

**Academic Senate**  
**MINUTES**  
 Monday, February 11, 2019  
 3:00 – 5:00 p.m.  
 Room 1109

<b>Executive Committee Members Present</b>					
x	Cathy Anderson		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	x	Robb Lightfoot	x	Mindy Marlatt
x	Susan Meacham	x	Haley Mulvihill	x	Ray Nicholas
x	Carolyn Singh	x	Jeff Specht	x	Linda Thomas
	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	David Cooper				
<b>Guests</b>					
x	Stacey Bartlett	x	Will Breitbach	x	Carlos Reyes
x	Greg Smith	x	John Yu		

1. Call to order: Meeting was called to order at 3:02 p.m.
2. Approval of Minutes (Attachment)—January 28, 2019: Susan Meacham moved to approve the January 28<sup>th</sup> minutes; seconded by Jeff Specht. Susan Meacham requested a correction in her report from Instructional Council (item 4.b.i): The reference to the Professional Development

Committee should instead be the Faculty Excellence Committee. Motion with correction 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. Susan Meacham reported that Instructional Council discussed the following during their February 7<sup>th</sup> meeting: Frank Nigro instructed the deans not to sign late adds for students whose first day of attendance is after census in full term classes, and Tim Johnston said the extended validity of add codes (week + 1 day) really cut down on A&R lines; he wondered if we might want to modify that to the class day before census; if so, this could be added as an agenda item for a later Senate meeting. Division deans will be presenting budget initiatives to Instructional Council on March 7<sup>th</sup>. Tim Johnston said that new student services videos will be filmed on campus in early April, with Ryan Loughrey and Shaunna Rossman leading the work group overseeing the project; they are currently scripting the episodes. Tim Johnston gave a presentation on the Student Equity and Achievement Program (SEAP), which replaces the SSSP, Equity and Basic Skills Initiatives; there is a \$3 million budget for campus-wide initiatives in student services and instruction; to receive SEAP funds, an institution must: 1) Have a Student Equity Plan, 2) Provide matriculation services for all students, 3) Comply with AB 705, and 4) Ensure that all transfer-oriented students have an ed. plan; the institution determines locally what are “reasonable and justifiable” expenditures; however, there are strict spending guidelines that must be followed as well. Susan recommended that Tim give the same presentation to Senate at a later date. Finally, Jennifer McCandless reported that there were 43 participants (including 12 students) at the February 1<sup>st</sup> 3CSN workshop, and Kathy Royce commented that student input at the meeting was quite valuable.
- c. Report from College Council (Frank Nigro or Cathy Anderson)
  - i. Frank Nigro reported that College Council is starting to look at the initiatives that were proposed in the fall area plans. They are also discussing ways to streamline the ranking process for initiatives. He also noted that the minutes for all the fall meetings are now posted on College Council’s web page.
- 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. Don Cingrani wanted to clarify a point in the report from Scholastic Standards given during the January 28<sup>th</sup> meeting concerning revising the procedure for handling grade changes by using a consent agenda. Don drew a distinction between grade changes and academic renewal and

clarified that the discussion about using a consent agenda applied to academic renewal, not grade changes. This procedure will be implemented this semester.

- iii. Faculty Excellence Committee (Co-Chairs: Melanee Grondahl, Jennifer McCandless)
    - 1. Joanne Tippin reported that the committee is reviewing the feedback from the last flex day; Frank Nigro mentioned that Jennifer McCandless is now one of the co-chairs.
  - 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 (Jennifer McCandless)
    - i. In an email to Cathy Anderson, Jennifer McCandless reported on the following developments with Guided Pathways: The 3CSN workshop Students Are Educators, Educators Are Students was held on February 1; its focus was mainly Guided Pathways and the importance of involving students, along with other campus colleagues, in design and implementation. There were 42 Shasta College people in attendance, including 12 students, and Jennifer stated how both staff and students appreciated the opportunity to work together. Also, two (possibly three) Guided Pathways Faculty Liaison one-year positions were approved; the details are still being decided, but each liaison will receive a stipend similar to the faculty coordinators. Jennifer will be sending out an email asking for a statement of interest from faculty who are interested in being a GP liaison.
5. Informational Items
- a. Frank Nigro reported that last week he attended a conference on building diversity, and one of the sessions that he attended was presented by the ASCCC concerning minimum qualifications and equivalency in the hiring process, a topic that we have been discussing. He pointed out that the ASCCC has put together a tool kit for determining equivalency that we could use.
6. Discussion/Action items
- a. Delegate Selection for Spring Plenary Session
    - i. Because Susan Westler will not be able to attend the Spring Plenary, we need to select another faculty member to serve as delegate. Chaz Kelley expressed willingness to attend. Susan Meacham nominated Chaz Kelley to serve as our delegate for the Spring Plenary; seconded by Susan Westler. Motion carried unanimously.

- b. Proposed New Program – Smog Inspection and Repair Tech (1 attachment)  
*This program has been approved by the Curriculum Committee.*
  - i. Susan Westler moved to approve the new Smog Inspection and Repair Tech program; seconded by Ray Nicholas. Scott Gordon and Ray Nicholas pointed out that area faculty have worked hard to update the curriculum so that graduates will be able to place directly into jobs. Motion carried unanimously.
  
- c. Proposed New Program – ADT Spanish (2 attachments)  
*This program has been approved by the Curriculum Committee.*
  - i. Susan Meacham moved to approve the ADT Spanish program; seconded by Lenore Frigo. Susan Westler noted that there was lengthy discussion about this program at the latest Curriculum meeting. Frank Nigro shared concern about the potential for low enrollment in the degree program’s courses, particularly SPAN 3 and 4, which averaged in the low single digits in recent semesters. David Cooper countered that enrollment numbers in recent semesters have been anomalous and not typical of most years. He also argued that the program would fit well with the College’s efforts involving Guided Pathways. Stacey Bartlett shared a discussion that took place in Instructional Council about reducing the number of units for Spanish courses to boost enrollment, particularly changing 5-unit courses down to 4. But David pointed out that the majority of colleges statewide have 5-unit Spanish 1 and 2 courses. Scott Gordon asked if Spanish 1 and 2 courses could be offered in an online format because this would help expand enrollment. David believed that Spanish 2 could be offered in a hybrid format, but not entirely online. Mindy Marlatt noted that many Health Science students express interest in taking a world language course, but the 5-unit load for these introductory courses makes it impractical for most. Leslie Ellingson added that this also applies to high school students who are concurrently enrolled at the College. Stacey referenced a recent article that reported a sharp decline in the number of college-level world language courses and programs nationwide. David viewed this trend more as a result of scheduling problems and diminished support for such programs. Cathy called for a vote on the motion. There were 8 yes votes (Susan Meacham, Jeff Specht, Lenore Frigo, Joanne Tippin, Carolyn Singh, James Crockett, Linda Thomas, Leo Fong), 4 no votes (Susan Westler, Scott Gordon, Ray Nicholas, Haley Mulvihill), and 3 abstentions (Chaz Kelley, Mindy Marlatt, Leslie Ellingson). Motion failed to carry. Susan Westler and Scott Gordon explained that their no votes were more along the lines of “not yet” because they would like to see more data before committing to the program. David said that he would provide this for a later Senate meeting.
  
- d. Proposed Peer Evaluators (1 attachment)
  - i. Full-time probationary faculty need to be approved before serving as peer evaluators. There are two proposed peer evaluators in PEAT: Haley Mulvihill evaluating Mark Wagner, and Debbie Whitmer evaluating Vanessa Banda. There are three proposed peer evaluators in HSUP: Elaine Carmena evaluating Ashley Tiraterra, Angela Nitsche evaluating Teresa Trent, and Steve Kim evaluating Swaran Dwarka. Susan Westler moved to approve all the above proposed peer

evaluators; seconded by Scott Gordon. Motion carried unanimously.

- e. Proposed Tenure Review Committee – Business (1 attachment)
  - i. The proposed tenure review committee for Jeremy Ecklin consists of Scott Gordon, Debra Griffin, Casey Schurig, with Andy Fields as the committee chair. Ray Nicholas moved to approve Jeremy Ecklin’s TRC; seconded by Lenore Frigo. Motion carried unanimously.
  - ii. Cathy added that the current contract does not specify that the mentor needs to be a full-time, tenured faculty member. She said that she has been discussing this with Tom Martin as something to be included in the next contract.
  - iii. Darren Gurney is the proposed mentor for Jeremy Ecklin. Scott Gordon moved to approve Darren Gurney as Jeremy Ecklin’s mentor; seconded by Linda Thomas. Motion carried unanimously.
  
- f. Hiring Priorities Ranking – Susan Meacham and Scott Gordon  
<https://www.boarddocs.com/ca/shasta/Board.nsf/goto?open&id=AWVAPR28AF30>
  - i. Susan Meacham reported that the Faculty Hiring Priorities Committee re-ranked the hiring priorities ranking list in light of several announced retirements. She reviewed the procedure outlined in AP 7210, and she and Scott Gordon confirmed that this procedure was properly followed. The final hiring priorities rankings were as follow: ACCT, AGNR, ADN, HEOP, DIES, CHEM (new), Medical Assisting #1, Digital Art, Librarian, MATH (new), Cross Country/Strength Training/KINES, ENGR, Medical Assisting #2. Susan Meacham moved to certify that the procedure outlined in AP 7210 was properly followed; seconded by Scott Gordon. Motion carried unanimously.
  
- g. Board Policies and Administrative Procedures
  - i. First Readings: (*We do not vote on first readings.*)
    - 1. AP 4040 – Library Services – First Reading (1 attachment)
      - a. Cathy identified one spelling error in AP 4040.
    - 2. BP 4100 – Graduation Requirements – First Reading (1 attachment)
      - a. Cathy wanted to make sure that the phrase “rely primarily on the advice of the Senate” be included in BP 4100.
    - 3. BP 4110 – Honorary Degrees – First Reading (1 attachment)
      - a. Cathy proposed a change to BP 4110; Robb Lightfoot suggested adding language that addresses the possibility of revoking an honorary degree.
    - 4. AP 4222 – Remedial Coursework – First Reading (1 attachment)
      - a. AP 4222 is a new, legally required policy; Cathy recommended changing the phrase “maximize the probability” to “maximize the likelihood.”
    - 5. BP 4231 – Grade Changes – First Reading (1 attachment)
      - a. BP 4231 is also a new, legally required policy; Cathy noted that although grades are under the Senate’s purview, this policy is about the changing of grades, not the issuance of grades.
    - 6. AP 4235 – Credit by Examination – First Reading (1 attachment)
      - a. AP 4235 preserves that wording of the earlier version but adds more procedural details; Cathy asked that anyone who has

experience with credit by examination review the policy and provide any feedback.

- ii. Third Reading: *We made significant changes during the second reading and decided to bring it back for a third reading. We may make a motion to approve.*  
BP 4220 – Standards of Scholarship – Third Reading (1 attachment)

- 1. Cathy summarized the changes made. Susan Westler moved to approve BP 4220; seconded by Susan Meacham. Motion carried unanimously.

- h. Fulltime Faculty Hiring Procedure (1 attachment)

*Beginning our semester-long discussion. Today: what's working, what's not working.*

- i. Cathy reminded everyone about a discussion we had last semester concerning the composition of full-time faculty hiring committees, particularly the requirement that members be full-time tenured faculty. During that discussion, several Executive Committee members argued for greater flexibility in the selection of members to serve on hiring committees. Currently, the procedure specifies that a committee “shall consist of a minimum of five (5) and maximum of seven (7) voting members”; Cathy asked if this should be revised to specify how many of these need to be full-time faculty. Scott Gordon suggested the wording, “The majority of voting members should be full-time faculty, with preference given to faculty members in the discipline whenever possible.” Associate VP of HR Greg Smith shared that the current trend in hiring statewide is to encourage the inclusion of personnel from outside of the discipline to promote greater diversity; he also noted that another trend is to use smaller sized committees, often relying on subcommittees that focus on one aspect of the hiring process, such as screening applications. There was also the question about student participation in the hiring process. Carlos Reyes recommended including students in the teaching or lab demonstration stage so that they can provide feedback on candidates; students would not be given all the information about the candidates that committee members would have, so concerns about confidentiality can be adequately addressed. However, Ray Nicholas cautioned that some departments, such as in many CTE programs, have interview timeframes that are very short, so having extended teaching or lab demonstrations may not be practical because many candidates are not able to spend the better portion of a day going through the interview process. Susan Westler argued in favor of including part-time faculty on hiring committees. Several also recommended the inclusion of paraprofessionals in the hiring process. There was also discussion about how much weight should be given to the interview portion relative to the teaching or lab demonstration. Greg Smith noted that some colleges have been asking for teaching demonstration videos as a way to screen candidates; this would certainly benefit us because our more remote geographical location often makes it prohibitively expensive for some candidates to travel here for the first stage interview, so they decline to come for an interview.

- i. Review an Article in the Chronicle of Higher Education – Frank Nigro (1 attachment)

*Review of the article Meet the New Mega-University*

- i. Because of time considerations, this item was not discussed.

7. Other— No action may be taken on discussions under the “other” agenda item.
8. Adjournment: Meeting was adjourned at 5:09 p.m.
9. Next meeting: Monday, February 25, 2019, at 3:00 p.m. in Room 1109

**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.**