

**Academic Senate**  
**MINUTES**  
 Monday, September 24, 2018  
 3:00 – 5:00 p.m.  
 Room 1108

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

1. Call to order: Meeting was called to order at 3:00 p.m.

2. Approval of Minutes (Attachment)—September 10, 2018: Ray Nicholas moved to approve the September 10<sup>th</sup> minutes; seconded by Wade Stewart. Motion carried with one abstention (Jennifer McCandless).
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.
    - i. James Crockett requested help with mock interviews for Gateway to College students who are attending a worksite readiness class. These students are classified as “at-risk” and would greatly benefit from the practice that these mock interviews will give them. The interviews will be held on Wednesday, September 25<sup>th</sup>, from 9:00-11:00 and 12:30-2:30. Anyone who is willing to volunteer for this can contact James.
4. Reports
  - a. Report from the Academic Senate President (Cathy Anderson)
    - i. Cathy reported that Chancellor Eloy Ortiz Oakley will be coming to Shasta College on Monday, October 15, as part of his six-college “listening tour.” He will be meeting with faculty from 2:00 to 3:00 on the Student Center stage, and then holding a town hall style meeting in the College Theater from 3:30 to 5:00.
  - b. Report from Instructional Council (Susan Meacham)
    - i. Susan Meacham reported that during the September 20<sup>th</sup> meeting of Instructional Council, the following items was discussed: Carly Gordon and James Konopitski from the Student Success Center gave a presentation on the services that are offered through their office; these include assistance for new students with the matriculation process, support for current students who are at-risk, and help for all students to connect them to campus resources. Rochelle Morris, Admissions and Records Technician and degree evaluator, explained changes in the degree and certificate process; the deadline for the application filing period has been extended until November 30<sup>th</sup>; applicants do not have to meet with a counselor immediately before submitting the application, and a single application can be made for various degrees and certificates. Kate Mahar announced that Shasta College has been accepted as one of the ten schools nationally to participate in a two-year project by the Institute for Higher Education Policy; Liz Kohn will be leading the project group for this. Stacey Bartlett reported that the Program Review Committee will be offering two training sessions, October 12<sup>th</sup> and October 26<sup>th</sup>. Frank Nigro announced the visit to Shasta College by Chancellor Oakley on October 15<sup>th</sup>; he reported that the chancellor wants to meet with the Academic Senate, Curriculum Committee, and other faculty, as well as tour the areas affected by the Carr Fire.
  - c. Report from College Council (Frank Nigro or Cathy Anderson)
    - i. No report.
  - 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. No report.
    - ii. Scholastic Standards Committee (Co-Chairs: Don Cingrani, Tim Johnston)

1. No report.
    - iii. Faculty Excellence Committee (Co-Chairs: Melanee Grondahl, Frank Nigro)
      1. No report.
    - 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. No report.
  - 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. No report.
    - 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 draft of the Institutional Assessment Plan will go to the Program Review Committee soon, and it will come to the Senate in November.
  - g. Guided Pathways (Frank Nigro)
    - i. Frank Nigro reported that the hiring process for the Dean of Learning Pathways position is entering into the second stage interviews.
5. Informational Items
  - a. Chancellor Oakley to Visit Shasta College faculty on October 15 at 2-3:00 as part of his listening tour.
6. Discussion/Action items
  - a. New Courses (1 attachment)

*These courses have been approved by the Curriculum Committee.*

    - i. The two courses are ALH 105A—Medical Scribe Theory (3.0 units) and ALH 105B—Medical Scribe Lab (1.5 units). Susan Westler moved to approve the courses; seconded by Lenore Frigo. Motion carried unanimously.
  - b. The New Funding Formula – Morris Rodrigue

*This is a discussion of the new funding formula and what we might do to improve our funding. This is not a discussion of this year's budget.*

    - i. Morris Rodrigue provided an overview of the new funding formula, contrasting it to the older formula. There are three components to the new formula: A Base Allocation (70% in Year 1, dropping to 60% in Year 3); a Supplemental Allocation (20%); and a Student Success Allocation (10% for Year 1, increasing to 20% for Year 3). Morris detailed the different point values that comprise the last component; these include features like the number of degrees completed and the number of students who transfer. He used several examples to illustrate how the new funding formula would be used, highlighting the importance of time to completion of a degree or certificate; in general, funding increases when students complete degrees or certificates in a shorter amount of time. Morris' overall assessment is that the College stands to benefit from this new funding formula. Cathy identified some of the areas where faculty can play a role: Increasing the number of degrees granted, completion of transfer level math

and English courses within the first academic year, and successful transfers to four-year colleges and universities. James Crockett encouraged the Senate to disseminate this information to all faculty.

- c. BSI expenditure report for 2016-2017 (1 attachment)
  - i. Kate Mahar reviewed the Basic Skills Initiative expenditures for 2016-17. She explained that with AB 705, there will be changes to what qualifies for funding because Basic Skills will be scaled back and more emphasis will be put into transfer-level math and English courses. Cathy asked for the Senate's approval to sign off on the report, and it was unanimously given.
  
- d. Appointment of Delegate to the Fall 2018 Plenary Session of ASCCC  
*The ASCCC Fall 2018 Plenary Session will be held at the [Irvine Marriott Hotel](#) in Irvine, CA from November 1-3, 2018. The 2018 Fall Plenary Session theme is RE:Solutions!!*
  - i. Cathy asked if there was anyone interested in serving as delegate. Lenore Frigo stated that she would be willing to do this. Susan Meacham moved to appoint Lenore Frigo as Delegate to the Fall Plenary Session; seconded by Jennifer McCandless. Motion carried unanimously.
  
- e. Fall/Spring Project: Develop a few pathways through the GE Pattern that consist of mostly 8-week courses  
*Opportunity to share new information*
  - i. Cathy asked for any updates on this project. Several shared the feedback from their constituents. Susan Westler and Haley Mulvihill noted that student athletes would not be able to take 8-week courses because they need to be enrolled for the full-semester in order to maintain eligibility. Lenore Frigo also mentioned that this would affect students on financial aid, and it would require more care with advising, particularly in making sure counselors explain to students the practical considerations of taking courses on an 8-week schedule, such as the impact of a concentrated workload. Ray Nicholas reported that there was a lot of support from his division for 8-week courses, particularly in the form online courses, but there were some logistical concerns, such as scheduling, involving any face-to-face classes in an 8-week format. Cathy encouraged Ray to ask his colleagues to draw up plans for courses that could be offered in an 8-week period.
  
- f. EW Grade Option (1 attachment)  
*EW is a grade option that we do not currently use.*
  - i. James Crockett explained that this grade option, EW (Excused Withdrawal), was recently introduced in Title 5, and it was discussed at the last statewide Plenary Session. He provided several examples of how an EW grade would have been a useful option. Frank Nigro made a distinction between the FW grade and the EW grade; the latter does not affect a student's GPA, nor does it count as a "take" for the student, and it is typically assigned by an administrator rather than by an instructor. It would be most appropriate in situations involving a student who is doing well academically but then must suddenly withdraw because of "specific events beyond the control of the student affecting his or her ability to complete the course." If we want to include this grade option, we

will need to put in place clear guidelines and a procedure for how and when it can be issued. There was consensus that more information was needed before any motion would be made and any vote taken. Cathy said that she would send out the full account of Excused Withdrawals that is in Title 5. James Crockett stated that he would further research this by finding out how colleges that have adopted the EW go about applying it.

- g. Faculty Online Guidelines (4 attachments)  
*The DEC Committee is suggesting revisions.*
  - i. Will Breitbach shared the updates that the Distance Education Committee has recommended be made to guidelines for online teaching; the sections that are labeled "Legacy" are proposed for deletion. Cathy Anderson suggested that the title of the Online Peer Feedback form be changed to avoid any confusion with the peer review process. Will stated that he will re-send these guidelines with clearer distinctions made between proposed updates and proposed deletions. This is a first reading, so a vote will be taken at a later meeting.
- 7. Other?
- 8. Adjournment: Meeting was adjourned at 5:02 p.m.
- 9. Next meeting: Monday, October 08, 2018, at 3:00 p.m.

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