

**Academic Senate**  
**MINUTES**  
 Monday, April 11, 2016  
 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
x	Debra Griffin		Karen Henderson	x	Robb Lightfoot
	Jennifer McCandless	x	Susan Meacham		Ray Nicholas
	Nancy Roback	x	Carolyn Salus-Singh	x	Iraja Sivadas
x	Brian Spillane		Linda Thomas	x	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	Lenore Frigo				
<b>Guests</b>					
x	Will Breitbach	x	Tim Johnston		

1. Call to order: Meeting was called to order at 3:02pm.
2. Approval of Minutes (Attachment)—March 14, 2016: Susan Meacham moved to approve the March 14 minutes; seconded by Cathy Anderson. 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 met last Thursday and were presented with the current ranked budget initiatives list; the top three were technology initiatives, including campus Wi-Fi as the initiative ranked first. Staffing initiatives were presented on a separate list; the rationales for these were given, with rankings due this Friday. Specific positions on this list included a Communications Lab paraprofessional (ACCSS), Case Managers and Student Health Advocates (ACCSS and SLAM), Truck Driving paraprofessionals (BAIT), Welding paraprofessionals (BAIT), utility workers (Tehama Campus), athletic trainers (PEAT), Basic Skills Math paraprofessional (SLAM/Foundational Skills). There was also a resignation in the Math Department, so there will be a re-ranking of the hiring priorities list. The three-year plan for Distance Education was introduced. The Basic Skills and Student Outcomes Transformation Grant was awarded in the amount of \$1.5 million over three years; this grant is intended to help student move through remediation so they can get to transfer level courses as quickly as possible. The deadline for nominating a Classified Staff member for a STAR Award is this Wednesday; the awards will be presented later on this month. There were two issues that Susan was asked to bring to Senate: In preparation for the Day of the Teacher, the Excellent Educator voting results are needed by the end of this month; before our spring break, Susan sent out a call for nominations, both full-time and part-times, and the deadline for these is April 20. Also the issue of civility has been raised; some deans have noted a disturbing increase in the number of peer conflicts among faculty; there was a suggestion for workshops and training on civility and cooperation in the workplace, so Instructional Council requested Senate input on this matter.
  - 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. No report.
  - i. Report from College Council (Robb Lightfoot)—see website

- j. Report from Senate President (Robb Lightfoot)—see website
  - i. Robb will be recognizing retiring part-time faculty at the upcoming Board of Trustees meeting this week. He also touched on succession planning and recruitment of Senate officers. His report mentioned highlights of the Area A meeting on April 1. He wanted everyone to look at the proposed resolutions and offer any suggestions for how to advocate and vote. This includes our own proposed resolution for the Hayward Award to recognize both full-time and part-time faculty each year.
  
- 5. Informational Items—short link to attachments of 4/11/16 - <http://bit.ly/Senate-4-11>
  - 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. Tenure Party April 14<sup>th</sup> (a Thursday), 5:30-7:30 pm, CR Gibbs - RSVP Robb by 4/8
  - f. Janet Napolitano on campus 4/29/16 @ noon – <http://bit.ly/Napolitano-at-SC>
  - g. Online Pedagogy Course 7/11-8-8 contact Will Breitbach 242-7555 (deadline 4/8)
  - h. Safe Zone Trainings April 12 & May 10<sup>th</sup> Student Center Stage – contact Heather Wylie
  - i. Shasta College’s Day of the Educator – May 11<sup>th</sup>, 2016
  
- 6. Discussion/Action items
  - a. Expedited Waitlist – Tim Johnston
    - i. Tim explained that a number of faculty requested a change with the procedure for using the automated add code for online courses. There was input from both Instructional Council and Academic Senate. For face-to-face and hybrid classes, the policy would be date-driven rather than on the number of class meetings, so the deadline will be the Friday of the second week. This will make it more convenient for students to add a course. For online classes, there were mixed responses—some instructors start their courses quickly and wanted the period for using the add codes to be as brief as possible, but other instructors wanted a deadline that would extend through the end of the second week. Tim requested Senate guidance for determining what the add code policy should be for online courses. Susan Meacham pointed out the idea of equity would dictate that the deadline for online classes be the same as that for face-to-face classes. Several Senate members noted that providing add codes to students is ultimately left to the discretion of the instructor, so the deadline for using add codes isn’t necessarily a factor. Cathy Anderson moved that the Senate recommends to Student Services that the deadline for using wait list code for all regular-start classes be extended to the end of the second week of the semester; seconded by Brian Spillane. Motion carried.
  - b. Online Proctoring Pilot – Will Breitbach
    - i. The target group for this new online proctoring service will be online courses. The College is paying for this based on our online FTES, but not all online instructors will use it. Some instructors are piloting this service this semester; it is currently used without a webcam, and instructors can set what students can and cannot do with computers. A webcam can be used at a later date to monitor student behavior; it can also do a room scan and check student’s ID. Instructors have full control over the level of monitoring.

- c. OER Textbook Funding Proposal 1<sup>st</sup> reading – Will Breitbach
  - i. This proposal will be used for a grant application for AB 798 funding. There are 11 faculty who have committed to adopting Online Educational Resources (OER) for their courses; these faculty will be compensated for professional development through the grant. There is a two-part process: 1) Promoting early adopters of OER, and 2) advocacy for using OER. There is also an opportunity to earn a stipend through coordinating these efforts; anyone who is interested in doing this should contact the Textbook Committee, which will then recommend a candidate for the position.
- d. Distance Education Three-Year Plan – Will Breitbach
  - i. The Distance Education Committee is requesting feedback on this draft. Robb emphasized the importance of accessibility.
- e. PIC – University Studies Criminal Justice Degree – Frank Nigro
  - i. This was an informational item. Cathy Anderson explained that faculty in this area submitted a request for discontinuance of this degree, and the PIC agreed with this request. The reason for this is that an ADT in Criminal Justice is being introduced. Faculty can submit feedback through the Senate during the next three weeks; this feedback will be sent to the President-Superintendent, who will make the final decision on discontinuance. Brian Spillane shared that counselors wanted to point out that the University Studies AA/AS degrees offer a different General Education path than the ADTs. The AA/AS degrees can offer greater flexibility and are of greater use to those students who are not planning on transferring to a CSU, so there's a concern among counselors that AA/AS degrees are simply being replaced by ADTs without full consideration of the effects of such a move. Meridith Randall noted that ADTs will not be replacing all University Studies and General Studies AA/AS degrees; for example, there will still be an AS degree offered in Public Safety.
- f. SLO Plan – Jay Davis/Lenore Frigo
  - i. Jay Davis sent out an email to all faculty presenting two options—to continue with current SLO assessments and reporting, or review current SLOs and retool them. There is a template that faculty can use for this latter option.
- g. New Courses
  - ESCI 14L – Meteorology Lab – 1 Unit
  - **\*ESCI 16L - Coastal Marine Sciences Lab – 1 Unit**
  - **\*FIRS 187 - All-Risk Command Operations for Company Officers – 2 Units**
  - **\*FIRS 325 - Introduction to Wildland Firefighting– 0 Units**
  - FIRS 397 - Fire Academy Physical Fitness Preparation– 0 Units
  - FIRS 398 - Fire Academy Orientation – 0 Units
  - HOSP 55 - Customer Service Skills for a Multi-Cultural Workplace – 3 Units
  - **\*NHIS 5L - Natural History of the Neotropics Laboratory– 1 Unit**
  - \*These items will be pulled from the Board of Trustees' meeting agenda if not approved by the Senate.**
  - i. All of these courses have gone through Curriculum. Susan Meacham moved to approve these new courses; seconded by Craig Thompson. Motion carried.
- h. Senate elections – April 25<sup>th</sup>
  - i. The elections will be in May. Robb encouraged everyone to talk to colleagues in an effort to recruit representatives.

- i. Excellent Educator nominations due by 4/20/2016
    - i. The details for this are in the email Susan Meacham sent out.
  - j. BA Update – Meridith Randall
    - i. Meridith and Robb provided some highlights of this process. The lower division component of the Health Information Technology program was revised; the upper division coursework was originally approved by ACCJC, but then criteria were revised, so this is ongoing. Applications for the program were opened last week, with a first-come-first-served policy. National accreditation is also in the works. The next piece is hiring a full-time faculty member; interviews for this begin next week. We are not required to start offering upper division courses until Fall 2017. The program uses a cohort model, so the upper division courses are not open to everyone.
7. Other?
- a. Robb shared the list of proposed resolutions for the upcoming Plenary Session. He wanted to solicit any feedback or guidance for voting.
  - b. Susan Meacham asked Senate members to talk to their colleagues to encourage anyone interested in serving as one of the at-large representatives. The deadline is April 13.
8. Adjournment: Meeting was adjourned at 4:24pm.
9. Next meeting: April 25th, 2016 at 3:00 p.m. in room 1107.

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