

**Academic Senate
MINUTES**

Monday, October 12, 2015

3:00 – 4:45 p.m.

Room 1107

Executive Committee Members Present					
x	Cathy Anderson		Mark Blaser		Keith Brookshaw
x	Toni Cancilla	x	James Crockett	x	Richard Fiske
x	Leo Fong	x	Keith Foust	x	Scott Gordon
x	Debra Griffin	x	Karen Henderson	x	Robb Lightfoot
	Jennifer McCandless	x	Susan Meacham	x	Ray Nicholas
	Nancy Roback	x	Carolyn Salus-Singh	x	Iraja Sivadas
x	Brian Spillane	x	Linda Thomas		Craig Thompson
x	Joanne Tippin	x	Andrea Williams		
	Don Cingrani (N/V)		Ron Marley (N/V)	x	Meridith Randall (N/V)
Other Faculty Present					
Guests					
x	Will Breitbach				

1. Call to order: Meeting was called to order at 3:03pm.
2. Approval of Minutes (Attachment)—September 28, 2015: Ray Nicholas moved to approve the September 28 minutes; seconded by Andrea Williams. Susan Meacham noted that Terry Bailey

was no longer on the Senate membership roster, so her name would need to be removed.
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. The following items were discussed during the latest meeting of Instructional Council: Deadlines were reviewed—faculty hiring requests are due by October 19, and annual Area Plans are due by November 16; a new flex opportunity—faculty can now earn one hour of flex credit for creating a flex plan; the new Math AST; update on the honors program; preparations for accreditation; an effort to increase the attractiveness of classrooms and campus environment, so any suggestions can be forwarded to the deans or Susan herself.
 - 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. No report—will be meeting later this week.
 - g. Report from Distance Education Committee as needed (Carolyn Singh)
 - i. The Distance Education Committee met last week to discuss updates with Canvas. The committee is also considering subscribing to “Drop-Out Detective,” an analytic designed to help improve retention. Andy Fields gave an update on the ITV program, noting the equipment upgrades made; he also discussed the need to “rebrand” our ITV system. We now have a partnership with Amador County, but not many students are yet enrolled.
 - h. Report from College Council (Robb Lightfoot)—see website
 - i. Report from Senate President (Robb Lightfoot)—see website
 - i. Robb sent out his report before the start of the meeting. Highlights include the honors curriculum, with stipend available for working on curriculum revisions; the fall plenary session coming up in Clovis on October 23rd to discuss draft resolutions.
5. Informational Items – attachments in 10/12/2015 folder <http://bit.ly/1Mf2yil>
 - a. Active Shooter Precautions/Actions – attachment - <http://bit.ly/1JTCpEk>
 - b. Chancellor’s Office Releases & Announcements – see website
 - c. ASCCC Releases & Announcements – **(Task Force Survey Results & Recommendations on CC BA/BS degree progress and implementation)**, Special Meeting of the Commission for October 9, 2015 and ACCJC Preliminary Response to Task Force Report, Insuring Efficient & Effective Curriculum Practices – White Paper, Call for Nominations of

Exemplary Program Awards 11/10 deadline, Curriculum Regional Meetings, CTE Regional Meetings, Survey of effective practices that support student success through learning assistance programs, Policy Change for Hours and Units Calculations for Credit Courses (Memo and Instructions), Lottery for PT Faculty to attend Fall Plenary, September CI-D update) – see website

- d. Volunteer needed for Cooke Foundation Scholarship Committee - attachment
 - e. Save the date, faculty adoption appreciation/bookstore event 10/13
 - f. Social Diversity Awareness Presentation, 10/28 noon in cafeteria, Dr. Sharon Brisolará – see website
 - g. Professional Development Activities/Opportunities - <http://bit.ly/1LiKTdG>
 - h. Online Course Development – OEI Workshop via Shasta College 11/6
 - i. Curriculum Committee Minutes/Attachments – Oct 5th - website
 - j. Facilities update – proposed capital project for expansion of training facilities & impact to campus – attachment
6. Discussion/Action items
- a. New Courses
 - CONS 139 Crane Certification – 3 units
 - FIRS 186 Wildland Incident Operations for Company Officers – 1.50 units
 - FIRS 345 Low Angle Rescue – Non-credit
 - FIRS 354 Fire Control 4: Oil and Gas Firefighting – Non-credit
 - HIT 7 Introduction to Human Disease Process – 3 units
 - HIT 10 Introduction to Health Information – 4 units
 - HIT 11 Computer Basics for Health Information Technology – 1 unit
 - HIT 15 Legal Aspects in Healthcare – 3 units
 - HIT 20 Hospital and Health Statistics – 3 units
 - HIT 25 Health Information and Alternative Settings – 2 units
 - HIT 30 Basic Pharmacology – 1 unit
 - HIT 35 Current Procedural Technology (CPT) Coding – 3 units
 - HIT 40 ICD Coding I – 4 units
 - HIT 45 ICD Coding II – 4 units
 - HIT 50 Healthcare Reimbursement – 2 units
 - HIT 55 Healthcare Quality Management – 3 units
 - HIT 60 Professional Practice Experience – 2 units
 - i. Susan Meacham moved to approve these new courses; seconded by Ray Nicholas. Meridith Randall explained the rationale behind the courses; the fire agencies have requested the FIRS courses for training, and the HIT courses are the lower division ones for the HIT BA. Motion carried.
 - b. CTE Liaison to ASCCC – attachment, website
 - i. Robb asked for a volunteer for this position. Ray Nicholas acknowledged that this is an important role, but he would unfortunately not be able to take it on. He said that he would ask among CTE faculty to find anyone who would be interested in serving.
 - c. Mathematics-AS-T - attachments, and on website, <http://bit.ly/1Mf2yil>
 - i. This new degree has been discussed in Instructional Council. Susan Meacham moved to approve the Mathematics AS-T; seconded by Scott Gordon. Susan explained that this degree replaces the Math-University Studies AS degree,

which had very few completers, and this change was done so with the approval of the Math faculty. Scott Gordon warned that there was a similar change in Business several years ago, but the University Studies AA program in Business had to be resurrected because there was continued demand from students who were not planning to transfer to a CSU. Motion carried.

- d. Honors Program, status-report and formation of advisory committee
 - i. Cathy Anderson suggested that the committee pick one of the three possible models for an honors program rather than use all three. She believed that giving students all three options would create more confusion. Susan Meacham reported that science faculty were concerned about class size and guarantees of classes making. Meridith Randall acknowledged that these issues would need to be worked out.
- e. Scheduling Survey(s) – Last meeting Senate voted to examine two aspects of scheduling, the “no-finals finals week,” and instructional implications for mid-term FLEX days. (Note: the academic calendar is a negotiated, association issue. But there was a desire to see what effect FLEX may have on instruction.) Discussion will center on appropriate questions for the survey.
 - i. Meridith Randall emphasized that all scheduling decisions must be made by January at the latest in order for them to be implemented in the fall. Cathy Anderson sees these two aspects of scheduling as distinctly separate issues, so she asked for a clarification of what the survey questions will be. She pointed out that the only one of these issues that falls under the Senate’s purview is the one concerning the scheduled final exam week. The question of going back to the 18-week schedule and the question about the total amount of flex hours, however, are not under the Senate’s purview, so they should not be covered in the survey; the same applies to the issue of block scheduling. To make it clear that we are not currently considering returning to the 18-week semester, Cathy proposed that the survey question would need to specify that it applies only to a 17-week schedule. Robb offered the following phrasing: “Given that we have a 17-week semester, which of the two options would you prefer for the 17th week: A) a regular schedule week, or B) a final exam week where classes meet once for a two-hour block with the purpose of administering a final exam?” Cathy requested that the implications of each option be clearly identified; for the option of keeping a regular schedule for the 17th week, the potential impacts would be: 1) splitting final exams between multiple class meetings creates hardships; 2) students have reported being overwhelmed by multiple exams on the same day. For the dedicated finals week, the potential impacts would be: 1) part-time and overload faculty could see a reduction of their contract hours between zero to three hours; 2) there could be a loss of zero to three hours of instructional time; 3) students could be confused by the designated finals schedule. Meridith confirmed that adopting a dedicated final exam week would impact pay for part-time instructors. Ray observed that Nursing would probably have objections to having a finals week. Meridith stated that there have been discussions about changing the number of clinical hours in the Nursing program. It was agreed that this survey would go out to all faculty, part-time and full-time. Ray suggested the survey specify what the Senate plans to do with the results of the survey. Carolyn Singh suggested a preface: “We are approaching our fourth semester without a designated finals week, and we are

seeking faculty input to consider any changes to the Fall 2017 schedule.” Cathy proposed that the implications should be stated before the question is asked. Will Breitbach recommended that the email provide the preface and implications and then finish with a link to the survey itself. Cathy suggested that the Senate do the survey first, and then we will contact the Faculty Association to discuss the other issues. James Crockett proposed that we also ask respondents to identify if they are full-time or part-time and which division they are in. Robb stated he would put together a draft of this survey and share it with Executive Committee members for feedback.

- f. Fall Plenary – Irvine 11/5-7 - <http://bit.ly/FallPlenary15>, list of resolutions at this link: <http://bit.ly/1WO0VQF>
 - i. Robb invited everyone to look at the proposed resolutions and identify any that are of concern and share them with colleagues who are interested.
 - g. Hayward Award – Lightfoot’s suggested change “Resolved: The ASCCC should study the feasibility of expanding the annual Hayward Award to recognize both full-time and part-time faculty each year and locating the necessary funds to cover and sustain the increased costs for the awards and banquet.”
 - i. Robb welcomed any feedback on this proposed resolution, particularly involving the feasibility of such a proposal. Susan Meacham suggested changing the phrase “should study the feasibility” to “evaluate the feasibility,” and changing “locating the necessary funds” to “allocation of funds.” Cathy offered an even more direct version: “The ASCCC should expand the annual Hayward Award to recognize both full-time and part-time faculty each year and allocate the necessary funds.” Andrea Williams moved to accept the revised resolution and have Robb propose it at the Area A meeting; seconded by Carolyn Singh. Motion carried.
7. Other?
- a. A reminder that there is no Senate meeting on Nov. 23. It is scheduled as a floating flex day.
8. Adjournment: Meeting was adjourned at 4:24pm.
9. Next meeting: Monday, October 26, 2015 at 3:00 p.m. in room 1107.

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