are hoping to start this conversation during the next Senate meeting.
- 8. Adjournment: Meeting was adjourned at 4:28pm.
- 9. Next meeting: Monday, May 11, 2015 at 3:00 p.m. - Final meeting of the semester