

**Academic Senate**

**MINUTES**

Monday, January 28, 2019

3:00 – 5:00 p.m.

Room 1109

<b>Executive Committee Members Present</b>					
x	Cathy Anderson	x	Kari Aranbul	x	Jim Bigelow
x	James Crockett		Anthony Eckhardt	x	Leslie Ellingson
x	Leo Fong	x	Lenore Frigo	x	Scott Gordon
x	Chaz Kelley		Robb Lightfoot	x	Mindy Marlatt
x	Susan Meacham	x	Haley Mulvihill	x	Ray Nicholas
x	Carolyn Singh	x	Jeff Specht	x	Linda Thomas
x	Craig Thompson	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	Roger Gerard	x	Lorraine Haas	x	Tom Martin
<b>Guests</b>					
x	Will Breitbach	x	Tim Johnston	x	Kate Mahar
x	Jennifer McCandless	x	Tim Morehouse	x	Aimee Myers

1. Call to order: Meeting was called to order at 3:04 p.m.
2. Approval of Minutes (Attachment)—December 10, 2018: Ray Nicholas moved to approve the December 10<sup>th</sup> minutes; seconded by Susan Westler. Motion carried with two abstentions (Craig Thompson and Mindy Marlatt).

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. Susan Meacham reported that Instructional Council met last Thursday and covered the following items on their agenda: Michelle Fairchild gave an update on Shasta Summit, the early alert system that was piloted in Spring 2018; overall, both students and faculty were “satisfied” with the new system; in particular, students appreciated receiving notifications of academic concerns and campus services, along with kudos for their achievements; faculty were pleased with how easy it was to set up office hours, send early alerts, and add comments and kudos. Tim Johnston reported a restructuring involving the Counseling faculty being assigned to work with students from particular divisions. Frank Nigro asked faculty to be on the lookout for potential flex day speakers and forwarding suggestions to the Faculty Excellence Committee. Stacy Bartlett reminded all contributors to program reviews in Nuventive to mind how they express their comments because these documents are open to the public for viewing. Finally, Kathy Royce said that the Health Information Management (HIM) bachelors and associate degree programs will be evaluated for accreditation this June.
  - 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. Tim Johnston reported that the committee has been discussing the use of a consent agenda for grade change cases. This matter will be put on the agenda for a later Senate meeting.
    - 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 Breitbart)
      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 Breitbart)
      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. No report.
- 5. Informational Items
  - a. Jennifer McCandless reminded everyone about the 3CSN workshop this Friday. It is entitled “Students Are Educators, Educators Are Students.”
- 6. Discussion/Action items
  - a. Proposed New Courses (1 attachment)

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

    - i. The new courses that were approved by Curriculum are BUAD 14—Personal Finance (3.0 units); BUAD 56—Entrepreneurial Structure (3.0 units); HIST 17BH—United States History-Honors (3.0 units); HUSV 95A—Human Services Seminar (3.0 units); HUSV 95B—Fieldwork: Social Work/Human Services (1.0 units); MATH 14S—Statistics with Support (6.0 units). Susan Meacham moved to approve these courses; seconded by Mindy Marlatt. Motion carried unanimously.
  - b. Proposed Tenure Review Committees –Nursing, and Anatomy/Physiology (1 attachment)
    - i. The Tenure Review Committee for Petra Chase (Associate Degree Nursing) consists of Kathy Royce, Karen Henderson, Nancy Skaggs, and Roxi Redd, with Kathy Royce as chair. Susan Westler moved to approve Petra Chase’s Tenure Review Committee; seconded by Ray Nicholas. Motion carried unanimously.
    - ii. The Tenure Review Committee for Johnathan Nuttall (Anatomy/Physiology) consists of Scott Croes, Susannah Fulton, and Susan Meacham, with Andy Fields as chair. Susan Westler moved to approve Johnathan Nuttall’s Tenure Review Committee; seconded by Ray Nicholas. Motion carried unanimously.
  - c. Peer Evaluators for Student Services (1 attachment)

*Non-tenured peer evaluators must be approved by the Academic Senate.*

    - i. Shaunna Rossman, Sonia Randhawa, and Nickie McGarry are proposed peer evaluators for Rebecka Renfer, Michelle Saelee, and Sonia Randhawa respectively. Susan Meacham moved to approve all three peer evaluators; seconded by Susan Westler. Motion carried unanimously.
  - d. Proposed EEO Initiatives – *Roger Gerard, Lorraine Haas*
    - i. Roger Gerard explained that the Equal Employment Opportunity (EEO) plan is revised every three years. Section XIII of the plan covers “Additional Steps to Remedy Significant Underrepresentation.” Lorraine Haas noted that this entails efforts to increase diversity through hiring practices, and she interviewed a sampling of Shasta College faculty members for input on this. She explained that those interviewed agreed to share their responses, so she is willing to send a copy of these to anyone who is interested. Roger shared data on student and faculty diversity here at Shasta College from the period 2006 to 2017; overall, our student population is more diverse than our faculty, especially full-time faculty, and there is a dramatic divergence between diversity of full-time faculty

and part-time faculty. Roger presented two proposed initiatives that were modeled after practices adopted by San Joaquin Delta College and are used by other colleges statewide: The first is, “Candidates for faculty positions would submit a statement describing how they have worked to promote diversity, equity and inclusion in their previous work positions, and applicants would state how they planned to continue to do so once on campus.” Susan Westler had concerns about the first statement because many candidates may not have been in a position to be able to “promote diversity, equity and inclusion,” so not having past experience with this could count against these candidates. Roger pointed out that we already have something like this in our current hiring practices, but it’s not as explicitly emphasized. The second is, “As part of the hiring process, committees would have the option to have applicants teach a one-hour classroom lecture to students in the relevant discipline. This would involve student evaluation and feedback to the hiring committee. This could be applicable in all departments, especially CTE programs.” There was general support for this, but there was concern about how this could disrupt a class by having candidates cover lessons that the class instructor should be giving; one approach that was suggested would be to use volunteer students to create a mock classroom.

e. Guided Pathways Implementation – *Jennifer McCandless*

1) *Introduce Kate and Aimee (Guided Pathways Regional Coordinators)*

2) *Brief overview of Guided Pathways*

3) *Forming a Guided Pathways Implementation Team*

4) *Student panel at a future (April?) Senate meeting*

- i. Jennifer McCandless introduced the Guided Pathways Regional Coordinators for the North/Far North region: Kate Mahar, Tim Morehouse, and Aimee Myers. She then gave a brief overview of Guided Pathways, including the “Four Pillars” of Guided Pathways (Create clear curricular pathways to employment and further education; help students choose and enter their pathway; help students stay on their path; ensure that learning is happening with intentional outcomes), and she used an example of how Sierra College has interpreted and implemented these. A key point underlying their approach was the recognition that “students at Sierra are not reaching their educational goals in a timely manner.” This has led to a streamlining of degree pathways and the creation of nine “Interest Areas,” and a replacement of the old paradigm of “what’s your major?” with the new paradigm of “what’s your career goal?” It also gives applicants the option of not having a career goal. Potential students applying to Sierra College are provided a short list of degree programs that they can consider. This is very different from Shasta College’s application process, which provides students with a lengthy list, more than a hundred, of degree programs to consider. The Chancellor’s Office identifies a multiyear plan that includes planning and implementation during the first two years. Jennifer would like us to form an “implementation” team that can work on planning and implementation of Guided Pathways here at Shasta College, and she noted that the term “implementation” need not be used, so she is open to any suggestions for the team’s name. This team will consist of a core group of faculty, administrators, classified staff and students. A main focus will be creation of program maps. An

important feature of the entire process will be getting student input (this includes a student panel at a future Senate meeting). She proposed that there be subcommittees for each pillar of Guided Pathways; Cathy Anderson recommended that the bylaws for each subcommittee be the same. Susan Westler encouraged the use of focus groups to get a broader range of input from students. Susan Meacham suggested contacting student clubs and organizations to get wider student participation. Linda Thomas emphasized the importance of including students who are at our satellite campuses and online. James Crockett asked if we should replicate what other colleges have been doing with GP or build our program from the ground up. Jennifer suggested that we combine both, adopting practices that would work best with our specific student population.

- f. AP 7120 – Recruitment and Hiring – Second Reading (1 attachment)  
*We may make motions to approve on a second reading.*
    - i. Cathy noted that there were no changes made since our first reading. Susan Westler moved to approve AP 7120; seconded by Susan Meacham. Motion carried unanimously.
  - g. Fulltime Faculty Hiring Procedure (1 attachment)  
*This is an introduction of our Spring semester project which is to review and revise fulltime hiring procedure. We have recently reviewed and revised the part-time hiring procedure. We will not be discussing potential changes at this meeting, but just introducing the project.*
    - i. Cathy explained that there were not any pressing concerns that triggered this revisit of the procedure. It was simply time for us to review it and consider ways to improve it. There is no timeline for this. She wanted everyone to ask their colleagues to review the procedure and provide any feedback.
  - h. Delegate for the Spring Plenary Session – Confirmation of Susan Westler  
*The ASCCC 2019 Spring Plenary Session will be held at the [Westin San Francisco Airport](#) located at 1 Old Bayshore Hwy, Millbrae, CA 94030 from April 11 – 13, 2019.*
    - i. Linda Thomas moved to approve Susan Westler as our delegate for the Spring Plenary Session; seconded by Kari Aranbul. Motion carried unanimously.
7. Other— No action may be taken on discussions under the “other” agenda item.
- a. Cathy shared an item sent to her from Stacey Bartlett, the chair of the Program Review Committee (PRC). The PRC recommended discontinuance of the Dietary Service Supervisor (DSS) Certificate program. Joanne Tippin explained that this certificate program has been essentially replaced by the Certified Dietary Manager (CDM) Certificate program, which is a national-level certificate, whereas the DSS certificate is only recognized in California. This primarily reflects regulatory changes.
8. Adjournment: Meeting was adjourned at 4:46 p.m.
9. Next meeting: Monday, February 11, 2019, at 3:00 p.m. in Room 1109

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