

**Academic Senate
MINUTES**

Monday, October 29, 2018
3:00 – 5:00 p.m.
Room 1108

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

1. Call to order: Meeting was called to order at 3:02 p.m.
2. Approval of Minutes (Attachment)—October 22, 2018: Susan Meacham moved to approve the October 22nd minutes; seconded by James Crockett. Ray Nicholas requested that the phrase “the importance of placement of graduates of CTE programs” in item 6.e.1 be amended to specify “job placement.” Motion with amended change carried with one abstention (Wade Stewart).

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. Joanne Tippin reported that the committee is continuing work on preparation for spring's 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. Wade Stewart reported that the committee discussed the draft of the Institutional Assessment Plan.
 - 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. John Yu reported that the committee made changes to its bylaws to reflect the role of equity. The draft of the bylaws will come to the Senate next month for review. Cathy also mentioned that Jim Crooks' tenure as faculty co-chair ends this year, so there will be a need for a new faculty co-chair next year.
 - f. Report from the Institutional Assessment Committee (Sara McCurry)
 - i. No report.
 - g. Guided Pathways (Frank Nigro)
 - i. Frank Nigro reported that Jennifer McCandless has drafted an application to send a team from Shasta College to the "Leading from the Middle" academy, which is designed to support the development of middle leaders to advance Guided Pathways.

5. Informational Items
 - a. None.

6. Discussion/Action items

- a. BP 4055 – Acceptance of Upper Division Coursework – Second Reading (1 attachment)
We have the option of voting on the second reading.

i. Mindy Marlatt moved to delete BP 4055; seconded by Scott Gordon. Motion carried unanimously.

- b. Enrollment Management Plan 2019-2021 – Second Reading (1 attachment)
We have the option of voting on the second reading.

i. John Yu reviewed the changes that were made to the draft since our last meeting. Scott Gordon moved to approve the Enrollment Management Plan 2019-2021; seconded by Ray Nicholas. Mindy Marlatt suggested adding the word “enhance” along with “promote” in Goal 3, and Susan Meacham suggested that the phrase “increase awareness” be added (“Promote and enhance Student Employment Center services to students and increase awareness of those services to faculty and staff”). Motion with proposed changes carried unanimously.

- c. 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. Tim Johnston explained the rationale behind this proposal to extend the period of time automated add codes are kept active; he said that consensus in Student Services was that this period be extended right up to the day before census, but the range for this can be anything between two days and ten days. Frank Nigro explained how this change would help; he said that his office has been tracking late registration requests, and he noted that many of these involve cases where the student was given an add code by the instructor, but this code expired before the student was able to use it, so the student must resort to late registration. Susan Meacham stated that she explains to students that if they don't use the add code by next class, there's no guarantee they can get into the class, and Frank concurred that this is a policy that all instructors should use. Joanne Tippin expressed concern that extending this period would allow students to sit on the add code and wait until the last minute to actually add the class. Several recognized that it's different with online classes because students must add before they can view the course content in Canvas. The consensus was that for online classes, a period of ten days after the start of the class would be best. Lenore Frigo asked how this would apply to 8-week online classes, and Tim Johnston stated that the expiration date would be “pro-rated” for shorter-term classes. James Crockett proposed that for face-to-face classes the expiration date for the add code should be the 50% point to census. Ray Nicholas requested more time to decide on this matter; he wanted us to be able to discuss this with our constituents before acting on it. But James Crockett pointed out that our next Senate meeting will not be until November 26, which may make it too late for Admissions and Records to implement any new policy for the spring semester. Susan Meacham moved that the automated course add codes for waitlisted students be active for one week and a day after the first class meeting; seconded by James Crockett. There were still questions about classes that meet once a week. Tim Johnston pointed out that instructors will

still have the option of signing add forms to add students, and Cathy reminded everyone that if we adopt this policy and it does not work out, we can change it again. Motion carried unanimously. There were several questions for IT: Can there be different add code expiration dates for face-to-face and online classes? Can instructors be given two codes, one expiring quicker and the other at a later date?

d. Additional Units for Second Degree

Shasta College's practice is to require 18 extra units for earning a second associate's degree, even if the core requirements for the second degree have already been met in earning the first degree. Do we want to codify and/or modify this practice?

- i. Frank Nigro provided the background for this question. He gave the example of a student completing an English ADT who also wants to complete a University Studies AA in Language Arts; these two degrees have considerable overlap of courses applied to each degree. Should this student be required to take 18 other units to earn that second degree? Frank believes that we don't necessarily need a new BP for this, but to at least have a consistent practice in place. Sue Loring recommended that we specify a minimum number of units be in unique areas. Frank suggested that this concern may simply indicate that we have too many degree options. Robb Lightfoot proposed that we look at the larger implications of granting multiple degrees to students: How would this impact students? How is this done at other colleges? How many of our degrees are overlapping in required coursework? Several pointed out that Guided Pathways will help remedy this problem. John Yu proposed a sliding scale for units required based on the number of degrees sought. There was consensus that this conversation be continued to include more faculty. Robb Lightfoot requested that this discussion be brought to the plenary level through a resolution. Sue Loring also pointed out that financial aid also plays a factor here; Frank Nigro said that he would look into this and bring information back to the Senate. James Crockett suggested that we table this discussion to allow us to conduct more research on this, and in particular having IT do a degree audit looking into how many students who earned degrees last year could qualify for additional degrees. Cathy sees this as an opportunity to re-examine our General Studies and University Studies degrees; she said that she would consult the Program Review Committee concerning this. James Crockett wondered if this policy would be retroactive, allowing former students to apply for degrees they would be eligible for under this updated policy. Arguing that we should not be too quick to eliminate any degree programs, Sue Loring pointed out that the General Studies degrees are broader and more pragmatic than University Studies degrees and ADTs, and some students want a terminal degree and do not have plans to transfer. Cathy stated that we will continue this conversation, so she will add this item to the November 26th agenda.

7. Other?

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

9. Next meeting: Monday, November 26, 2018, at 3:00 p.m.

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