

Academic Senate
MINUTES
 Monday, September 10, 2018
 3:00 – 5:00 p.m.
 Room 1108

Executive Committee Members Present					
x	Cathy Anderson	x	Kari Aranbul	x	Jim Bigelow
x	James Crockett		Anthony Eckhardt	x	Leo Fong
	Lenore Frigo		Scott Gordon	x	Karen Henderson
x	Chaz Kelley		Robb Lightfoot		Mindy Marlatt
	Jennifer McCandless	x	Susan Meacham	x	Haley Mulvihill
x	Ray Nicholas	x	Carolyn Singh	x	Wade Stewart
	Linda Thomas	x	Joanne Tippin	x	Susan Westler
x	Don Cingrani (N/V)	x	Frank Nigro (N/V)		Scott Yates (N/V)
Other Faculty Present					
x	Tom Martin				
Guests					
x	Stacey Bartlett	x	Will Breitbach	x	Tim Johnston
x	Buffy Tanner				

1. Call to order: Meeting was called to order at 3:01 p.m.
2. Approval of Minutes (Attachment)—May 14, 2018: Susan Meacham moved to approve the May 14th minutes; seconded by Ray Nicholas. Motion carried with one abstention (Susan Westler)
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. Reports
- a. Report from the Academic Senate President (Cathy Anderson)
 - i. No report.
 - b. Report from Instructional Council (Susan Meacham)
 - i. Susan Meacham reported that Instructional Council met on September 6th, and the following items were on the agenda: James Crandall announced that MyShasta will be replaced by “Self Service” in Spring 2020; in the meantime, MyShasta fields are being revised to be more informative, visually appealing, and user friendly; these changes will be in place for the spring. Frank Nigro mentioned that Ellucian, the company behind “Self Service,” is seeking to put together a workgroup consisting of faculty to provide input. The Faculty Hiring Priorities Committee will be meeting on October 11, so all FT faculty hiring requests should be submitted before that date. Frank Nigro reminded everyone that Tenure Review Committee trainings are occurring now, and this training can be done online. Area Plans and Program Reviews will be due by Monday, December 3rd. There were revisions to the Field Trip and Travel Policies (AP and BP 4300 and AP 7400); request forms will be changed, and the new forms will be housed under the Business Office; the major changes involved requiring requests for out-of-state trips be submitted at least 45 days in advance, requests for in-state travel submitted 12 days in advance, and hotel rates for employee travel will be raised from \$175 to \$225. Mindy Halter, the new Internship Coordinator, was introduced; she is assisting with new worksite learning opportunities, Career Connections website, the online Job Board, and resume help.
 - c. Report from College Council (Frank Nigro or Cathy Anderson)
 - i. Frank Nigro reported that College Council met last Tuesday, and they voted to recommend that the President/Superintendent forward next year’s final budget to the Board of Trustees. Because of the new funding formula, next year’s budget is very different from budgets of previous years because factors like completion rates will be used. The final budget can be viewed on the Board’s agenda. Cathy reminded everyone that the faculty representatives on the Budget Committee are Tom Masulis and Don Cingrani. Don encouraged those who are interested in more details to read the minutes of the Budget Committee meetings to get a clearer sense of the specific concerns that have been raised. Cathy mentioned that the biggest takeaway from the College Council discussion was that the new funding formula will not negatively impact the College. Tom Martin wanted to find out more about how administration will be helping faculty be more aware of the challenges that come with efforts to increase completion rates, particularly involving areas like curriculum and scheduling. James Crockett emphasized the importance of keeping part-time faculty informed about how changes to the funding formula will impact them. Because the Budget Committee is not one of the standing subcommittees of the Senate, Cathy said she would contact Morris Rodrigue about these concerns so that he could address them.

- d. Reports from Standing Subcommittees (Reports are given by the Co-Chair or delegate as needed)
 - i. Curriculum Committee (Co-Chairs: Scott Yates, Frank Nigro)
 - 1. Susan Westler highlighted the firmness of the committee's deadlines. Cathy stated that she will ask Scott Yates to send out a reminder about deadlines to faculty.
 - ii. Scholastic Standards Committee (Co-Chairs: Don Cingrani, Tim Johnston)
 - 1. No report.
 - iii. Faculty Excellence Committee (Co-Chairs: Melanee Grondahl, Frank Nigro)
 - 1. Joanne Tippin reported that the committee has started discussions about the spring flex day.
 - iv. General Education Committee (Co-Chairs: Susan Westler, Carlos Reyes)
 - 1. No report.
 - v. SLO Committee (Co-Chairs: Sara McCurry, Kate Ashbey, Will Breitbach)
 - 1. Will Breitbach read an update from Sara McCurry. She and Kate Ashbey are planning an optional flex activity scheduled for November 19th of Thanksgiving week. Also, the ISLO assessments scheduled for this year will focus on self-efficacy and informational competency.
 - e. Reports from Joint Committees (Reports are given by the Co-Chair or delegate as needed)
 - i. Distance Education Committee (Co-Chairs: Tom Glass, Will Breitbach)
 - 1. Will Breitbach reported that the committee has been revising older practice recommendations. These will be sent to the Senate for review.
 - ii. Student Success Committee (Co-Chairs: Jim Crooks, Tim Johnston)
 - 1. No report.
 - f. Report from the Institutional Assessment Committee (Sara McCurry)
 - i. Will Breitbach reported that the committee is finishing the draft of the Institutional Assessment Plan and will share this with all the governance committees.
 - g. Guided Pathways (Frank Nigro)
 - i. Frank Nigro reported that interviews will be conducted this week for the new Dean of Learning Pathways position.
5. Informational Items
- a. None.
6. Discussion/Action items
- a. New Courses (1 attachment)
These courses have been approved by the Curriculum Committee.
 - i. The courses are AUTO 132—Steering and Suspension (3 units) and DIES 169—Advanced Electronics and Emissions Management (3 units). Susan Westler moved to approve both courses; seconded by Karen Henderson. Motion carried unanimously.
 - b. Peer Evaluators for Part-Time Faculty (1 attachment)
 - i. Susan Meacham moved to approve the list of peer evaluators for part-time faculty; seconded by Kari Aranbul. Frank Nigro pointed out that Tom Warnock is the only part-time faculty on the list of proposed peer evaluators; all the others

are probationary full-time faculty. Motion carried unanimously.

- c. Tenure Review Committee (1 attachment)
 - i. There were two TRC committees that had changes in their memberships. Tom Glass replaces Peter Berkow on Bing Xu's TRC, and Matt Evans replaces Cliff Gottlieb on Timothy Shelton's TRC. Ray Nicholas moved to approve the changes to the two TRCs; seconded by Susan Westler. Motion carried unanimously.

- d. Fall/Spring Project: Develop a few pathways through the GE Pattern that consist of mostly 8-Week Courses
Let's start with collection of current information about how many 8-week courses we offer and then send information out to everyone. Then everyone will know where we currently stand.
 - i. Cathy reiterated that the Senate's primary goal with this project is the establishment of pathways that students can take to fulfill GE requirements. Buffy Tanner shared a handout listing compressed-schedule classes that have been and are being offered by the ACE program, and that fulfill GE requirements. This list can be our starting point identifying courses that could be offered in these new pathways. Joanne Tippin suggested that courses offered during summer session should be included; she also pointed out that the drop date for summer classes comes up very quickly, often well before students know that they want to drop a course, so this will be an issue that will need to be addressed when considering a compressed schedule. James Crockett asked about how well traditional, non-ACE students who are not part of a cohort would perform in these compressed-schedule courses; he requested data about this. Buffy did share that the passing rate for non-ACE students is 78.82%, compared to 84.15% for ACE students, and the failure rate for non-ACE students is 16.34%, compared to 12.06% for ACE students. Will Breitbach added that the success rates for summer session students averaged five percentage points higher than the success rates for students in regular, 17-week semesters. Joanne Tippin reiterated the need to allow students to preview any online courses through Canvas so that they can decide for themselves if these courses would be a good fit. Cathy encouraged Senate representatives to discuss with their colleagues which courses should and should not be offered in a compressed schedule format.

- e. BPs and APs – Second Reading (4 attachments)
The second reading is an opportunity to review and suggest changes, and vote.
 - BP 4020 – Program and Curriculum Development [Revised, Legally Required]
 - AP 4020 – Program and Curriculum [Revised, Legally Required]
 - AP 4021 – Program Review and Discontinuance [New, Legally Required]
 - BP 4030 – Academic Freedom [Revised, Legally Required]
 - i. For BP 4020 and AP 4020, the changes were primarily the addition of the phrase “relying primarily upon the advice of the Academic Senate.” James Crockett moved to approve BP and AP 4020; seconded by Susan Meacham. Motion carried unanimously.

- ii. For AP 4021, Frank Nigro pointed out the changes made in addition to those requested at our last meeting. The most substantial one was the moving of the discontinuance flowchart to AP 4020. Karen Henderson moved to approve AP 4021; seconded by Wade Stewart. Motion carried unanimously.
 - iii. For BP 4030, there are no changes being proposed; this is a legally required routine review. Susan Meacham moved to approve BP 4030; seconded by Ray Nicholas. Motion carried unanimously.
- f. Non-credit Life-long Learning Courses
A discussion of the possibility of developing a series of non-credit courses that are the same or similar to some of our for-credit courses for "life-long learning."
- i. Frank Nigro proposed the development of non-credit versions of current courses that would be similar to auditing the courses, and these would be aimed at "life-long learners." Carolyn Singh saw this as difficult proposition because most courses involve active learning, whereas these non-credit courses would not be predicated on this; however, she noted that some colleges offer courses and programs like these. Joanne Tippin acknowledged that such a program would need to be properly marketed for it to be successful. James Crockett voiced support for this, but he recognized that it would be important to not pressure instructors to change how they teach their courses because of this parallel program. Ray Nicholas cautioned against doing anything that would compete with Community Education.
- g. Scholastic Standards Committee Seeks Guidance (use BP/AP 4230 included with agenda item 6i.)
Consider changes that would address the concern brought to us by the Scholastic Standards Committee at the end of the spring semester. The concern is that some students are never attending class a single time and being assigned an F grade rather than being dropped by the instructor at census, and then these students petition SSC to have the F grade removed and fees refunded. We do not have a policy that defines this procedure.
- i. Cathy reviewed the definition of "extenuating circumstances" in AP 4230, noting how it does not adequately cover situations like this. There is also a recognition that there will always be instructors who do not use the census to drop students who have never attended. As evidence of this, Don Cingrani noted that there were 30 petitions last year involving this type of situation. Cathy stated that the two basic options available are to treat this as an administrative change or to treat it as an "extenuating circumstances" issue that goes before the Scholastic Standards Committee through petitions. Both Ray Nicholas and James Crockett stressed the importance of allowing students to make their cases to the Scholastic Standards Committee. The consensus was that Scholastic Standards should be involved, so this would require some additional guidelines added to AP 4230. Cathy said that we can work on this at our next meeting.
- h. EW Grade Option (1 attachment, also use BP/AP 4230 included with agenda item 6i.)
EW is a grade option that we do not currently use. Do we want to?

i. Because of time limitations, this item was postponed to the next meeting.

i. BPs and APs – Second Reading (2 attachments)

The second reading is an opportunity to review and suggest changes, and vote.

Depending on the outcome from Items 6g and 6h we may need a third reading before we vote. We should not vote if there are significant changes without everyone having a chance to review the changes.

BP 4230 – Grading Symbols, extenuating Circumstances, Changes [Revised, Legally Required]

AP 4230 – Grading Symbols and Extenuating Circumstances [New, Legally Required]

i. Because of time limitations, this item was postponed to the next meeting.

7. Other?

8. Adjournment: Meeting was adjourned at 4:54 p.m.

9. Next meeting: Monday, September 24, 2018, at 3:00 p.m.

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