

**Academic Senate**  
**MINUTES**  
 Monday, November 26, 2018  
 3:00 – 5:00 p.m.  
 Room 1108

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

1. Call to order: Meeting was called to order at 3:04 p.m.
2. Approval of Minutes (Attachment)—October 29, 2018: Mindy Marlatt moved to approve the October 29<sup>th</sup> minutes; seconded by Jennifer McCandless. Mindy Marlatt requested a correction in item 6.d.i; she asked that the sentence “Mindy Marlatt 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” be changed to indicate that it was James Crockett who made this request. Frank Nigro also asked that the sentence “Previously, because apportionment was based on FTES...this policy was adopted” in the same section be deleted because the statement was speculative. Motion with changes 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. 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 looking for a representative from BAITS.
  - iv. General Education Committee (Co-Chairs: Susan Westler, Carlos Reyes)
    1. Susan Westler reported that the committee reviewed three of the new courses that are listed in item 6.a below.
  - 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. Cathy noted that she would add Jennifer McCandless as the administrator to give reports on Guided Pathways in the future.

5. Informational Items

- a. Susan Meacham reminded everyone that December 3<sup>rd</sup> is the deadline for areas plans and program reviews.

6. Discussion/Action items

a. New Courses (1 attachment)

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

- i. Three of the courses are PE 17B—Intermediate Yoga (1.0 unit); SPAN 11—Elementary Spanish Conversation (3.0 units); and SPAN 12—Intermediate Spanish Conversation (3.0 units). Susan Westler moved to approve these three courses; seconded by Susan Meacham. Motion carried unanimously.
- ii. Joanne Tippin requested that the vote to approve HLTH 15—Optimizing Nutrition in Sports (3.0 units) be postponed because she has concerns about the course; she believes that such a specialized course should be taught by faculty within the Nutrition FSA, adding that health nutrition is typically taught as an upper division course at CSUs. She also pointed out that NUTR 25 covers many of the same areas that this course covers, so there is the potential for redundancy with degree pathways. Susan Westler, who helped develop the course, responded that this course was not designed to be taught from a nutrition science perspective, so it is not intended to be equivalent to an upper division nutrition course; she describes it more as a personal health course for athletes. Cathy agreed that we should postpone the vote to approve this course so that these concerns can be addressed by the Curriculum Committee.

b. New Certificate – Medical Scribe Specialist (1 attachment)

*This certificate has been approved by the Curriculum Committee.*

- i. Kari Aranbul moved to approve the Medical Scribe Specialist certificate; seconded by Mindy Marlatt. Mindy noted that because of the low unit count (11 units), there are potential issues involving financial aid, so students will need to be informed about these. Motion carried unanimously.

c. New Degree – CIS ADT (1 attachment)

*This degree has been approved by the Curriculum Committee.*

- i. Susan Meacham moved to approve the CIS ADT; seconded by Wade Stewart. Susan Westler pointed out that this degree uses the IGETC pattern because the CSU GE pattern would entail too many units beyond the current total of 60. Because of this, Mindy Marlatt requested that references to CSU General Education be removed from the curriculum documents for the degree in order to avoid any confusion. Susan Westler reported that the Curriculum Committee had a lengthy discussion about this degree program because of its use of the IGETC pattern, but they ultimately agreed that the program had great value and met a clear demand. Motion carried unanimously.

d. Peer Evaluators (1 attachment)

*These are all HSU Full-time, tenure track faculty evaluating PT nursing faculty.*

- i. The three tenure-track faculty are Andrew Dowgiert, Steve Kim and Angela Nitsche. Jennifer McCandless moved to approve the peer evaluators; seconded by Susan Westler. Motion carried unanimously.

e. Shasta College Institutional Assessment Plan – Second Reading (1 attachment)

*We can make a motion to approve on a second reading.*

- i. Will Breitbach stated that there were only minor changes made since our last meeting, including the addition of the Mission Statement as requested by Ray Nicholas. Susan Meacham moved to approve the Institutional Assessment Plan; seconded by Susan Westler. Motion carried unanimously.
- f. Report from Plenary Session – Lenore Frigo
  - i. Lenore Frigo summarized some of the main themes of the Fall Plenary Session that was held in Irvine, November 1-3. These included concerns about the new funding formula; Guided Pathways; the proposed California Online Community College; dissatisfaction with Chancellor Oakley; oversight and implementation of the Articulation System Stimulating Interinstitutional Student Transfer (ASSIST). All the information about the resolutions can be found on the ASCCC website.
- g. 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. This was a continuation of a discussion started during our October 29<sup>th</sup> meeting. Cathy reminded everyone that there are three basic options available to us: 1) Keep 18 extra units as the requirement for earning a second associates degree; 2) Set fewer extra units for earning a second associates degree, and if so, determine how many units; 3) Require no additional units to earn a second associates degree. Mindy Marlatt did some background research on this and found out from Carolyn Borg that there had been an ad hoc committee that worked on this in 2010, but it was unclear why the committee's recommendations were never implemented. Sue Loring reported on the input of the Counselling faculty, who recommended that there not be any extra units required for a second degree; however, each degree should have a set of unique courses, comprising 6-9 units, within the major. Cathy noted that there are several issues here: First, there is the issue of the 18 additional units. There was a consensus that this number seemed unnecessarily high. Second, there is the issue of the high number of degrees that the College offers. It is anticipated that the creation of meta-majors will eventually remedy this. Robb Lightfoot suggested that we develop a short-term solution for the first issue of requiring 18 units and then tackle the second issue involving the number of degrees over a longer period of time. Although there were some who believed that there should not be any required units that were unique to a major, there was a general consensus that the recommendation made by the Counselling faculty requiring a minimum of 6 unique units within a major would be a reasonable compromise. Addressing the second issue, Stacey Bartlett encouraged department and program coordinators and faculty to look for ways to eliminate General Studies and University Studies AA degrees as they are working on their area plans and program reviews currently. James Crockett moved to establish, starting fall 2019, a temporary, one-year measure that a second degree requires zero unique units, and 6 additional units for each subsequent degree beyond the second; seconded by Susan Westler. Motion failed to carry (James Crockett and Jim Bigelow voted yes). Susan Meacham moved to adopt a temporary policy, to be in effect for the spring 2019 graduation and continuing through

spring 2020, to require zero additional units for a second degree but at least 6 units unique to each subsequent major; this will grandfather in students who plan to file for graduation next semester using the current policy of requiring 18 extra units but not requiring any unique units between majors; seconded by James Crockett. Motion carried with one no vote (Susan Westler).

- h. Changes to the Student Success Committee Bylaws (1 attachment)  
*The Student Success Committee is a joint committee of the Academic Senate.*
    - i. John Yu mentioned that there were only minor changes made to the draft since our last meeting. Kari Aranbul stated that the changes were primarily for the sake of clarity. James Crockett asked if references to “faculty” in the bylaws include part-time faculty as well as full-time; Kari explained that there was no distinction made between full-time and part-time faculty. James Crockett moved to support the revised bylaws; seconded by Jennifer McCandless. Motion carried unanimously.
    - i. BPs and APs – First Readings – We do not make motions or approve on a first reading.
      - BP 4220 – Standards of Scholarship – First Reading
      - BP 4050 – Articulation – First Reading
      - BP 4105 – Distance Education – First Reading
      - AP 4105 – Distance Education – First Reading
      - AP 4236 – Advanced Placement Credit – First Reading
      - BP 4240 – Academic Renewal – First Reading
      - AP 4240 – Academic Renewal – First Reading
      - BP 4250 – Probation, Dismissal and Readmission – First Reading
      - AP 4250 – Probation – First Reading
      - AP 4255 – Dismissal and Readmission – First Reading
      - AP 7250 – Senate Procedure for Certifying Educational Administrator Retreat Rights [Number change to AP 7217] – First Reading
    - i. Because of the limited time left, Cathy stated that she would put these on the agenda for our next meeting.
7. Other?
- a. James Crockett informed everyone that the Faculty Association would like input on the parking situation downtown for the Health Sciences Center once the parking garage is demolished.
  - b. James Crockett also asked for clarification on the add code policy that the Senate approved during the October 26<sup>th</sup> meeting. He wanted to confirm that this policy will be in effect for the start of the Spring 2019 semester. He also wanted to confirm that for short-term classes the period that the add code would be active would last until the day before census. Cathy stated that she would check on these for our next meeting.
8. Adjournment: Meeting was adjourned at 4:50 p.m.
9. Next meeting: Monday, December 10, 2018, at 3:00 p.m.

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