

**Academic Senate**  
**MINUTES**  
 Monday, May 13, 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		Leslie Ellingson
x	Leo Fong	x	Lenore Frigo	x	Scott Gordon
x	Chaz Kelley	x	Robb Lightfoot	x	Mindy Marlatt
x	Susan Meacham		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	Dhabih Hendershot	x	Tom Martin	x	Daniel Valdivia
<b>Guests</b>					
x	Stacey Bartlett	x	Will Breitbach	x	John Yu

1. Call to order: Meeting was called to order at 3:05 p.m.
2. Approval of Minutes (Attachment)—April 8, 2019, and April 22, 2019:

- a. Ray Nicholas moved to approve the April 8<sup>th</sup> minutes; seconded by Susan Westler. Motion carried, with one abstention (Mindy Marlatt).
  - b. Susan Westler moved to approve the April 22<sup>nd</sup> minutes; seconded by Craig Thompson. Motion carried, with one abstention (Robb Lightfoot).
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 about the next Guided Pathways workshop this Friday, May 17, from 11:30 to 3:00. Today is the last day to RSVP. She also mentioned that she has requested assistance from the ASCCC in the planning for our fall flex day, which will focus on Guided Pathways.
  - b. Report from Instructional Council (Susan Meacham)
    - i. Susan Meacham reported that Instructional Council met on May 1 and covered the following: Revising the current “Petition to Enroll in Overlapping Classes” to ensure the make-up hours are accurately documented, tracked and reported. Tim Johnston presented ideas for a guide that faculty can use to assist students to find and utilize needed campus resources. Morris Rodrigue provided a budget update on anticipated revenue estimates. There were acknowledgements of important dates, including the Day of the Teacher (May 8) and Campus Picnic (May 11). Jennifer McCandless shared main points from the “Student Voices” Report; these included students appreciating instructors notifying them of campus resources, liking getting notes from instructors on Canvas, and seeing one certain counselor throughout their program. Jennifer also mentioned that there will be another Guided Pathways workshop on May 17<sup>th</sup>, and reservations are required.
  - c. Report from College Council (Frank Nigro or Cathy Anderson)
    - i. Frank Nigro reported that area initiatives have been ranked and now go to the Budget Committee.
  - 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. Susan Westler reported that the committee completed revisions to the Curriculum Handbook.
    - ii. Scholastic Standards Committee (Co-Chairs: Don Cingrani, Tim Johnston)
      1. Don Cingrani reported that the committee elected Lenore Frigo to be the faculty co-chair. This will need to be approved by the Senate.
    - iii. Faculty Excellence Committee (Co-Chairs: Melanee Grondahl, Jennifer McCandless)
      1. Joanne Tippin reported that Jennifer McCandless gave a report to the committee. ACUE training has been approved. The committee’s final meeting of the year will be next week, so any input on the fall flex day should be made before that.
    - iv. General Education Committee (Co-Chairs: Susan Westler, Carlos Reyes)

1. Susan Westler reported that MATH 114 (Pre-Statistics) was removed from the GE course list. ADJU 18 (Community Relations and Multicultural Issues for Law Enforcement) was added.
    - 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, John Yu)
      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. Robb Lightfoot reminded everyone about the retirement party this week, and he invited everyone to a family event celebrating his retirement this Sunday, May 19, in Palo Cedro.
6. Discussion/Action items
  - a. Elections for President, Vice President, and Secretary
    - i. Carolyn Singh nominated Leo Fong for Secretary. Leo Fong was elected Secretary by acclamation.
    - ii. Susan Westler nominated Susan Meacham for Vice President. Susan Meacham was elected by acclamation.
    - iii. Susan Meacham stated that she has not received any nominations for President other than our current President, and she noted that the bylaws do specify a term limit for President, and Cathy has reached this limit, but our bylaws also do not specify how a particular bylaw can be temporarily suspended, so this will need to be addressed when we will work on revising the Senate bylaws next year. According to Robert's Rules of Order, a bylaw can be suspended with a two-thirds majority vote, so Susan proposed that the Executive Committee vote to suspend the term limit bylaw to allow Cathy to serve as interim President until the Senate can complete revising its bylaws, which should be done by the end of the fall semester. James Crockett moved to allow Cathy Anderson to serve as interim President through the Fall 2019 semester; seconded by Lenore Frigo. Motion carried unanimously.
    - iv. Susan Meacham shared the results of the election of at-large candidates, announcing that Kari Arunbul and Susan Westler were re-elected as at-large representatives. There were three write-in candidates, but none received a majority of votes, so, in accordance with Senate bylaws, the Senate President can appoint the third at-large representative.
  - b. 2019-2020 Tenure Review Committees (1 attachment)  
*The Academic Senate approves TRCs.*

- i. Cathy pointed out that the list is very incomplete at this point. She reminded everyone that the Senate does not approve any changes made to the dean positions in TRCs, only faculty positions, nor does the Senate approve mentors, but this should soon change with the new contract. She reviewed the changes made to current TRCs: Trena Kimler-Richards will no longer serve on the TRCs for Melissa Markee, Rick Osbrink, and Ron Hardin; Don Cingrani will no longer serve on Darren Gurney's TRC; Debbie Goodman will no longer serve on Nicole Smith's TRC. Replacements for these faculty positions have not been announced.
- ii. Ray Nicholas moved to approve Jack Hendrickson's TRC; seconded by Jim Bigelow. Motion carried with one abstention (Jeff Specht).
- iii. Craig Thompson pointed out that Mike Davis will replace him on Haley Mulvihill's TRC. Craig Thompson moved to approve the change to Haley Mulvihill's TRC; seconded by Susan Westler. Motion carried unanimously.
- iv. For Crystal Hilton's TRC, Paul Calkins will replace Robb Lightfoot. Susan Westler moved to approve Crystal Hilton's TRC; seconded by Ray Nicholas. Motion approved unanimously.
- v. For Noehly Padilla's TRC, Shauna Rossman will replace Brian Spillane, who will be on sabbatical. Mindy Marlatt moved to approve Noehly Padilla's TRC; seconded by Kari Arunbul. Motion carried unanimously.
- vi. Scott Gordon moved to approve Jeanette Veich's TRC; seconded by Kari Arunbul. Motion carried unanimously.
- vii. Susan Westler moved to approve Jacquelyn Horton's TRC; seconded by Craig Thompson. Motion carried unanimously.
- viii. Ray Nicholas moved to approve Christopher Rodriguez's TRC; seconded by Jeff Specht. Motion carried unanimously.
- ix. Scott Gordon moved to approve the new PACE counsellor's TRC; seconded by Lenore Frigo. Motion carried unanimously.

c. Second Readings of BP/APs ( 7 attachments)  
*We can vote to approve on second readings.*

AP 4102 – Career and Technical Education Programs [New, 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]

AP 5300 – Student Equity [Revised, Legally Required]

- i. AP 4102 is a new, legally required procedure. Ray Nicholas moved to approve AP 4102; seconded by Susan Meacham. Motion carried unanimously.
- ii. AP 4103 is on its regular cycle for approval; no changes were made. Susan Meacham moved to approve AP 4103; seconded by Ray Nicholas. Motion carried unanimously.
- iii. AP 4225 was revised and approved last year. Cathy reviewed the changes. Susan Meacham moved to approve AP 4225; seconded by Linda Thomas. Motion carried unanimously.

- iv. BP 4225 had most of its content deleted and moved to AP 4225. Lenore Frigo moved to approve BP 4225; seconded by Susan Meacham. Motion carried with one no vote (Susan Westler).
  - v. AP 4228 is a new, legally advised procedure. Scott Gordon moved to approve AP 4228; seconded by Susan Westler. Motion carried unanimously.
  - vi. AP 4229 is a new, legally advised procedure. Susan Westler moved to approve AP 4229; seconded by Craig Thompson. Motion carried unanimously.
  - vii. AP 5300 has been revised and is legally required. Cathy reviewed the changes that were made. Ray Nicholas moved to approve AP 5300; seconded by Mindy Marlatt. Motion carried unanimously.
- d. Faculty Excellence Committee Bylaws Revision – Second 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.*
- i. Cathy reviewed the one change that was made. Susan Meacham moved to approve the revised Faculty Excellence Committee bylaws; seconded by Jim Bigelow. Motion carried unanimously.
- e. General Education Committee Bylaws Revision – Second 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.*
- i. Susan Westler reviewed the changes that were made with input from our previous meeting. Ray Nicholas moved to approve the revised General Education Committee bylaws; seconded by Lenore Frigo. Motion carried unanimously.
- f. Fulltime Faculty Hiring Procedure (1 attachment)  
*Finalize our revision.*
- i. Cathy reviewed the one content change that was made, which was in number 7, part b (“Candidates Are Interviewed”), adding video conferencing as an interviewing option. Susan Meacham moved to approve the Fulltime Faculty Hiring Procedure; seconded by Craig Thompson. Motion carried unanimously. Cathy stated that she would forward this to Greg Smith.
- g. Computer Literacy Requirement  
*The Academic Senate established a Computer Literacy FIG to researching strategies for making the computer literacy requirement more accessible. The FIG has made some recommendations and we will consider which if any of the recommendations to pursue.*
- i. Mindy Marlatt wanted to clarify that she was not opposed to students taking CIS 1; she objected to the inconsistency between AA-T and University Studies AA/AS degree requirements, so she sees this as an equity issue. Tom Martin emphasized the importance of the skills covered by the computer literacy (CL) requirement; he recognized that there are problems with the requirement, but he believed that these can be remedied. Also, the CL requirement is continuously being revised. Lenore Frigo argued that individual programs should be able to determine what skills their students need to have. Tom countered that computer literacy skills are essential in all fields and disciplines. Ray Nicholas agreed that programs should have this requirement, but he recognized

that it will take time for individual programs to identify necessary skills; he shared that students in CTE programs really do benefit from learning computer skills. Dhabih Hendershot wondered why students would wait until their last semester to address the CL requirement. Daniel Valdivia pointed out that the CL requirement is indicated in students' ed plans, but students often change their majors, and some majors have so many required courses that it's not practical for students to take additional courses to complete the CL requirement. He also noted that many high school students are required to demonstrate computer literacy before they can graduate. Scott Gordon drew a parallel between requiring computer literacy with requiring math and English skills; he also was concerned that if the CL requirement was eliminated, enrollment in CIS 1 would be dramatically impacted. James Crockett moved to keep the computer literacy requirement for terminal degrees, unless the Academic Senate exempts this on a per-degree basis; seconded by Lenore Frigo. James specified that the Senate will need to develop a procedure to do this. Ray Nicholas was concerned about the Senate's role in this procedure. Tom Martin stated that he would be able to share a list of skills that constitute computer literacy; this would help faculty to identify specific skills that are necessary for specific degree programs. There were six yes vote (James Crockett, Lenore Frigo, Mindy Marlatt, Carolyn Singh, Linda Thomas, Joanne Tippin), and ten no votes (Kari Aranbul, Jim Bigelow, Leo Fong, Scott Gordon, Chaz Kelley, Susan Meacham, Ray Nicholas, Jeff Specht, Craig Thompson, Susan Westler). Motion failed to carry. Cathy reminded everyone that we will take up this issue again in the fall.

- h. Student Panel Debriefing
  - i. Because of time considerations, this item was postponed.
- 7. Other— No action may be taken on discussions under the “other” agenda item.
- 8. Adjournment: Meeting was adjourned at 5:04 p.m.
- 9. Next meeting: Monday, August 26, 2019, at 3:00 p.m. Room TBA

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