

Academic Senate
MINUTES
 Monday, March 14, 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	x	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
	Brian Spillane		Linda Thomas	x	Craig Thompson
	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	Kate Mahar	x	Frank Nigro

1. Call to order: Meeting was called to order at 3:06pm.
2. Approval of Minutes (Attachment)—February 22, 2016: Jennifer McCandless moved to approve the February 22 minutes; seconded by Scott Gordon. 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 on March 3rd, and the following items were covered: There was an update from the Program Improvement Committee (PIC); Tim Johnston introduced a revision to the process used for students on academic probation, and he announced a change to the expedited wait list procedure involving personalized add codes; the add code can be used through the second week of the semester for face-to-face and hybrid classes, but for online classes, the code will be in effect only through the second class meeting. Susan asked Senate reps to get feedback from their colleagues about this proposed change. Robb suggested conducting a survey of all faculty.
 - b. Report from Curriculum Council as needed (Ron Marley)
 - i. No report.
 - c. Report from FEC Committee as needed (Teresa Doyle)
 - i. No report. Meridith Randall thanked the FEC for their work on last week's flex day.
 - 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. The College has applied for an AB 798 grant that would provide funding for the adoption and use of Online Educational Resources (OER). The Academic Senate will need to approve this.
 - h. Report from SLO Team as needed (Lenore Frigo/Jay Davis)
 - i. No report.
 - i. Report from College Council (Robb Lightfoot)—see website
 - i. Robb shared the list of budget initiatives to be ranked by College Council.
 - j. Report from Senate President (Robb Lightfoot)—see website
 - i. Robb encouraged those who are interested in serving as Senate President to speak with him. He reminded everyone about the tenure party on April 14. He also highlighted three items from the latest Board of Trustees meeting: 1) He and Kathryn Gessner have applied for sabbaticals next year; 2) The urgency to update technology on campus; 3) Part-time instructor retirements.

5. Informational Items—short link to attachments of 3/14/16 - <http://bit.ly/Senate3-14>
 - 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. EEO Training (earns Flex credit) - March 17th 2 pm, March 18th 10 am contact Amy for to sign up awestland@shastacollege.edu or x7648
 - f. Tenure Party April 14th (a Thursday), 5:30-7:30 pm, CR Gibbs
 - g. Janet Napolitano on campus 4/29/16 @ noon – <http://bit.ly/Napolitano-at-SC>
6. Discussion/Action items
- a. Program Reviews of Fall 2015 deferred to Fall 2016 – Meridith Randall
 - i. Meridith reminded everyone about this deferral as a lead-in to Frank’s presentation on PIC and program reviews.
 - b. PIC – Frank Nigro
 - i. Frank gave an update on the work done by the Program Improvement Committee (PIC). He summarized the revisions made to AP 4020, emphasizing the changes to PIC’s mission. Two years ago, PIC was asked to take on responsibility for program review. The committee combined two existing forms to make up a revised program review form. Last year, four programs were used to pilot test the revised program review process. Frank pointed out that this revised process allows programs to get an outside perspective and input. He shared a draft of the revised version of AP 4020 and asked for any feedback. The committee’s name will be changed to Program Review Committee (PRC) to more accurately reflect its mission. Frank expects the committee to look at an average of 25-30 programs per year. There would be three options: Continue with no recommendation; continue with recommendations; or discontinue. The committee will map out the program review cycle. This draft of AP 4020 still needs to go to Cabinet, and then it will come to Senate for approval. Jennifer McCandless reiterated the need for the PRC to keep the Senate informed.
 - c. Basic Skills Initiative – Kate Mahar
 - i. Kate provided an update on the BSI. There is a grant opportunity involving remediation. The state is looking for ways to improve the success rates for remedial courses in Math and English. The grant is \$1.5 million over three years to develop ways to improve success rates—acceleration, multiple measures, etc. These methods must be supported with evidence. During the discussion, there were a number of suggestions made on ways to improve student retention and success—learning communities, limiting class sizes, expanded use of diagnostics, etc. Kate encouraged anyone with ideas on this to send them to her. The grant deadline is in ten days.
 - d. New Courses
 - ALH 101 – Medical Assisting Core – New Course - 4 Units
 - ALH 102 – Administrative Medical Assisting – New Course – 4 Units
 - ALH 103 – Clinical Medical Assisting Theory I – New Course – 3 Units
 - ALH 104 – Allied Health- New Course – 3 Units
 - ALH 105 – Clinical Medical Assisting Theory II– New Course – 3 Units
 - ALH 106 – Clinical Medical Assisting Procedures– New Course – 4 Units
 - ALH 107 – Medical Assisting Professional Development– New Course – 1.5 Units
 - ALH 94 – Medical Assisting Clinical Experience – New Course- 5 Units
 - CCE 1B – Civic & Community Engagement II – New Course – 1 Unit
 - CCE 1C – Civic & Community Engagement III– New Course – 1 Unit

- BIOL 12L – Field Biology Laboratory – 1 Unit
 - i. Jennifer McCandless moved to approve these new courses; seconded by Cathy Anderson. Meridith Randall confirmed that Curriculum Council approved these, and she provided a brief account of the rationale for each. Motion carried.
 - e. Reactivation
 - CULA 71 – Introduction to Beermaking – 1 Unit
 - i. Cathy Anderson moved to approve this reactivation; seconded by Jennifer McCandless. Scott Gordon explained that this course was deactivated in 2008 because of budget cuts and not low enrollment or demand. Motion carried.
 - f. Certificates
 - Clinical & Administrative Medical Assisting Program
 - i. Cathy Anderson moved to approve this certificate program; seconded by Ray Nicholas. Scott Gordon did note that the title could lead to some confusion with the HIM BA program. Motion carried.
 - g. Degree
 - AA-T Political Science
 - i. Cathy Anderson moved to approve this degree; seconded by Craig Thompson. Motion carried.
 - h. Part Time Retirees List – James Crockett
 - i. Robb thanked James for working on compiling and researching this list.
 - i. Recruiting senate leadership
 - i. This was covered in the President’s report.
7. Other?
8. Adjournment: Meeting was adjourned at 4:35pm.
9. Next meeting: April 11, 2016 at 3:00 p.m. in room 1107.

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