

Academic Senate
MINUTES
 Monday, April 22, 2019
 3:00 – 5:00 p.m.
 Room 1109

Executive Committee Members Present					
x	Cathy Anderson		Kari Aranbul	x	Jim Bigelow
x	James Crockett		Anthony Eckhardt		Leslie Ellingson
x	Leo Fong	x	Lenore Frigo	x	Scott Gordon
x	Chaz Kelley		Robb Lightfoot	x	Mindy Marlatt
x	Susan Meacham		Haley Mulvihill	x	Ray Nicholas
x	Carolyn Singh	x	Jeff Specht		Linda Thomas
x	Craig Thompson	x	Joanne Tippin	x	Susan Westler
	Don Cingrani (N/V)	x	Frank Nigro (N/V)		Scott Yates (N/V)
Other Faculty Present					
x	Tom Martin	x	Daniel Valdivia		
Guests					
x	Will Breitbach	x	Tim Johnston	x	Jennifer McCandless

1. Call to order: Meeting was called to order at 3:03 p.m.
2. Approval of Minutes (Attachment)—April 8, 2019: Because of spring break, the draft minutes were not available in time.
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. Cathy reminded everyone that the student panel would be next Monday, April 29, on the Student Center Stage. She also shared a resolution made by the College to recognize May 8 as the California Day of the Teacher.
- 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, Jennifer McCandless)
 - 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 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. Will Breitbach reported that the committee discussed a grant opportunity for developing fully online programs.
 - ii. Student Success Committee (Co-Chairs: Jim Crooks, John Yu)
 - 1. No report.
- f. Report from the Institutional Assessment Committee (Sara McCurry)
 - i. No report.
- g. Guided Pathways (Jennifer McCandless)
 - i. Jennifer McCandless reported that a team of 18 from Shasta College attended a conference in Sacramento on April 8. She said that the way the conference was organized, using workshops, would serve as an excellent model for Guided Pathways workshops here. She also described the Student Journeys workshop that was held here on April 12. Finally, she noted that so far there have been 5 students who have responded to the student panel questions.

5. Informational Items

- a. Guided Pathways Scale of Adoption Assessment (SOAA)
 - i. Jennifer McCandless described this Scale of Adoption Assessment as a means of measuring Guided Pathways implementation; it's essentially a checklist from the Chancellor's Office that is based on the "Four Pillars" of Guided Pathways. She

and Kate Mahar used some input from the Student Journeys workshop to fill out parts of this assessment, but she asked faculty for help in providing examples of the types of learning described in the assessment, such as active and applied learning, and learning outcomes, particularly on the program level. She said that she would send out an email to all faculty asking for these.

- b. Elections for President, Vice President and Secretary will be on May 13.
 - i. Susan Meacham announced that all three current officers have expressed willingness to run for re-election, but nominations for any of the offices can still be made before May 13.
6. Discussion/Action items
- a. First Readings of BP/APs (7 attachments)
We do not vote on a first reading.

AP 4102 – Career and Technical Education Programs [New, Legally Required]
AP 5300 – Student Equity [Revised, Legally Required]
AP 4103 – Work Experience [Confirmed, Legally Required]
BP 4225 – Course Repetition [Revised, Legally Required]
AP 4225 – Course Repetition [Revised, Legally Required]
AP 4228 – Course Repetition – Significant Lapse of Time [New, Legally Advised]
AP 4229 – Course Repetition – Variable Units [New, Legally Advised]
 - i. For AP 4102, which is a new AP, the language is taken from the Community College League.
 - ii. AP 5300 was last reviewed in 2009.
 - iii. AP 4103 was approved last year, but it’s up for its regular review cycle. There are no changes.
 - iv. For BP 4225, the procedural language has been moved to AP 4225. There was also some language from AP 4227 that was added. Cathy pointed out that the gender-specific pronouns “he” and “she” need to be replaced with the pronoun “they.”
 - v. AP 4228 and AP 4229 are brand new. Susan Meacham stated that she was surprised that AP 4228 specified a minimum period of 36 months before students could petition to repeat a course in which a “C” or better grade was earned.
 - b. Faculty Excellence Committee Bylaws Revision – First Reading (1 attachment)
The FEC is recommending changes to their bylaws. The FEC is a subcommittee of the Academic Senate. The Academic Senate approves the bylaws. We do not vote on a first reading.
 - i. Only a few changes are being proposed. Cathy noted that sections a and b on Membership need to be revised to specify the number of members. Also, there is a dedicated representative from the Pathways and Learning Support (PALS) division, which only has two full-time faculty; Cathy reminded everyone that the committee’s membership does not need to follow the division model of having a representative from each division. For section c of Scope and Function of the FEC, Frank Nigro suggested using the verbs “develop and review” to describe the committee’s role involving faculty surveys.

- c. General Education Committee Bylaws Revision – First Reading (1 attachment)
The GEC is recommending changes to their bylaws. The GEC is a subcommittee of the Academic Senate. The Academic Senate approves the bylaws. We do not vote on a first reading.
 - i. Cathy pointed out that Library, Extended Education, and Wellness faculty are not included in the membership composition. However, Pathways and Learning Support (PALS), which has only two full-time faculty, is given a representative. Frank Nigro suggested replacing this representative with an at-large one. Susan Meacham suggested adding in the phrase “full-time or part-time” to indicate that both categories are included; this also requires replacing the term “adjunct” with “part-time.”

- d. Computer Literacy Requirement
A report and recommendation from the Computer Literacy FIG.
 - i. Tom Martin, Daniel Valdivia, Susan Westler, and Carolyn Singh were part of the FIG that studied the computer literacy requirement for graduation. Tom summarized the recommendations made, and these included updating the computer literacy requirement to be current with industry standards, and that we offer no-cost options; other recommendations included increasing the number of dual enrollment agreements so that students can complete the requirement before enrolling at Shasta College, encouraging students to complete the requirement during their first semester here at Shasta College, gathering more data from current students, and embedding modules in GE courses and Guided Pathways. Mindy Marlatt emphasized the importance of embedding computer literacy in pathways so that we can improve equity disparities; she noted that it is impractical for many students to take CIS 1, a 3-unit course. Tom stated that completing CIS 1 is among the 10 ways a student can currently meet this requirement. He provided some of the history behind this requirement and shared evidence highlighting the need to use technology appropriately to be successful in both college and employment; he characterized most students as consumers of digital content but they are not capable of creating and evaluating content themselves. Daniel Valdivia shared concerns that Counseling faculty had; the main one involved how there is disparity between ADTs and University Studies associate degrees; the ADTs are exempt from the computer literacy requirement, but the University Studies associate degrees include the requirement. He reported that counselors also favor embedding requirements in existing required coursework. However, the computer literacy requirement in its current form does present an obstacle to degree completion for a substantial number of students, and because of this, many counselors want the requirement removed for now. Cathy requested that Executive Committee members take this proposal back to their constituents to get input. She would also send out an email to all faculty informing them of this. Mindy Marlatt moved to recommend that the computer literacy requirement be removed. She withdrew the motion because there was no second.

- e. Fulltime Faculty Hiring Procedure (1 attachment)
Continue our review and update.

- i. Cathy sent out the latest revisions made to the procedure. She asked that everyone review these and be prepared to discuss them at our next meeting.
7. Other— No action may be taken on discussions under the “other” agenda item.
8. Adjournment: Meeting was adjourned at 5:03 p.m.
9. Next meeting: Monday, April 29, 2019 – Student Panel hosted by the Academic Senate on the Student Center Stage; Next Regular Meeting: Monday, May 13, 2019, at 3:00 p.m. in Room 1109.

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