

**Academic Senate
MINUTES**

Monday, September 14, 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	Johnathan Nuttall	x	Carie Palmer	x	Linda Thomas
x	Craig Thompson	x	Joanne Tippin	x	Michael Trujillo
x	Susan Westler				
	Jennifer McCandless (N/V)	x	Frank Nigro (N/V)	x	Scott Yates (N/V)
Other Faculty Present					
x	Roger Gerard	x	Tom Martin	x	Sara McCurry
Guests					
x	Stacey Bartlett	x	Will Breitbach	x	Andy Fields
x	Chelsea Hendershot	x	Ioanna Iatridis	x	Tim Johnston
x	Kate Mahar	x	Becky McCall	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)—August 24, 2020: Linda Thomas moved to approve the August 24th minutes; seconded by Kari Aranbul. Motion carried with one abstention (Jonathan Nuttal).
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 (Jennifer McCandless)
 - i. Cathy read Jennifer McCandless's report from Instructional Council, which discussed the following during its latest meeting: Division are currently working on the schedules for spring semester classes, and there was a reminder to faculty who want to have a synchronous component to their courses that the synchronous meeting times must be listed in MyShasta so that students are aware of them as they are registering for classes. There was also a reminder that 8-week block scheduling can be problematic for student athletes because they need to be enrolled in a minimum of 12 units. Frank Nigro spoke about the new tenure review training course in Canvas, and it is available to all full-time faculty (except for those in the first year of their tenure review); this training also covers peer evaluations and offers guidance on virtual observations. There was an update from Student Services on the Ocelot AI that will help students navigate Student Services, and on the option available to students to select preferred names and pronouns.
 - c. Report from College Council (Frank Nigro or Cathy Anderson)
 - i. Cathy reported that College Council has been working on APs and BPs, as well as preparing to draft the next Strategic Plan.
 - 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: Lenore Frigo, Tim Johnston)
 1. No report.
 - 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 reported that the SLO Committee met on August 27th and discussed the challenges of assessment when instruction goes primarily online. She said that the committee will be sending out some recommendations for faculty on how to handle assessments under these conditions. The committee is also planning to form a student panel on assessment, so if faculty know of any students who might be interested, they should forward the students' names to the committee.

- 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. Cathy read Jennifer McCandless' report stating that the Guided Pathways Committee is continuing work on program maps, and these can be found on the shared I-drive.
 - g. Office of Instruction (Frank Nigro)
 - i. Frank Nigro reminded everyone that the deadline for area plans has been pushed back to the spring, and that the new tenure review training course is now available in Canvas.
5. Informational Items and Other Reports
- a. Noncredit Offerings – Chelsea Hendershot
A review of the noncredit option for instruction and an update on courses that have been approved or are currently being worked on.
 - i. Chelsea Hendershot reviewed what noncredit courses are and provided an update on the current status of noncredit courses here at Shasta College. Over the past year, six noncredit courses were approved, and 16 courses have launched in CurricUNET and are currently going through the curriculum process. She gave examples of the variety of noncredit classes being offered at other community colleges around the state, and she encouraged faculty to make suggestions for possible noncredit courses that could be offered here.
 - b. OER – Grant to give stipends – Will Breitbach (1 attachment)
 - i. Will Breitbach reminded everyone that there is grant money for faculty to work with Online Educational Resources (OER).
6. Discussion/Action items
- a. Pros and Cons of the Add Policy (no attachment)
A discussion of how it working to allow students to add classes with a vacancy up to two weeks into the semester without an instructor's signature.
 - i. Cathy began with a summary of the discussion that we have had so far about the current policy of allowing students to add classes that are still open up to two weeks into the semester without an instructor's signature. Becky McCall provided an update on how the College is moving more towards self-service with registration for classes by utilizing Colleague, the enrollment management system. She said that the system could be set so students would need to get instructor approval before adding a class with a vacancy up to two weeks into the semester, and this will give faculty more control over the process. She asked faculty to send her a "wish list" of the changes they would like to see, and she reassured everyone that any changes would be clearly communicated to faculty. Buffy Tanner mentioned that policies on students adding into an open class will vary from instructor to instructor and course to course, so she suggested that this information could be added to the "Notes" section of a course section in

MyShasta. Frank Nigro recommended that we consider how any changes to the process would affect how we conduct census.

b. Census Drops (no attachment)

Question to discuss: How do faculty determine whether online students should be dropped at Census other than those students who have never logged in?

- i. Lenore Frigo reviewed the background of this discussion about how to determine online attendance and participation for the purpose of identifying which students should be dropped at census. There is not a standard, consistent practice for this. Buffy Tanner cited AP 5075, which states that “instructors shall clear their rolls of inactive students on the official District roster up to and including census day.” It goes on to define “inactive students” as “students who identify as no-shows,” “students who officially withdraw,” and “students who are no longer participating in the course and are therefore dropped by the instructor.” But descriptions like “no-shows” and “no longer participating in the course” are vague. Scott Gordon recommended that instructors have some type of required activity beyond simply logging in to the class in Canvas prior to census that could be used as proof of attendance and participation. Susan Westler encouraged faculty to state the specific requirements for participation in their syllabi so that students will know what they need to do so that they will not be dropped at census. Kari Aranbul urged faculty to attempt reaching out to students who have not participated to find out what their situations are. Lenore Frigo proposed that an ad hoc committee draft a list of ways faculty could determine online attendance and participation, and this list could be sent out to faculty as recommended practices. Susan Westler and Kari Aranbul expressed interest in assisting with this. Frank Nigro also mentioned that these recommendations could be included in the sample syllabi that are available to faculty as models, but he emphasized how important it is to always make sure that the evidence of a student’s non-attendance and non-participation is solid before an instructor drops the student from the roster. Cheryl Cruse noted that the Canvas phone app is unreliable for determining student participation, so students should be encouraged to avoid using the app. Buffy Tanner reiterated the availability of laptops for students who need them so that they are not entirely dependent on their phones to do their online coursework.

c. Board Policies and Administrative Procedures (5 attachments)

First Readings: *First readings are an opportunity to review, clarify, and suggest changes. We do not make motions or vote on a first reading.*

BP 4235 – Credit by Examination [Mandated Revisions, Legally Required]

AP 4235 – Credit by Examination [Revised, Legally Advised]

AP 5011 – Admission and Concurrent Enrollment of High School and Other Young Students [Revised, Legally Required]

AP 5075 – Course Adds and Drops [Revised, Legally Required]

AP 5540 – Web-Based Protocols and Conduct [Deleted, Local Procedure]

- i. For AP 4235, Frank Nigro explained that the revisions were legally advised so that the policies more accurately reflect recent changes due to state legislation,

- and these policies on credit by examination will need to be put in practice by the end of the year. He asked faculty for any input on this draft.
- ii. For AP 5011, Frank Nigro mentioned that the additions were made for the College Connection program.
 - iii. For AP 5075, Tim Johnston advised keeping the phrase “with instructor approval” in the first bullet point of the Adding Courses section. Lenore Frigo moved to table this item so that we can discuss it further.
- d. Proposed New Programs (1 attachment)
These programs have been approved by the Curriculum Committee and are forwarded to the Academic Senate for possible approval.
- i. Roger Gerard presented a new noncredit certificate program for the College’s wine program entitled Wine Essentials, and he provided the history behind this program. Susan Westler moved to approve the Wine Essentials noncredit certificate program; seconded by Scott Gordon. Motion carried unanimously.
- e. Proposed Peer Evaluators (1 attachment)
The Academic Senate approves the peer evaluators for faculty.
- i. Cathy explained that these proposed peer evaluators are not tenured faculty, so they need to be approved by the Senate. Leslie Ellingson moved to approve the list of peer evaluators; seconded by Craig Thompson. Motion carried unanimously.
- f. Hiring Priorities List Re-Rank (no attachment)
- i. Kari Aranbul reviewed the re-ranking procedure detailed in AP 7210 and confirmed that this procedure was properly followed by the Hiring Priorities Committee in their re-ranking of the Hiring Priorities List due to the retirement of Susan Meacham. Scott Gordon moved to certify that the re-ranking procedure was properly followed; seconded by Susan Westler. Motion carried unanimously.
- g. Selection of Delegate for Fall 2020 Plenary Session (no attachment)
The Fall 2020 Plenary Session will be held virtually on November 5-7 on Pathable. The theme this fall is Addressing Anti-Blackness & IDEAs in Academic and Professional Matters and sessions will infuse the topics of Inclusion, Diversity, Equity, and Anti-racism.
- i. Susan Westler expressed interest in serving as the delegate to the Plenary Session. Carie Palmer and Michael Trujillo expressed interest in attending.
- h. Selection of the Academic Senate representative to the Hiring Priorities Committee for F2020-S2021 (no attachment)
- i. Because the meeting ran beyond the 5:00 end time, this item was put on the agenda for our next meeting.
- i. College Level Examination Program (CLEP) (1 attachment)
Continuing our project.
- i. Because the meeting ran beyond the 5:00 end time, this item was put on the agenda for our next meeting.

7. Other— No action may be taken on discussions under the “other” agenda item.
8. Adjournment: Meeting was adjourned at 5:11 p.m.
9. Next meeting: Monday, September 28, 2020, at 3:00 p.m. via Zoom.

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