Academic Senate
MINUTES
Monday, November 9, 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
x	Nancy Roback		Carolyn Salus-Singh		Iraja Sivadas
x	Brian Spillane	x	Linda Thomas		Craig Thompson
x	Joanne Tippin	x	Andrea Williams		
	Don Cingrani (N/V)		Ron Marley (N/V)		Meridith Randall (N/V)

Other Faculty Present					

Guests					
x	Will Breitbach	x	Sharon Brisolara	x	Tim Johnston

1. Call to order: Meeting was called to order at 3:04pm.

2. Approval of Minutes (Attachment)—October 26, 2015: Susan Meacham moved to approve the October 26th minutes; seconded by Ray Nicholas. Motion carried with one abstention.

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 on November 5. Items discussed included: Upcoming deadlines—division deans need to submit their prioritized area plan initiatives to the Office of Instruction by November 16; IT was not able to include the option to apply for innovation grant funds in the area plan form in TracDat, so Kate Mahar sent this out separately to the division deans; the Summer 2016 schedule submissions will need to be in by January 8. Marketing—the Marketing Committee still needs faculty members. Enrollment—there is a big push to increase enrollment for spring and summer. Staffing—some departments have depleted part-time faculty pools. SLOs—there is still no word on when TracDat representatives will be on campus. Additional items included: Will Breitbach is seeking any catalog revisions that need to be done. Will also gave an update from the FIT Committee's survey on instructional technology. There has been a facilities request to change the old darkroom in the Art Building to a digital arts studio. Tim Johnston spoke of the progress with the statewide Common Assessment implementation and a possible multiple measures pilot program. There was an update from the Furniture Committee identifying which types of furniture have been approved. Curriculum Council has had some problems with ADTs that have been forwarded for approval because the Chancellor's Office has been reminding colleges that all courses that are part of an ADT need to be CI-D approved. There is a shortage of EEO representatives for hiring committees; Meridith Randall is encouraging faculty who are interested in serving as EEO representatives to take the training offered by HR.
    b. Report from Curriculum Council as needed (Ron Marley)
        i. No report (Robb has posted latest Curriculum 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. Brian Spillane reported that at the last meeting the committee discussed open educational resource textbooks and materials and how the committee can promote the use of these.
    g. Report from Distance Education Committee as needed (Carolyn Singh)
        i. No report.
    h. Report from SLO Team as needed (Lenore Frigo/Jay Davis)
        i. No report.

      i.   Report from College Council (Robb Lightfoot)—see website
- i. Because he was travelling to Fall Plenary, Robb was not able to attend the last College Council meeting.

      j.   Report from Senate President (Robb Lightfoot)—see website
- i. Robb provided some highlights of the Fall Plenary. The biggest area of contention involved the work by the task force on the baccalaureate programs, particularly concerning upper division coursework. Another involved accreditation, especially with transparency and consistency of the ACCJC.

5.   Informational Items—short link to attachments of 11/9/15 http://bit.ly/1QiJRQW
- a. Chancellor's Office Releases & Announcements (Dual Enrollment Expands High School Students' Access To College-Press Release, – see website
- b. ASCCC Releases & Announcements – (Education Planning Initiative Webinar 11/16/15, Upcoming Institutional Effectiveness Workshops Update, CCC Technology for Student Success, CI-D request for CTE input, CI-D request for Math-Basic Skills input) – see website
- c. Volunteer needed for Cooke Foundation Scholarship Committee - attachment
- d. Professional Development Activities/Opportunities - http://bit.ly/1LiKTdG
- e. Campus safeTALK Training - November 13, 12 – 4pm room 2108
- f. New Faculty Institute - (see attachment) Friday, November 13, 3-4pm, Room 785
- g. College Council Agenda and attachments
- h. Curriculum Committee agenda

6.   Discussion/Action items
- a. Honors Program – Robb Lightfoot
    - i. Robb shared an email from Carolyn Borg identifying proposed honors courses that are moving through CurricuNet and will be on the Curriculum Council's meeting agenda, and it looks promising that there will be a sufficient number of honors courses in the schedule for Fall 2016.
- b. Fall Plenary – Robb Lightfoot
    - i. Robb provided details of this in his President's Report.
- c. Hiring Priorities List - Susan Meacham
    - i. Robb shared the current hiring priorities list. Susan reported that 21 positions were proposed, discussed and voted on. She confirmed that the proper procedure as documented in AP 7210 was followed. Cathy Anderson moved to confirm that the process was followed; seconded by Brian Spillane. Motion carried.
- d. Online Student Success – Will Breitbach
    - i. Will Breitbach provided an overview of student success in our online courses. He acknowledged that there's still a gap between success rates for face-to-face and online courses. 16% of our FTES are in online courses. He identified successes (training, expanding degree/certificate offerings) and challenges (staffing and problems with access).
- e. Equity Plan – Sharon Brisolara
    - i. Sharon Brisolara explained that the finishing touches are being put on the plan. The executive summary was designed to give readers the necessary background information. A separate spreadsheet is available that details the funding amount for each request. Dec. 14 is the deadline for submitting to the

Chancellor's Office. Robb will send out a copy of the plan to the Executive Committee members for their review, and if there are no objections he will sign the plan. Sharon quickly reviewed the goals and objectives of the plan. Because there was strong faculty representation with the design and authoring of the plan, the Senate Executive Committee members felt confident in supporting it. Cathy Anderson moved to resolve that there has been adequate Senate involvement and that we authorize Robb Lightfoot to sign the Equity Plan after Executive Committee members have had an opportunity to read the final draft of the plan sent out via e-mail by December 1st, pending no objections made; seconded by Ray Nicholas. Motion carried.

- f. OEI update – William Breitbach
    - i. This was covered last meeting.
- g. Proposed Resolution for Textbook Affordability Act (first reading) – Heather Wylie/Will Breitbach – attachment
    - i. This resolution expresses support for the intent of Assemblywoman Susan Bonilla's AB798, the College Textbook Affordability Act of 2015. This will allow Shasta College to create a formal review process for adopting Open Education Resources (OER) materials. Will Breitbach explained that funding will come from the Chancellor's Office, and the amount of funding will depend on the plan that is developed for adopting OER materials. To qualify for this funding, this plan must be able to reduce textbook costs by at least 30% and include at least 10 class sections. Will clarified that this resolution does not obligate us to anything. If there are enough faculty willing to participate in this, we have until next May to submit our plan to the Chancellor's Office. Robb asked Will to develop a brief FAQ on this topic to help faculty better understand what it involves.
- h. New Courses
    - CIS 13 Windows Desktop OS Configuration – 3 units
    - CIS 14 Manage & Maintain Windows Desktop OS – 3 units
    - CIS 15 Install and Configure Microsoft Server – 3 units
    - CIS 16 Administering Microsoft Server – 3 units
    - CIS 17 Configure Advanced Server Services – 3 units
    - i. Brian Spillane moved to approve all the new courses; seconded by Andrea Williams. Motion carried.
- i. Updated Hayward Award Instructions from ASCCC – attachment
    - i. Robb noted that there were changes to the instructions for forwarding names for Hayward Award consideration.

7. Other?

8. Adjournment: Meeting was adjourned at 4:45pm.

9. Next meeting: December 14th, 2015 at 3:00 p.m. in room 1107. (Final regular meeting of the semester)

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