

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

Executive Committee Members Present					
x	Cathy Anderson	x	Kari Aranbul	x	Jim Bigelow
	James Crockett		Anthony Eckhardt	x	Leo Fong
x	Lenore Frigo	x	Scott Gordon		Karen Henderson
x	Chaz Kelley	x	Robb Lightfoot		Mindy Marlatt
	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
	Don Cingrani (N/V)	x	Frank Nigro (N/V)		Scott Yates (N/V)
Other Faculty Present					
Guests					
x	Will Breitbach	x	Becky McCall	x	Carlos Reyes
x	John Yu				

1. Call to order: Meeting was called to order at 3:01 p.m.
2. Approval of Minutes (Attachment)—November 26, 2018: Susan Westler moved to approve the November 26th minutes; seconded by Chaz Kelley. Motion carried with two abstentions (Ray Nicholas and Linda Thomas).

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. Will Breitbach reported that College Council approved the Enrollment Management Plan, did a first reading of the Institutional Assessment Plan, and reviewed several APs and BPs.
 - 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 finalized spring flex day plans.
 - iv. General Education Committee (Co-Chairs: Susan Westler, Carlos Reyes)
 1. Susan Westler reported that the committee reviewed and approved BIO 11.
 - v. SLO Committee (Co-Chairs: Sara McCurry, Kate Ashbey, Will Breitbach)
 1. Carolyn Singh reported that Sara McCurry sent out instructions for doing course SLOs this year, and there was an SLO workshop that was held during the Thanksgiving break.
 - 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 (Jennifer McCandless)
 - i. Jennifer McCandless was not able to attend today's meeting, but she emailed Cathy an update: This spring, work will begin on developing a Guided Pathways implementation team; it could include faculty, classified staff and administrators from Instruction, Student Services, and IT. Also, during spring semester, there are plans to invite a student panel comprised of 4 to 6 students to an Academic Senate meeting to answer questions developed by Senate members; this will help gather student input on Guided Pathways implementation. Frank Nigro reiterated the importance of getting student input to inform our decision-making on Guided Pathways. He also reported on attending the Complete

College America meeting that was held last week, and colleges outside of California are far ahead of us in terms of Guided Pathways, so we can benefit from studying their experiences with Guided Pathways.

5. Informational Items

- a. None.

6. Discussion/Action items

- a. Confirm Kari Aranbul as Co-Chair of the Student Success Committee for the 2019/20 Academic Year
 - i. Susan Meacham moved to confirm Kari Aranbul as faculty co-chair of the Student Success Committee for the 2019-2020 academic year; seconded by Linda Thomas. Motion carried unanimously.
- b. Faculty Excellence Committee Bylaws Revision – Second Reading (1 attachment)
The FEC is a subcommittee of the Academic Senate and we approve their bylaws. The first reading was May 14, 2018 if you want to refer to the minutes for our suggestions to the FEC.
 - i. Cathy reviewed the changes that were suggested during the May 14th meeting. Susan Westler was concerned that the phrases “at least one representative from each academic division” and a “minimum of seven, maximum of nine” members could potentially create problems because the number of academic divisions may change in the future. Robb Lightfoot suggested changing the wording to reflect the number of divisions there are at any given point in time, but Cathy pointed out that the number of committee members does need to be specified so that a quorum can be determined; however, she also believed that we should be cautious with specifying a range for the number of committee members. Because there are currently seven academic and non-instructional division, Cathy suggested that the bylaws specify seven as the number of members and eliminate the range of seven to nine. She stated that she would forward this proposal to the Faculty Excellence Committee for their review.

BPs and APs – First Readings – We do not make motions on a first reading.

- c. AP 7120 – Recruitment and Hiring (1 attachment)
 - i. Cathy noted that this is part of the regular review cycle for APs and BPs. Frank Nigro suggested eliminating the first sentence in the first paragraph (“The District’s Recruitment and Hiring policies and procedures have been laid out in detail in the District’s *Guide to Employee Selection*”) and moving the second sentence (“Procedures are also included in AP 3420—*Equal Employment Opportunity*”) to after the list of employee groups to avoid redundancy.

BPs and APs – Second Readings – We may make motions to approve on a second reading.

- d. BP 4220 – Standards of Scholarship – Second Reading (1 attachment)
 - i. Cathy noted that because this BP covers matters involving grading policy, which falls under the purview of the Academic Senate, the language of this BP should

not characterize these grading policies as matters of “mutual agreement” between the Superintendent/President and the Academic Senate. She suggested revisions be made to reflect this, and we can vote on this at a later meeting.

- e. BP 4050 – Articulation – Second Reading (1 attachment)
 - i. There were no recommended changes for this BP. Susan Meacham moved to approve BP 4050; seconded by Ray Nicholas. Motion carried unanimously.
- f. BP 4105 – Distance Education – Second Reading (1 attachment)
 - i. This BP was reviewed and approved by the Academic Senate last December, so there are currently no recommended changes. Robb Lightfoot moved to approve BP 4105; seconded by Susan Meacham. Motion carried unanimously.
- g. AP 4105 – Distance Education – Second Reading (1 attachment)
 - i. This AP was also reviewed and approved by the Academic Senate last December, so there are currently no recommended changes. Robb Lightfoot moved to approve AP 4105; seconded by Susan Westler. Motion carried unanimously.
- h. AP 4236 – Advanced Placement Credit – Second Reading (1 attachment)
 - i. This AP was reviewed and approved by the Academic Senate earlier this February, and there are currently no recommended changes. Susan Meacham moved to approve AP 4236; seconded by Wade Stewart. Motion carried unanimously.
- i. BP 4240 – Academic Renewal – Second Reading (1 attachment)
 - i. This BP was reviewed and approved by the Academic Senate earlier this March, and there are currently no recommended changes. Susan Westler moved to approve BP 4240; seconded by Lenore Frigo. Motion carried unanimously.
- j. AP 4240 – Academic Renewal – Second Reading (1 attachment)
 - i. This AP was reviewed and approved by the Academic Senate earlier this March, and there are currently no recommended changes. Robb Lightfoot moved to approve AP 4240; seconded by Susan Westler. Motion carried unanimously.
- k. BP 4250 – Probation, Dismissal and Readmission – Second Reading (1 attachment)
 - i. This BP was reviewed and approved by the Academic Senate earlier this March, and there is one recommended change to update reference to BP 4230 to AP 4230. Chazz Kelley moved to approve BP 4250; seconded by Carolyn Singh. Susan Meacham pointed out that there were inconsistencies in how the APs were cited; most APs are identified using the acronym “AP” except for two instances, one in the “Probation” section where AP 4230 is referred to as “Administrative Procedure 4230, and in the “Readmission” section where AP 4255 is referred to as “administrative procedure 4255.” Motion carried unanimously.
- l. AP 4250 – Probation – Second Reading (1 attachment)

- i. This AP was reviewed and approved by the Academic Senate earlier this March, and there are currently no recommended changes. Susan Meacham moved to approve AP 4250; seconded by Susan Westler. Motion carried unanimously.
 - m. AP 4255 – Dismissal and Readmission – Second Reading (1 attachment)
 - i. This AP was reviewed and approved by the Academic Senate earlier this March, and there are currently no recommended changes. Susan Westler moved to approve 4255; seconded by Lenore Frigo. Motion carried unanimously.
 - n. AP 7250 – Senate Procedure for Certifying Educational Administrator Retreat Rights [Number change to AP 7217] – Second Reading (1 attachment)
 - i. This AP was reviewed and approved by the Academic Senate back in November 2007, and there are currently no recommended changes. Cathy noted that this procedure has been used several times since its implementation. Susan Meacham moved to approve AP 7250; seconded by Robb Lightfoot. Motion carried unanimously.
- 7. Other?
 - a. Cathy emailed the Executive Committee before today’s meeting concerning an issue involving the Hiring Procedure of Full-Time Faculty. The current procedure does not specify that members of a full-time hiring committee be tenured faculty. In order to provide more guidance to hiring committees that are being formed right now, Cathy wanted the Senate to discuss two questions: 1) What do we mean by “faculty” in the Hiring Procedure of Full-Time Faculty? 2) Do hiring committee members need to be tenured? For the first question, several pointed out that hiring committees frequently have non-voting members who are not faculty, and in some divisions and programs, the number of full-time tenured faculty members is limited. Joanne Tippin suggested the wording “primarily faculty,” and Cathy recommended adding language specifying that faculty members on a hiring committee can decide on whether non-faculty can be on the committee. For the second question, Robb Lightfoot urged that probationary full-time faculty be allowed to serve on hiring committees, and Ray Nicholas argued that part-time faculty can play an important role on hiring committees because of the expertise that they can bring, so he was in favor of allowing part-time faculty to serve as needed. There was a consensus that there should be flexibility built into the procedure. Cathy said that she would add this to the agenda for our first meeting in the spring so that we can revise this procedure.
- 8. Adjournment: Meeting was adjourned at 4:31 p.m.
- 9. Next meeting: Monday, January 28, 2019, at 3:00 p.m. in Room 1109

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