

**Academic Senate**  
**MINUTES**  
 Monday, December 14, 2015  
 3:00 – 4:45 p.m.  
 Room 1107

<b>Executive Committee Members Present</b>					
x	Cathy Anderson		Mark Blaser		Keith Brookshaw
x	Toni Cancilla	x	James Crockett	x	Richard Fiske
x	Leo Fong	x	Keith Foust		Scott Gordon
	Debra Griffin		Karen Henderson	x	Robb Lightfoot
x	Jennifer McCandless	x	Susan Meacham	x	Ray Nicholas
x	Nancy Roback	x	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)	x	Meridith Randall (N/V)
<b>Other Faculty Present</b>					
x	Jay Davis	x	Heather Wylie		
<b>Guests</b>					
x	Will Breitbach	x	Sharon Brisolaro	x	Eva Jimenez
x	Tim Johnston	x	Joe Wyse		

1. Call to order: Meeting was called to order at 3:03pm.
2. Approval of Minutes (Attachment)—Nov. 9, 2015: Andrea Williams moved to approve the November 9 minutes; seconded by Richard Fiske. 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. At the latest meeting of Instructional Council, there were two items discussed that are on our agenda today: the “Canvas Camp” that will be held January 11 through 13 and the Accelerated College Education (ACE) program. There was also an update on the re-ranked hiring priorities list (there has recently been another retirement announced, so the list will need to be re-ranked again).
  - 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.
  - 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. See 6.a below.
  - i. Report from College Council (Robb Lightfoot)—see website
  - j. Report from Senate President (Robb Lightfoot)—see website
    - i. Robb highlighted three items on his report: He noted that he included two items from the last two Board of Trustees meeting that generated considerable discussion: The proposal to provide a free college education, and the Equity Plan. He also gave an update on the status of the honors program, and he spoke about succession planning to help recruit and prepare the next Senate president.
  
5. Informational Items
  - a. Chancellor’s Office Releases & Announcements – see website
  - b. ASCCC Releases & Announcements (Innovation/Design Institute, CTE Program Gains, Transfer degrees double, Chancellor to retire, CC programs increase incomes, Workforce Taskforce Recommendations Approved) – see website
  - c. Shasta administration extends mini-grants deadline to 1/21/16 – see website
  - d. College Council Agenda and attachments – see website
  - e. Curriculum Committee agenda – see website
  - f. “Canvas Camp” January 11-13<sup>th</sup>, 2016, LIC room 243 – see attachment
  - g. “Meet Your Online Instructor” – Sharon Brisolaro – see attachment
  - h. Final Version of Equity Plan – see attachment/website

- i. OER – Frequently Asked Questions - <http://bit.ly/OER-FAQ> + attachment
6. Discussion/Action items
- a. SLO update – Jay/Lenore
    - i. Jay Davis reported on the status of the research being done by him and Lenore Frigo as SLO co-coordinators. They are trying to find the right balance between the need to meet the 2014 accreditation standards for SLOs and the need to make the SLO system efficient and meaningful for instructors. Jay and Lenore visited both City College of San Francisco and Skyline College to study how they are handling SLOs to meet accreditation standards; in January they will be visiting Yuba College to study how its faculty are using the newer version of TracDat. Jay and Lenore will be proposing that in the future there would be stipend-supported SLO coordinators available as resources for faculty.
  - b. Re-ranked hiring priorities list
    - i. Susan Meacham summarized the process followed for the re-ranking of the hiring priorities list. Susan Meacham moved to confirm that proper procedure was followed in the re-ranking; seconded by Cathy Anderson. Motion carried.
  - c. ACE Program - Accelerated Classes – Meridith Randall
    - i. Meridith Randall explained that Liz Kohn, with help from Daniel Valdivia and Rebecka Renfer, has been working on organizing this accelerated program that targets the fairly large population that has some college coursework completed but no degree. There were four specific degree programs that were targeted—two general studies and two ADTs (Business Administration and Psychology)—because they were the most popular and flexible. Courses are in the evenings and online, and they will be done with a cohort of students, with a degree completion period of nine months. All of the courses have been approved as hybrid, with the exception of the Accounting course. Marketing and outreach will start in the spring. There is also an adult education grant that can provide some of the funding. Meridith will send out the proposed schedule for the program. Faculty who are interested in teaching courses in this program should contact their dean.
  - d. Inmate and Re-entry Education – Eva Jimenez
    - i. Eva Jimenez attended a conference on this issue in Sacramento. She emphasized that in California it is seven times more expensive to imprison an inmate than to educate a student, and approximate 60% of inmates who are released from prison end up re-incarcerated, so there are compelling incentives to break the cycle of incarceration. Shasta County also has had an influx of AB 109 early-release inmates. The Step-Up Program was created to help these early-release inmates receive a college education; these are inmates who were serving time for non-violent, non-serious, non-sex offense crimes. The program is a partnership between the Shasta County Sheriff’s Department, the Shasta County Probation Department, the Good News Rescue Mission, and Shasta College, and it is now in its third year. The program currently has three program areas—Heavy Equipment, Automotive Technology, and Office Administration. Eva encouraged faculty who are interested in being involved with the Step-Up Program to contact her.
  - e. Honors Program – Robb Lightfoot

- i. Curriculum has approved 12 courses for the Honors Program. Robb is looking for faculty who want to participate in the next phase of the program's development.
- f. Textbook Affordability Act AB 798– Proposed Resolution

Whereas, High textbook prices are an increasingly significant barrier to student success, as many students cannot afford and thus do not purchase necessary course materials without which their performance in the corresponding courses is impeded;

Whereas, Open Educational Resources, when reviewed and selected by discipline faculty for their own courses, can in many cases offer appropriate low-cost alternatives to published textbooks for students;

Whereas, AB 798 (Bonilla, as of October 8, 2015), the College Textbook Affordability Act, would provide resources for colleges to promote the consideration of Open Educational Resources by faculty but makes provision for local academic senate approval of any program established through these funds and allows colleges to set their own benchmarks to account for the use of the funds; and

Whereas, Assembly Member Bonilla and her staff have consulted directly with the Academic Senate for California Community Colleges in developing AB 798 and have committed to further consultation necessary regarding any amendments to the bill;

Resolved, That the Academic Senate of Shasta College endorse the intent of AB 798 (Bonilla, as of October 8, 2015) to promote the consideration of appropriate open educational resources through funding that is dependent on the agreement of local academic senates.

  - i. Will Breitbart, Heather Wylie and Brian Spillane provided background and rationale for this resolution. Will explained we will need to develop a detailed plan for use of Open Educational Resources (OER), including support services, faculty training, etc. There is no specific time commitment identified. Faculty will be the ones who determine the appropriateness of textbook material and decide on their adoption. This is a second reading of this resolution. Susan Meacham moved to support the resolution; seconded by Brian Spillane. Motion carried.
- g. Retirees FT/PT
  - i. Robb noted that retirement for part-time faculty is handled differently. He would like to identify ways to recognize the retirement of part-time faculty. He encouraged anyone with ideas to share them with him.
- h. Discussion on Classroom Sensitivity/Microaggressions/Academic Freedom – Sharon Brisolara
  - i. Sharon Brisolara explained that these issues have lately received considerable attention in the national media. She pointed out that a student's sense of belonging within an institution can impact their success. She described some ways that colleges have addressed these concerns, and she wanted to start a conversation about these issues here at Shasta College. Linda Thomas suggested doing this as a flex day activity. Robb agreed that the conversation should start with faculty and then be expanded. James Crockett moved to create a flex day training session on classroom sensitivity and microaggressions; seconded by Andrea Williams. This would need to be handled by the Faculty Excellence

Committee. Cathy Anderson suggested that this could be used as a flex day theme. Motion carried.

- i. BA Pilot Degree Update & MOU – attachments
  - i. Meridith Randall reported that all the curriculum, lower- and upper-division, for the HIM BA degree program has been approved. However, there will be a semester delay because ACCJC deferred their approval of the program; the current target is to start in Fall 2016. Robb asked if this delay would also delay the hiring of HIM faculty; Meridith said that it would not. She also clarified that the MOU concerns the OEI rather than the BA Pilot Degree program; it is the latest draft of the MOU.
- j. Personal Use of School Property

“With regard to the personal use of college property and equipment, we trust and expect all faculty, staff, and administrators to perform their job related activities in a professional manner.”

Or

“Employee’s use of district equipment is permitted if the primary purpose is to further academic research and/or creative activities. “

  - i. Robb shared these two suggestions for wording to be added to BP 6535 on the personal use of school property. Joe Wyse explained that such a rule is in the Ed. Code. Meridith Randall noted that there are genuine problems that occur with the use of school property, so there’s a need for such a policy. She acknowledged that it’s very difficult to word such a policy in a way that finds the right balance between being too strict and too loose. Robb requested that anyone who has suggestions for the wording of the AP send them to him. Ray Nicholas suggested started with the wording in the Ed. Code itself.
- k. Leadership Succession – Should we revamp our Bylaws? Question for discussion –Robb Lightfoot
  - i. Robb pointed out that the existing bylaws specify that the president is elected out of the current Executive Board, but this is not how other academic senates handle this. He wanted to set up a system that would help create smoother succession.
- l. New Program Approved at 12/7 Curriculum Meeting
  - Digital Art
    - i. Cathy Anderson moved to approve the new program; seconded by Jennifer McCandless. Motion carried.
- m. New Courses Approved at 11/16 Curriculum Meeting
  - CIS 401 Database Management and Design for Healthcare Professionals – 4 units
  - ENGL 401 Advanced Professional Writing – 3 units
  - HIMS 405 Fundamentals of Health Information Management – 4 units
  - HIMS 408 Ethics in Healthcare Administration
  - HIMS 410 Healthcare Informatics – 4 units
  - HIMS 415 Healthcare Analytics – 4 units
  - HIMS 418 Legal Concepts and Compliance in Healthcare – 4 units
  - HIMS 420 Principle of Finance for Health Information Management – 3 units
  - HIMS 425 Revenue Cycle Management – 3 units

- HIMS 430 Human Resources Management in Healthcare – 4 units
  - HIMS 435 Project Management in Healthcare – 3 units
  - HIMS 440 Leadership and Strategic Management for Healthcare Professionals – 4 units
  - HIMS 445 Healthcare Information Systems Analysis and Design – 4 units
  - HIMS 455A Applied Research Project in Health Information Management – 3 units
  - HIMS 455B Advanced Professional Practice Experience – 1 unit
  - PSYCH 401 Industrial-Organizational Psychology – 3 units
  - i. Jennifer McCandless moved to approve these new courses; seconded by Cathy Anderson. Motion carried.
- n. New Courses Approved at the 12/7 Curriculum Meeting
- Courses:
- ENGL 195 Accelerated Reading and Writing – 5 Units
  - ART 71 Introduction to Digital Art – 3 Units
- Honors Courses:
- CMST 10H Interpersonal Communication – Honors – 3 Units
  - CMST 20H Intercultural Communication – Honors – 3 Units
  - CMST 30H Oral Interpretation – Honors – 3 Units
  - CMST 40H Argumentation and Debate – Honors – 3 Units
  - CMST 54H Small Group Communication – Honors – 3 Units
  - CMST 60H Public Speaking – Honors – 3 Units
  - ENGL 1AH College Composition – Honors – 4 Units
  - ENGL 1BH Literature and Composition – Honors – 3 Units
  - ENGL 1CH Critical Reasoning, Reading, and Writing – Honors – 3 Units
  - FSS 25H Nutrition – 3 Units
  - PSYC 1AH General Psychology – Honors – 3 Units
  - SOC 1H Introduction to Sociology – Honors – 3 Units
  - i. Cathy Anderson moved to approve these new courses; seconded by Brian Spillane. Motion carried.
- o. Nominations due by 12/18/15 for two Faculty to serve on CCC Board of Governors.
- i. Robb explained how this process for nominations worked. If there were faculty interested, the Senate could nominate them.

7. Other?

8. Adjournment: Meeting was adjourned at 4:33pm.

9. Next meeting: January 25th, 2016 at 3:00 p.m. in room 1107. (Final regular meeting of the semester)

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