

**Academic Senate**  
**MINUTES**  
 Monday, August 24, 2015  
 3:00 – 4:45 p.m.  
 Room 1107

<b>Executive Committee Members Present</b>					
x	Cathy Anderson		Terry Bailey		Mark Blaser
	Keith Brookshaw	x	Toni Cancilla		Richard Fiske
x	Leo Fong	x	Keith Foust		Scott Gordon
x	Debra Griffin	x	Karen Henderson		Nancy Hickson
x	Robb Lightfoot		Jennifer McCandless	x	Susan Meacham
x	Ray Nicholas	x	Nancy Roback	x	Carolyn Salus-Singh
x	Iraja Sivadas		Brian Spillane	x	Linda Thomas
	Craig Thompson	x	Joanne Tippin		Jeannette Veich
	Don Cingrani (N/V)		Ron Marley (N/V)	x	Meridith Randall (N/V)
<b>Other Faculty Present</b>					
x	Carolyn Borg	x	Lenore Frigo		
<b>Guests</b>					
x	Will Breitbach	x	Sharon Brisolaro	x	Tim Johnston
x	Joe Wyse				

1. Call to order: Meeting was called to order at 3:02pm.
2. Approval of Minutes (Attachments)—May 11, 2015 and May 18, 2015:

- a. Ray Nicholas moved to approve the minutes from May 11, 2015, meeting; seconded by Richard Fiske. Motion carried.
  - b. Cathy Anderson moved to approve the minutes from May 18, 2015, meeting; 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 briefly last week and discussed the following items: A reminder to all faculty to submit copies of their current course syllabi to their dean's office. Modifying the course listings in MyShasta to make it clearer to students which days a class meets so all the essential information appears on one screen. The Tutoring and Learning Centers (Writing, Math/Business, and Science) will soon be announcing new guidelines on exam proctoring. Tim Johnston spoke about the Scholars' Program, which targets high achieving students coming out of high school (see item 6.d below). Tim also provided an update on the Student Success and Support Program (SSSP). As a follow-up to their campus visit earlier this year, the visiting team from the Institutional Effectiveness Program Initiative will be here on Monday, September 14.
  - b. Report from Curriculum Council as needed (Ron Marley)
    - i. No report.
  - c. Report from FEC Committee as needed (Teresa Doyle)
    - 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. The Library has received Student Equity funding. Carolyn encouraged instructors to check that reserve copies of textbooks are up-to-date, and she reminded everyone that the Library welcomes donations of desk copies of textbooks.
  - g. Report from Distance Education Committee as needed (Carolyn Singh)
    - i. The DEC will meet next week to discuss the second phase of Canvas implementation and training.
  - h. Report from College Council (Robb Lightfoot)—see website
    - i. College Council met briefly last Tuesday to preview the work that lies ahead this year.
  - i. Report from Senate President (Robb Lightfoot)—see website
    - i. Robb highlighted the attached report detailing which Shasta College initiatives were funded; it provides a clear picture of how the College's funds are being spent. He asked Meridith Randall to provide further details about the Institutional Effectiveness Initiative team's September 14 visit; she explained that the focus of this team's work has been on two areas—growing enrollment

and improving SLOs. The main purpose of this upcoming visit is to get more input from faculty and staff before the team can make recommendations for improvements. Joe Wyse explained that this program is part of the statewide effort to address the accreditation problems numerous colleges have encountered, and Shasta College is one of the first eight colleges that are participating in it.

5. Informational Items

- a. Chancellor's Office Releases & Announcements – see website
- b. ASCCC Releases & Announcements – see website
- c. Student Equity Plan Feedback – attachment
  - i. Sharon Brisolaro provided a summary of the two-page Student Equity Plan Feedback form that the College received at the end of last year. Overall, the College did well, but there were areas that need to be addressed, so the Student Equity Committee will be concentrating on these areas that are in need of improvement.
- d. Volunteer(s) needed for SSP Equity Conference Oct 1 & 2 – attachment
  - i. Sharon Brisolaro clarified that this conference spans three days, with the first day focusing on student equity, the second on student equity and student services, and the third on SSP. She hoped that an IT person and a Senate representative could be able to attend along with someone from Student Services and Student Equity.
- e. National Suicide Prevention Month - attachment
- f. 9/11 Tribute – see website
- g. BA Pilot Update
  - i. Joe Wyse gave a quick update on the BA pilot program; at this stage, the College is now focusing on the areas of specialized accreditation, curriculum and any changes that need to be made in Title 5 to allow implementation of a baccalaureate program. This is the situation for all the 15 colleges statewide that had BA programs approved, with a target start date of Fall 2017.
- h. Curriculum Deadlines 2015-2016 - attachment
- i. Pre-approved FLEX credit – attachment
  - i. Robb reminded everyone that this list is continuing to expand.

6. Discussion/Action items

- a. Proposed/Revised residency statement

“A minimum of 12 degree-applicable units must be completed through Shasta College. At least 6 of the units must apply to the Shasta College major/emphasis or be C-ID approved **toward the major.**”

  - i. Meredith Randall and Carolyn Borg explained that the revision from the spring went through and is in the current catalog, but counselors pointed out an ambiguity that needed to be clarified with the addition of the phrase “toward the major.” Because this is a minor revision, a second reading is not required. This change can be made immediately in the online version of the catalog. Ray Nicholas moved to approve the revision; seconded by Cathy Anderson. Motion carried.
- b. Tenure Review Committee List-Revised – attachment

- i. Cathy Anderson asked why Ralph Perrin is the administrator of Kate Ashbey's TRC now that ECE is no longer in the ACCSS division. Meridith Randall explained that because this is the last year of Kate's tenure review, keeping Ralph as the committee chair was for the sake of continuity. There were several corrections made: For Dan Bryant's TRC, the dean should be Michael Sloan rather than Eva Jimenez; for Keith Foust's TRC, John Whitmer is on sabbatical this semester and no replacement has been assigned; Shaunna Rossman's TRC needs a replacement for the retired Rosie Gilbert-Ahrens; for Lisa Reynold's TRC, Charles Doherty replaces Susan Westler. Noting that Kate Ashbey and Trena Kimler-Richards are both in the last year of their tenure review but were assigned to be mentors this year, Cathy Anderson made a request that in the future mentors assigned to first-year probationary faculty be tenured faculty; because this is not specified in the contract, she suggested that the Faculty Association take up this issue. Cathy Anderson moved to approve the TRC list with the above corrections, and postponing approval of the TRCs for Keith Foust and Shaunna Rossman pending the assignment of replacement committee members; seconded by Ray Nicholas. Motion carried.
- c. Curriculum approvals - The following new courses were approved at the 5/11/2015 Curriculum Committee meeting.  
NEW COURSES:  
**FIRS 165 Fireline Leadership L-380** 2.5 units  
**FIRS 166 Incident Leadership L-381** 2 units  
**FIRS 181 Human Resource Management for Company Officers** 2 units  
**FTWO 316 Fire Operations in Wildland/Urban S-215** 0 unit

The following new program proposals were approved at the 4/20/2015 Curriculum Committee meeting.

PROPOSED PROGRAMS:

AS-T in Ag-Animal Science

AS-T in Ag-Business

- i. Meridith Randall clarified that the Fire Science courses are returning to the catalog because fire service agencies have requested that these topics be taught. Cathy Anderson moved to approve the four new Fire Science classes; seconded by Iraj Sivasdas. Motion carried.
  - ii. Because there was no supporting documentation provided for the two new proposed programs, Robb requested that we postpone the discussion and voting on this item.
- d. Scholars' Program draft proposal (Tim Johnston)
    - i. Tim Johnston provided a short PowerPoint explaining the rationale behind this program. He explained that in recent years when our counselors have gone out to local high schools, they were able to only address those students in the general education track and not those who are taking AP and honors courses. As part of the larger effort to expand our enrollment, the Scholars' Program targets these particular students by creating a rigorous academic program that is built around critical thinking. Tim noted that program was modeled after honors programs at other community colleges such as Santa Monica College and Chaffey College. He identified the proposed requirements for eligibility: No college coursework or less than 18 units completed; eligible to take English 1A; a

minimum cumulative 3.0 GPA. The eligibility for continuing/returning students involves at least 12 units completed, but less than 20 UC transferable units. He described the exit/certification requirements: Minimum of 15 units in Scholars courses, with at least 3 courses completed here at Shasta College; maintain membership for at least two semesters. The timeline for this program is to have it in place for the Fall 2016 semester. He identified the benefits of such a program for both students and the College; these include priority admission to partnering 4-year schools, specialized classes, which are typically smaller, and a distinctive transcript notation. Carolyn Borg pointed out that honors classes do need separate course outlines, so there will need to be work done with curriculum. Meridith Randall added that there would be a stipend for faculty to develop honors courses, but issues like load differentials for instructors who teach honors courses would need to be negotiated.

- e. SSSP Credit Plan review (Tim Johnston)
    - i. Tim Johnston explained that the Student Success and Support Program (SSSP) requires a report annually at the end of October, and it requires the signature of the President of the Academic Senate. He presented a brief overview of the budget; the challenge was to find a proper balance between increasing the amount of services offered to students and assigning funds for investment in necessary technology. The timeframe is to reach a consensus on the budget by the end of September and then present it as an information item to the Board of Trustees in October to have it meet the deadline at the end of the month.
  - f. SSSP Non-Credit Plan review (Tim Johnston)
    - i. This is a separate report that is also due at the end of October. Funding allocation will be based on services provided.
  - g. Discontinue the Community Engagement Subcommittee – attachment
    - i. Discussion of this item was postponed.
  - h. Campus Safety (Kevin O'Rorke)
    - i. Because Kevin was not available for this meeting, discussion of this item was postponed.
  - i. PT Representation – attachment & president's report
    - i. Susan Meacham explained that the bylaws specify a two-year term for part-time representatives, but there is the continuing challenge of keeping the part-time representative positions filled, and as a result there has yet to be a year where there are enough candidates to merit an election. She believed that the increased stipend for 75% attendance will be a factor in increasing participation. Robb welcomed any suggestions and ideas to better manage part-time representation in the Senate.
7. Other?
- a. Leonore Frigo reminded everyone that the College has reinstated SLO coordinators this year. She and Jay Davis will be serving in this capacity. They will be actively seeking input from faculty on how the SLO process is working in their programs and departments. Because of the large scale of this undertaking, the SLO Committee will not be meeting this semester.
8. Adjournment: Meeting was adjourned at 4:37pm.

9. Next meeting: Monday, September 14, 2015 at 3:00 p.m. in room 1107.