

**Academic Senate
MINUTES**

Monday, January 25, 2016

3:00 – 4:45 p.m.

Room 1107

Executive Committee Members Present					
	Cathy Anderson		Mark Blaser		Keith Brookshaw
	Toni Cancilla	x	James Crockett	x	Richard Fiske
x	Leo Fong	x	Keith Foust	x	Scott Gordon
x	Debra Griffin		Karen Henderson		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	x	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 Bretibach				

1. Call to order: Meeting was called to order at 3:04pm.
2. Approval of Minutes (Attachment)—December 14, 2015: Ray Nicholas moved to approve the minutes of the December 14 meeting; seconded by Andrea Williams. 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's latest meeting was last Thursday, and the following items were discussed: Two research analysts have been hired; they will be reporting to Kate Mahar, who now has the title of Dean of Foundational Skills and Institutional Effectiveness. Enrollment has increased 1% this spring compared to last spring. The deadline for sabbatical applications is this Friday, January 29; applications must go through the division deans. Innovation grant applications were due last Friday. Work is currently being done on the summer schedule. The state budget will have limited COLA and growth funds. The Assessment Center will be proctoring make-up exams (see 6.b below). There was an update on the honors program. Tim Johnston spoke about revisions to the application for the BOG fee waiver to make the process for efficient. In February, Instructional Council will be ranking initiatives.
 - b. Report from Curriculum Council as needed (Ron Marley)
 - i. No report.
 - c. Report from FEC Committee as needed (Teresa Doyle)
 - i. Joanne Tippin noted that the committee has the March 10 flex day planned out.
 - 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. Will Breitbach announced that "Canvas Camp" was very successful, with 140 hours of flex hours earned.
 - h. Report from SLO Team as needed (Lenore Frigo/Jay Davis)
 - i. No report.
 - i. Report from College Council (Robb Lightfoot)—see website
 - j. Report from Senate President (Robb Lightfoot)—see website

5. Informational Items—short link to attachments of 1/25/16 <http://bit.ly/Jan25Senate>
 - a. Chancellor's Office releases & announcements – (I Can Afford College, State of the System, Brown's Budget Proposal, Barbara Beno's response to Dept. of Education, CCC Technology for Student Success, Seeking input for selection criteria for new CCC chancellor, and more news) – see website
 - b. ASCCC releases & announcements – (ASCCC gathering suggestions for draft job description for new CCC chancellor, Virtual Introduction ASCCC and The American Association of Hispanics in Higher Education (AAHHE), Exemplary programs recognized, CI-D information and invites to participate in various areas such as BioTech, Small

Business, Graphic Design; Welding, Culinary Arts, Radiology, Letter seeking suggestions on the Educational Planning Initiative EPI) – see website

- c. College Council Agenda and attachments – see website
 - d. Curriculum Committee agenda – see website
 - e. SLO cheat sheets and updates from December – see website
 - f. Online tutoring information – see website
 - g. Senate website reorganized – 2013-2016 agendas at <http://bit.ly/Agendas13-6>
 - h. Stipend opportunity for dual enrollment instructor meetings - website
 - i. Online Education Resources – OER – Grant are available – Amy Webb is the contact see website
 - j. Equity Opportunities – see website
6. Discussion/Action items
- a. Re-ranked hiring priorities list
 - i. Susan Meacham explained that an OAS position had been revised and a resignation came from Chemistry, so the hiring priorities list needed to be revised. The discussion was done via email. The Chemistry position was ranked first, with the OAS replacement position second. She confirmed that the procedure detailed in AP 7210 was properly followed. Brian Spillane moved to confirm that proper procedure was followed for the re-ranking; seconded by Scott Gordon. Motion carried.
 - b. Make-up tests and proctoring – attachment – Tim Johnston
 - i. Tim Johnston shared a draft of the procedure for handling make-up exams and proctoring by the Assessment Center; he noted that this proposed process is similar to how DSPS handles make-up exams. Tim asked for any input to finalize the guidelines so they can be posted and implemented. Debra Griffin expressed concern that students at the extended sites don't have a similar option. Will Breitbach noted that there will soon be a pilot of an online proctoring service, so this could meet the needs of some students who are not able to come to the main campus. Susan requested that Senate members share the draft guidelines with their constituents and solicit their input.
 - c. OEI – MOU – attachment & on website – Will Breitbach
 - i. This is a copy of the agreement for colleges participating in the online course exchange (there are only eight colleges for the pilot). This is the first reading of the MOU. Meridith Randall pointed out that the two appendices provide more details on how this will work. Will Breitbach clarified that the agreement makes instructor participation voluntary. Susan asked that Senate members share this with their constituents for their input. We will have the second reading and vote next meeting.
 - d. Online Educational Resources – Will Breitbach
 - i. Will Breitbach reported that there was nothing ready for this item.
7. Other?
- a. Susan Meacham announced that Melinda Kashuba, one of the recipients of the Excellent Educator Award last year, has been nominated for the Hayward Award.
 - b. Susan Meacham pointed out that the terms for four at-large representatives, Mark Blaser, Debra Griffin, Linda Thomas and Joanne Tippin, expire after this semester.

8. Adjournment: Meeting was adjourned at 3:44pm.
9. Next meeting: February 8th, 2016 at 3:00 p.m. in room 1107.

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