

Academic Senate

MINUTES

Monday, August 24, 2020

3:00 – 5:00 p.m.

Via Zoom

Executive Committee Members Present					
x	Cathy Anderson	x	Kari Aranbul	x	Jim Bigelow
x	David Carico	x	Jim Crooks	x	Cheryl Cruse
x	Leslie Ellingson	x	Leo Fong	x	Lenore Frigo
x	Scott Gordon	x	Chaz Kelley		Mindy Marlatt
x	Corrinne Minnard	x	Haley Mulvihill	x	Ray Nicholas
x	Carie Palmer	x	Linda Thomas	x	Craig Thompson
x	Joanne Tippin	x	Michael Trujillo	x	Susan Westler
x	Jennifer McCandless (N/V)	x	Frank Nigro (N/V)		Scott Yates (N/V)
Other Faculty Present					
x	Kate Ashbey	x	Steve Kim	x	Sara McCurry
Guests					
x	Stacey Bartlett	x	Will Bretibach	x	Andy Fields
x	David Gatewood	x	Ioanna Iatridis	x	Tim Johnston
x	Kate Mahar	x	Mike Mari	x	Carlos Reyes
x	Buffy Tanner	x	Joe Wyse	x	Zach Zweigle

1. Call to order: Meeting was called to order at 3:01 p.m.
2. Approval of Minutes (Attachment)—May 11, 2020: Ray Nicholas moved to approve the May 11th minutes; seconded by Leslie Ellingson. Motion carried with two abstentions (Jim Crooks, Carie Palmer).
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 announced that Susan Meacham retired over the summer, so there is a need for a representative from the sciences. Susan was also the Senate's liaison to Instructional Council. Jennifer McCandless will now serve this important role.
 - b. Report from Instructional Council (Jennifer McCandless)
 - i. Jennifer McCandless reported that Instructional Council met on Thursday, August 20th, and discussed the following: Becky McCall gave an update from IT; she covered the rollout of the new website, the upgrade of the portal, NextGen dynamic forms, wi-fi parking lot access, Zoom sub-accounts, and piloting of the student e-mail accounts. Frank Nigro discussed the DE course addenda that are required for certain courses to be taught online after this semester. Tim Johnston gave an update on the various developments within the Student Services Roadmap. David Gatewood, the new dean of EWD, shared that EWD staff are willing to assist faculty with their Canvas courses, and Will Breitbach reiterated the role of Ed Tech in helping faculty with this as well.
 - c. Report from College Council (Frank Nigro or Cathy Anderson)
 - i. Cathy reported that the first meeting of College Council was devoted primarily to first readings of APs and BPs that were not part of the Senate's purview. Frank Nigro added that the deadline for submitting area plans, which would have been October 15th, has been pushed back to March 15th; this makes more sense because typically we will not know what our funding situation will look like until July or August, and this will shorten the time between when area initiatives are proposed and when funding is announced.
 - 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. Jim Bigelow reminded faculty to check to see if DE addenda are needed for courses that they teach and, if so, to complete and submit them promptly. Frank Nigro also commended Scott Yates' report on attending this summer's Curriculum Institute, which is held by the ASCCC; this report provided an excellent account of what is happening at the state level, so Frank recommended checking out the minutes of the last Curriculum Committee meeting for this.
 - ii. Scholastic Standards Committee (Co-Chairs: Lenore Frigo, Tim Johnston)
 1. Lenore Frigo reported that along with reviewing the regular petitions, the committee extended the deadline for students to apply for an

Excused Withdrawal (EW) for Spring 2020 courses. The original deadline was July 31st, but that has now been pushed to next May, a year from when grades were posted. She also added that the Scholastic Standards Committee will not be reviewing these EW petitions; these will be handled by the Admissions and Records office.

- iii. Faculty Excellence Committee (Co-Chairs: Jennifer McCandless, Will Breitbach)
 - 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, Jennifer Fox)
 - 1. Sara McCurry announced that Jennifer Fox is now the administrative co-chair of the committee, and she thanked Will Breitbach for his tenure as administrative co-chair. There are also vacancies for representatives from PEAT, ACSS, and part-time faculty. Sara also reminded everyone that we will be assessing SLOs this fall.
- 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: Kari Aranbul, John Yu)
 - 1. No report.
- f. Guided Pathways (Jennifer McCandless)
 - i. Jennifer McCandless thanked everyone for their participation with Welcome Back Day on August 14, and she encourage everyone who has not already done so to submit their feedback on the day's sessions. The resources and materials from that day will be available on the Guided Pathways web page. There will be upcoming brown bag sessions for faculty this semester to continue the conversations, particularly on equity and online teaching, that happened on Welcome Back Day. For this semester, the committee will continue to work on program maps and meta-majors.
- g. Office of Instruction (Frank Nigro)
 - i. Frank Nigro reported that the Faculty Handbook has been updated and is available on the Office of Instruction web page. He also provided an update on the hiring of a replacement for Susan Meacham; this will require a re-ranking of the hiring priorities list.

5. Informational Items and Other Reports

- a. Credit for Prior Learning – Kate Mahar and Liz Kohn
 - An overview of Credit for Prior Learning*
 - i. Kate Mahar provided an overview on Credit for Prior Learning (CPL), what it involves, why it is important, and how it can be assessed and awarded with recent changes in the Ed Code. A CPL Committee was formed last year to work on implementing CPL here at Shasta College, and it is seeking faculty involvement with this project. Cathy pointed out that she sent out an e-mail to all faculty last Tuesday asking for information about areas where credit for a course is being given through practices like credit by examination, credit through industry recognized certifications or credentials, credit through evaluation of portfolios, etc. This is intended to help put together an inventory

of CPL practices that are currently being used here at Shasta College.

b. Peer Evaluation Training – Frank Nigro

The ITRC has revised its online Peer Evaluator training to include guidance on virtual observations. The ITRC seeks Senate input on this.

- i. Frank Nigro explained that the training required to serve as a peer evaluator has been revised and is now available on Canvas. Faculty must complete this training every three years to maintain eligibility. Frank encouraged feedback from faculty on this revised training program.

6. Discussion/Action items

a. Proposed Tenure Review Committees (1 attachment)

The Academic Senate approves the faculty members of Tenure Review Committees.

- i. Cathy reviewed the proposed changes to Tenure Review Committees. On Rebecca Osborne's TRC, Jessica Colwell replaces Susan Meacham. On Jonathan Nuttall's TRC, Chuck Cort replaces Susan Meacham. Alexis Riley, who is entering her second year of the tenure process, is being assigned a new TRC and mentor. There were three newly hired faculty who were assigned new TRCs and mentors: Audrey Barto (Math-Tehama), Candace Gaeddert (ADN), and Lisa Smith-Johnson (ADN). Scott Gordon moved to approve the proposed Tenure Review Committees; seconded by Kari Aranbul. Motion carried unanimously.

b. Election of Vice President (no attachment)

Susan Meacham has resigned as Vice President for the purpose of retirement. The Bylaws state the Vice President will be elected by the Executive Committee from the membership of the Executive Committee.

- i. Cathy reviewed the duties of the Vice President and asked for nominations. Both Ray Nicholas and Jennifer McCandless were nominated. Cathy closed nominations and called for a vote, asking voting members of the Executive Committee to cast their votes in Zoom as private chat replies addressed to her. After the voting was completed, Cathy announced that Ray Nicholas had been elected Vice President for this year.

c. College Level Examination Program (CLEP) (1 attachment)

Continuing our project where we left off in March 2020.

- i. Cathy started by reviewing the status of the project when we left off in March and then asked for updates from Senate contacts for the different subject areas.

7. Other— No action may be taken on discussions under the "other" agenda item.

- a. Lenore Frigo provided some guidance on how faculty can handle students who are adding into open online classes during the second week. She also suggested that the Senate revisit the policy and procedures for students adding into open classes before the last day to add/drop. Cathy said that she would put this on the agenda for our next meeting.
- b. Cheryl Cruse announced that the Library has Chromebooks that students can check out. Information about this can be found on the Library's web page.

8. Adjournment: Meeting was adjourned at 5:00 p.m.

9. Next meeting: Monday, September 14, 2020, at 3:00 p.m.

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