

Academic Senate
MINUTES
 Monday, February 22, 2016
 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		Keith Foust	x	Scott Gordon
x	Debra Griffin		Karen Henderson	x	Robb Lightfoot
x	Jennifer McCandless	x	Susan Meacham	x	Ray Nicholas
	Nancy Roback	x	Carolyn Salus-Singh		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 Breitbach	x	Tim Johnston	x	Joe Wyse
x	PRT Members				

1. Call to order: Meeting was called to order at 3:03pm.
2. Approval of Minutes (Attachment)—February 8, 2016: Susan Meacham moved to approve the February 8th minutes; seconded by Craig Thompson. 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 met last Thursday, and the following items were covered: The two new research analysts were introduced. The make-up exam procedure and the wait-list procedure were discussed. There was an update from the PIC committee (soon to be renamed the PRC, Program Review Committee) on its work reviewing AP 4020 to make revisions. The latest ranked list of budget initiatives was discussed. There was also discussion on centralized scheduling, with the goal to get software to handle this.
 - 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. The Center for Excellence in Learning and Teaching will have its open house on March 3, 11:00-3:00. It is located in the first floor of the Library.
 - 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. No report.
 - i. Report from College Council (Robb Lightfoot)—see website
 - i. The final ranked initiatives list will be due March 19; Robb said that he would share this when it is available.
 - j. Report from Senate President (Robb Lightfoot)—see website
 - i. Robb noted that we are currently 300 FTES below our enrollment cap. Meridith Randall pointed out that the Chancellor's Office is allowing us a grace period this year, but next year we need to get back to cap by adding approximately 200 FTES or face a cut in our funding. Robb also gave an update on the Honors Program. Brian Spillane identified the benefits of being a member of the Honors Transfer Council of California. There was discussion on the Board of Trustees' plan to put a bond proposal on the November ballot. Robb also spoke of the planning for this spring's tenure party. Robb acknowledged Melinda Kashuba for the Hayward Award, and he thanked Susan Meacham for her work with the Excellent Educator and Hayward Awards.

5. Informational Items—short link to attachments of 2/22/16 - <http://bit.ly/Senate-2-22>
 - 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. Black History Month Flyer – see website
6. Discussion/Action items
- a. Professional Resource Team – Campus Visit – Meridith Randall
 - i. Team leader Brian King spoke about the team’s main purpose of providing peer assistance, particularly involving enrollment management and learning outcomes; he stated that Shasta College is the first college to complete a College Innovation and Effectiveness Plan offered by the Institutional Effectiveness Partnership Initiative (IEPI). Team member Kristina Whalen from City College of San Francisco spoke on learning outcomes; she shared her own experiences with “SLO Days” at her campus when faculty would meet and discuss learning outcomes; she mentioned how David Marshall, the keynote speaker scheduled for our March 10 flex day, was very helpful when he visited CCSF. She praised our SLO coordinators for promoting the idea that the entire SLO team was there to be a resource to facilitate the SLO process. Robb thanked the team for their work, and he acknowledged how their input has helped spur conversations here at Shasta College about growing enrollment and improving SLOs.
 - b. Data collection for statewide assessment of at-risk students, possible local initiatives – Robb Lightfoot
 - i. Robb stated that this effort came out of the state Academic Senate. In the fall of 2014, there was a study of at-risk students. Robb spoke of the connection between public health and higher education. Susan Meacham pointed out that this topic of disenfranchised, at-risk students is the main focus of the current issue of the *Senate Rostrum*.
 - c. Enrollment projections, suggestions, outreach efforts – college ambassadors -Robb, mailer -Tim Johnston
 - i. Tim Johnston spoke about the effort to grow our FTEs. There are two areas of focus: Improving retention of current students and attracting new students. He spoke of different strategies that are planned; these include the use of social media and direct mailings to targeted groups. Another strategy is the use of student ambassadors to provide outreach, campus tours, and staffing for a student success center. Meridith Randall encouraged faculty to identify current and former students who could serve as student ambassadors; these students don’t necessarily need to be academically exceptional but would be students who could connect effectively with others in the community. Toni Cancilla suggested homeschooled students as a substantial group that should be targeted. Jennifer McCandless encouraged a closer connection with high school vocational programs to target another large group of potential students. Susan Meacham voiced support for a return to limited use of print course schedules as another means of reaching those who do not have ready access to the Internet. Cathy Anderson recommended expansion of Supplemental Instruction, particularly the addition of a full-time coordinator. She also spoke of the use of embedded tutors in Math courses. Robb encourage the Math Department to do

- a presentation to all faculty on all their efforts to improve retention and student success.
 - d. PT Retirements – Call for information for board presentation – draft list attached
 - i. Robb identified some upcoming retirements for part-time instructors. He asked Senate member to provide any names of part-time instructors who plan on retiring so that they can be acknowledged.
 - e. Upcoming – Area A meeting (day trip to Butte College late March) – issues for plenary, chance to meet Senate Leadership
 - i. Robb encouraged Senate members to attend because of the close proximity of Butte College. It also happens to fall on our spring break.
 - f. Research on other’s school’s policies on use of school property - Andrea Williams
 - i. Andrea is still working on this, so it will be on a later agenda.
7. Other?
- a. Tim Johnston summarized the current proposal to have the wait list electronic codes used for a longer period of time at the start of each semester. He wanted to get feedback from faculty on this matter. At the last SLAM division meeting there was overwhelming support for extending the period when these codes could be used.
 - b. Cathy Anderson asked about the survey to be given on student engagement. Tim Johnston provided some background on this; there were 59 sections selected for this survey. Cathy questioned the length of the survey, which is 50 minutes of a class meeting. Tim identified some options available for instructors.
8. Adjournment: Meeting was adjourned at 4:17pm.
9. Next meeting: March 14th, 2016 at 3:00 p.m. in room 1107.

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