

**Academic Senate
MINUTES**

Monday, October 22, 2018
3:00 – 5:00 p.m.
Room 1108

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

1. Call to order: Meeting was called to order at 3:02 p.m.
2. Approval of Minutes (Attachment)—October 8, 2018: Susan Meacham moved to approve the October 8th minutes; seconded by Ray Nicholas. Motion carried unanimously.
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. No report.
 - 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. No report.
 - g. Guided Pathways (Frank Nigro)
 - i. No report.
5. Informational Items
- a. None.
6. Discussion/Action items
- a. New Course Proposal (1 attachment)
This new course has been approved by the Curriculum Committee.
 - i. The new course is SOC 94—Sociology Worksite Learning (1.0-8.0 units). Susan Meacham moved to approve the new course; seconded by Scott Gordon. Motion carried unanimously.
 - b. Peer Evaluator Approval (1 attachment)
Non-tenured faculty evaluators must be approved by the Academic Senate.

- i. Robb Lightfoot moved to approve the two evaluators (Crystal Hilton and Chris Rodriguez); seconded by Mindy Marlatt. Motion carried unanimously.
- c. Hiring Priority Rankings
The Academic Senate's role is to confirm to the President that the process was followed correctly. Scott Gordon and Susan Meacham are our appointees to the Hiring Priorities Committee and will report to us.
- i. Susan Meacham reported that the Faculty Hiring Priorities Committee followed the procedure outlined in AP 7210. After receiving the list of 18 requested positions, the committee met on October 10th. She reviewed the steps that committee members followed, including the completion of the scoring rubric. Scott Gordon concurred that the entire process was fair and well managed. Susan Meacham moved to confirm that the faculty hiring process in AP 7210 was properly followed; seconded by Scott Gordon. Motion carried unanimously. Frank Nigro reminded everyone that there were two positions that were approved from last year that had not been filled, so these two searches will continue this year.
- d. Shasta College Institutional Assessment Plan – First Reading (1 attachment)
We do not make motions or vote on the first reading.
- i. Sara McCurry provided an overview of this document, its history and purpose. Prior to this plan, materials concerning learning outcomes were scattered across different documents and locations on the College website, so this plan concentrated all this disparate information into one document, which is a “living” document that will be continuously updated. She reviewed the main points of the plan. One of the new features is the creation of SLO Division Liaisons; these are faculty members who receive training in assessment practices and will assist fellow division faculty with learning-outcome-related tasks; these SLO Division Liaisons will be compensated with a stipend. She highlighted the final section that listed the requirements for implementation of the plan, such as adoption of an assessment management system that meets our needs. Ray Nicholas suggested that the College’s Mission Statement in its entirety be added the first section of the plan. Sara requested any feedback be sent directly to her (smccurry@shastacollege.edu).
- e. Enrollment Management Plan 2019-2021 – First Reading (1 attachment)
We do not make motions or vote on the first reading.
- i. John Yu provided the background for this plan. The current Enrollment Management Plan expires this year, so this new one will cover the next two academic years. He reviewed the four main goals of the plan, which aligns directly with the 2018 Strategic Plan and supports the 2017-2019 Integrated Plan. One area that will especially require faculty input is implementation of Shasta Summit. He asked that any feedback on the draft be sent to him (zyu@shastacollege.edu). Robb Lightfoot encouraged the Enrollment Management Committee to examine to impact that acceleration will have on student success. Ray Nicholas and Don Cingrani emphasized the importance of job placement of graduates of CTE programs; Tim Johnston mentioned that

there is an initiative in the Student Services area plan that will address this.

- f. BP 4055 – Acceptance of Upper Division Coursework – First Reading (1 attachment)
We do not make motions or vote on the first reading.
 - i. Frank Nigro and Sue Loring provided the background on this Board Policy. This is a local policy that is not derived from Title 5. It was adopted in 2004 when Title 5 specified that upper division coursework could not be accepted by community colleges. But Title 5 changed this, and now community colleges can accept upper division coursework, but BP 4055 was never updated to reflect this, so the recommendation was to delete it. Susan Meacham asked if a new BP is needed to reflect the current policy in Title 5 because she has been seeing more students who have upper division coursework from other colleges. Frank did not think that this was needed because this practice of accepting upper division coursework is already covered in Title 5.

- g. Board Policies and Administrative Procedures – Second Reading (3 attachments)
We have the option of approving these on the second reading.
 - BP 4230 – Grading Symbols, Extenuating Circumstances, and Changes
 - AP 4230 – Grading Symbols, Extenuating Circumstances and Changes
 - AP 4231 – Grade Changes
 - i. Cathy reviewed the changes that were made to these BP and APs. Robb Lightfoot questioned the phrasing of the definition of an FW grade in AP 4230 (“A student who has both ceased participating in a course sometime after the last day to withdraw from the course without having achieved a final passing grade”). He asked if the “sometime after the last day to withdraw from the course” phrase is necessary because this would exclude students who have ceased to participate *before* the deadline to withdraw. Don Cingrani suggested deleting this phrase. Cathy pointed out that we would need to ensure that this change would be in compliance with Title 5. Tim Johnston checked the language in Title 5, and it does support the inclusion of this phrase, but there’s also language highlighting flexibility for instructors to assign either an F or FW. There was consensus that faculty would need training on recognizing which situations would merit either one of these grades. Scott Gordon moved to approve BP 4230 and AP 4230; seconded by Susan Meacham. Motion carried unanimously.
 - ii. For AP 4231, the definition of and procedure for Extenuating Circumstances were added at the request of the Scholastic Standards Committee. Susan Meacham moved to approve AP 4231; seconded by Ray Nicholas. Motion carried unanimously.

- h. Program Review Template Clarifications – for input (3 attachments)
The Program Review Committee is clarifying the template they have been using and are seeking input.
 - i. Stacey Bartlett explained that the PRC has been working on making the program review templates more intuitive and clearer. She reviewed the revisions that have been made, and she requested any input on these be sent to her. She reminded everyone that there is a small window of time to do this.

- i. Automated Course Add Codes
Automated course add codes are currently active through the second class meeting. There is interest in keeping them active until the day before census.
 - i. Because of time constraints, this item was postponed to the next meeting.
- 7. Other?
- 8. Adjournment: Meeting was adjourned at 5:04 p.m.
- 9. Next meeting: Monday, October 29, 2018, at 3:00 p.m.

The Shasta-Tehama Trinity Joint Community College District (“Shasta College”) does not discriminate against any person on the basis of race, color, national origin, sex, religious preference, age, disability (physical and mental), pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), gender identity, sexual orientation, genetics, military or veteran status or any other characteristic protected by applicable law in admission and access to, or treatment in employment, educational programs or activities at any of its campuses. Shasta College also prohibits harassment on any of these bases, including sexual harassment, as well as sexual assault, domestic violence, dating violence, and stalking.