

**Academic Senate
MINUTES**

Monday, February 8, 2016

3:00 – 4:45 p.m.

Room 1107

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

1. Call to order: Meeting was called to order at 3:05pm.
2. Approval of Minutes (Attachment)—January 25, 2016: Susan Meacham pointed out a correction needed to item 7.b (Other?): there are four at-large representatives, not two, whose terms are

up at the end of this year; the four are Mark Blaser, Debra Griffin, Linda Thomas, and Joanne Tippin. Susan Meacham moved to approve the minutes as amended; seconded by Brian Spillane. 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. Last Thursday, Instructional Council had a lengthy meeting that focused primarily on the budget initiatives proposed by the division deans; the initial list had over 260 initiatives on it, and by the end of the meeting this list was pared down to approximately 120 initiatives to be ranked. Once the rankings are completed by this Thursday, the final ranked list will be sent on to College Council.
- 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. Brian Spillane reported that the committee's Bookstore representative spoke at the last meeting on the issues of textbook affordability and open educational resources (OER). A representative of the Student Senate also spoke to the committee.
- g. Report from Distance Education Committee as needed (Carolyn Singh)
 - i. During the DEC meeting last week, the committee discussed the pilot of a dual enrollment course currently being taught by Anthony Eckhardt; it is an Economics course that is open to AP Economics students at West Valley High School and Anderson High School, and it is being taught as a hybrid course, utilizing ITV and Canvas. The College wants to offer more of these dual enrollment courses (there is a Political Science course slated for the fall schedule), but there are some potential snags because some of the high schools want their own instructors to teach the courses. Carolyn also reported that online proctoring is now being offered in Canvas through a service called Proctoria; it is currently only available through the Chrome browser. Also, Sue Loring and Carolyn Borg have been getting training for online counseling.
- h. Report from SLO Team as needed (Lenore Frigo/Jay Davis)
 - i. Lenore Frigo described the formation of what is an equivalent to an SLO Committee consisting of the two current coordinators and six paid facilitators who are full-time faculty members; the intent was to have a facilitator from each division, and at this stage HSUP and ACCSS are the only divisions still in

need of a representative. Lenore also spoke of the need to work on the technology component to make the SLO process go more efficiently.

- i. Report from College Council (Robb Lightfoot)—see website
 - i. Robb mentioned that while waiting for the ranked budget initiatives list, College Council has been studying language used by the Community College League concerning the personal use of school property. This will help with the revision of the wording in BP 6535.
 - j. Report from Senate President (Robb Lightfoot)—see website
 - i. Robb is eager to have a member of the Executive Committee who is interested in eventually assuming the role of Senate President to attend Spring Plenary this year.
5. Informational Items—short link to attachments of 2/8/16 - <http://bit.ly/Senate2-8>
- a. Chancellor’s Office releases & announcements – see website
 - b. ASCCC releases & announcements – see website
 - c. College Council Agenda and attachments – see website
 - d. Curriculum Committee agenda & Materials – see website
 - e. ACEs program is staffed up – Meridith Randall
 - f. Substantive Change Letter – attachment/website – Meridith Randall
 - g. Passing of Donald Kirk – see website
 - h. Innovation Committee – see website - Theresa Markword
 - i. Shasta College internship course – see website - Heather Wylie
 - j. SLOs – Facilitators needed – see website
 - k. Black History Month Flyer – see website
 - l. Meet your online instructor 2/16 & 17, 5:30-6:30 pm Cafeteria Stage – Sharon Brisolara
 - m. Free Poetry Workshop: On Thursday, February 18th at 4 pm, spoken word artist Brandon Leake will lead a poetry workshop in the balcony room in the library
 - n. Student Success Workshops – flyer on website – Teresa Doyle
6. Discussion/Action items
- a. Professional Resource Team – Campus Visit – Meridith Randall
 - i. Robb shared a checklist provided by the Professional Resource Team that is currently visiting our campus identifying recommended areas of improvement and the parties responsible. These included determining ways to reverse declining enrollment, developing a scholars program, developing an adult learner re-entry program, developing an early alert program, developing a process-based intuitive web presence, developing two-year scheduling patterns for certificate and degrees, and enhance use of SLOs and PLOs for program improvements. The team was not available during the meeting time, but Robb would share the checklist through an email.
 - b. Enrollment projections, suggestions – discussion
 - i. Robb summarized a meeting he had with Joe Wyse and Meridith Randall on the topic of growing our enrollment and improving retention. They identified three areas of emphasis: Continuing to communicate with students that Shasta College is where they want to be; attracting populations that may not have considered Shasta College as an option for higher education; and the use of “student ambassadors” to promote Shasta College in ways that more traditional forms of marketing and outreach cannot do. Carolyn Borg suggested again

offering winter intersession courses as another possibility for increasing enrollment.

- c. Peer evaluators – attachment
 - i. Ray Nicholas pointed out that Tony Osa is an administrator rather than faculty. Will Breitbach also noted that Janet Janus is an administrator. Several peer evaluators are also currently tenure-track. Susan Meacham observed that the term “adjunct” is still being used in the list. Susan Meacham moved to approve the list of peer evaluators; seconded by Brian Spillane. Motion carried.
- d. Curriculum – New Course
 - OAS 1 – attachment and on website
 - i. Robb noted that this course was approved by Curriculum. Ray Nicholas moved to approve the new course; seconded by Susan Meacham. Motion carried.
- e. OEI MOU – 2nd reading – attachment/website
 - i. Susan Meacham moved to approve the MOU; seconded by Craig Thompson. Will Breitbach explained that the use of the online course exchange would not noticeably impact our enrollment because it won’t take effect until July, which is when open enrollment is taking place. He stated that the courses that are part of the exchange would have a limited number of spots on the rosters set aside to accommodate students registering through the exchange. The conditions of the MOU apply to only two semesters, Fall 2016 and Spring 2017. Motion carried.
- f. Revised mission statement – attachment/website
 - i. Robb pointed out that the addition of the term “undergraduate” to the College’s mission statement was made to more accurately reflect the type of education the College offers; this was one of the changes needed for our next accreditation cycle. Carolyn Borg raised the question of how this would impact the concept of “open-access” in the College’s mission. Andrea Williams moved to approve the revision; seconded by Ray Nicholas. Motion carried.
- g. Honors program update (summary in President’s Report of 2-8-16) discussion
 - i. Robb explained that six honors courses are set to be offered next year, three in the fall and three in the spring. The work group tasked with detailing how the honors program would operate set admission requirements that would encourage people who have had a high level of accomplishment but yet would not discourage those who may have had some academic problems in their past. These requirements are a 3.25 cumulative GPA or a letter of recommendation, and a statement of intent. This is just the initial requirement for admittance to the program, so these criteria can be changed and expanded later as needed. Brian Spillane added that there will eventually need to be a faculty coordinator for the program; he asked Senate reps to share this opportunity with their colleagues. Counselors are ready to promote the program. Robb reminded everyone to direct any suggestions to the honors work group.
- h. Spring Plenary Registration – Volunteers? – Dates are April 21-22-23/2016 in Sacramento
 - i. Robb reminded everyone that any faculty can attend plenary; they do not need to be members of the Executive Committee. Frank Nigro added that the theme of this spring’s plenary will focus on student success, and it will bring together a much more diverse group of constituencies because several administrative and instructional organizations such as the Chief Instructional Officers Association

and the California Community College Association of Occupational Educators will be participating.

- i. PT Retirements – Call for information for board presentation
 - i. Robb asked for suggestions on ways to acknowledge part-time instructors who are retiring.
 - j. Research on other’s school’s policies on use of school property - Andrea Williams
 - i. Research for this is currently on going and will be put on a later agenda.
7. Other?
8. Adjournment: Meeting was adjourned at 4:09pm.
9. Next meeting: February 22th, 2016 at 3:00 p.m. in room 1107.

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