

**Academic Senate**

**MINUTES**

Monday, September 28, 2020

3:00 – 5:00 p.m.

Via Zoom

<b>Executive Committee Members Present</b>					
x	Cathy Anderson		Kari Aranbul	x	Jim Bigelow
x	David Carico	x	Jim Crooks	x	Cheryl Cruse
	Leslie Ellingson	x	Leo Fong	x	Lenore Frigo
	Scott Gordon	x	Chaz Kelley	x	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		Michael Trujillo
x	Susan Westler				
x	Jennifer McCandless (N/V)	x	Frank Nigro (N/V)	x	Scott Yates (N/V)
<b>Other Faculty Present</b>					
x	Valerie Ambrose	x	Kate Ashbey	x	Stephen Bailey
x	Steve Kim	x	Chris Rodriguez		
<b>Guests</b>					
x	Stacey Bartlett	x	Andy Fields	x	Ioanna Iatridis
x	Tim Johnston	x	Kate Mahar	x	Mike Mari
x	Carlos Reyes	x	Buffy Tanner		

1. Call to order: Meeting was called to order at 3:00 p.m.

2. Approval of Minutes (Attachment)—September 14, 2020: Susan Westler requested a correction in item 6.d; the name listed as making the motion should be Susan Westler, not Susan Meacham. Jim Bigelow moved to approve the September 14<sup>th</sup> minutes with the correction; seconded by Cheryl Cruse. Motion carried with one abstention (Mindy Marlatt).
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 item 6.f in today's agenda will be postponed because the ad hoc committee is not prepared to present its recommendations. She also announced that we will have five members of the Executive Committee attending the Fall Plenary.
  - b. Report from Instructional Council (Jennifer McCandless)
    - i. Jennifer McCandless reported that at the September 17<sup>th</sup> meeting of Instructional Council the following items were discussed: IT reported that they are still working on the password security that will be implemented soon in phases, and there was also an update on wi-fi access in campus parking lots. There was discussion about content for the new website; at this point, all changes are going through Susan Saephanh. Frank Nigro reported that late-start classes are being marketed. Tim Johnston reported that there is consideration that counselors be assigned based on meta-majors rather than divisions. Finally, there was an update on DE addenda.
  - c. Report from College Council (Frank Nigro or Cathy Anderson)
    - i. Frank Nigro reported that College Council primarily worked on APs and BPs during their latest meeting.
  - 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. Scott Yates noted that responding to question 1 of the DE addendum form has been challenging for some faculty; this question covers the different delivery options possible for a course, such as whether it can be taught partially or fully online. If a course can be taught online, faculty will need to specify what parts of the course can be done in an online format. Scott also added that for courses that are already approved as hybrid, faculty can specify what parts of a hybrid course can be done online during an emergency situation but not under normal circumstances.
    - ii. Scholastic Standards Committee (Co-Chairs: Lenore Frigo, Tim Johnston)
      1. No report.
    - iii. Faculty Excellence Committee (Co-Chairs: Jennifer McCandless, Will Breitbach)
      1. Jennifer McCandless reported that the Faculty Excellent Committee is focusing on the fourth pillar of Guided Pathways. She also reminded everyone that the brown bag sessions will resume soon.
    - 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. Kate Ashbey reported that the SLO Committee sent out a survey last week to find out more about how faculty have been adjusting their approaches to assessment because of the shift to fully online instruction. She also reminded everyone that this semester is a reporting one and that the reporting of course SLOs will be done with Microsoft forms.
  - 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 reported that the Guided Pathways team has been working on program pages for the new website.
  - g. Office of Instruction (Frank Nigro)
    - i. Frank Nigro thanked faculty who have been working on submitting DE addenda. He encouraged those who are not used to working with CurricUNET to collaborate with their Curriculum reps. He also reminded everyone that tomorrow is the deadline for getting courses in the Spring schedule. Scott Yates offered to assist any faculty who needs help with CurricUNET.
5. Informational Items and Other Reports
- a. None.
6. Discussion/Action items
- a. Proposed New Courses (1 attachment)  
*These courses have been approved by the Curriculum Committee and are forwarded to the Academic Senate for possible approval.*
    - i. The courses that were approved by Curriculum Committee are ESL 155—ESL Reading and Writing II (6.0 units), MATH 305—Math Camp (0.0 units), and MATH 306—Stats Camp (0.0 units). Susan Westler moved to approve the three proposed new courses; seconded by Mindy Marlatt. Motion carried unanimously.
  - b. Proposed Peer Evaluators (1 attachment)  
*The Academic Senate approves the peer evaluators for faculty.*
    - i. Cathy noted that the proposed peer evaluators listed, Juanne Van Der Linde and Jeff Hendrickson, are not tenured faculty, so they need to be approved by Academic Senate. Susan Westler moved to approve the two proposed peer evaluators; seconded by Mindy Marlatt. Motion carried unanimously.
  - c. Board Policies and Administrative Procedures (6 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.*

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

AP 5520 – Student Discipline

- i. Cathy noted that AP 5520 does not fall under the Senate's purview, but there is one item, III.5, that does outline the procedure for removal of a student from a class or instructional activity, and this is something that faculty should be aware of. Susan Westler suggested adding references to the relevant policies on student conduct, and also including some specific examples of student behavior that would merit removal. However, Frank Nigro discouraged identifying specific types of behavior in order to give faculty more flexibility.
- ii. Cathy reviewed the changes made to AP 5075 as a result of discussion during our September 14<sup>th</sup> meeting. Ray Nicholas suggested rephrasing the second bullet point under "Adding Courses" to be more consistent with the phrasing used in other parts of the AP. Buffy Tanner proposed using the statement "students may only add a class through a late add petition process."

**Second Readings:** *Second readings are an opportunity to make motions to approve with minor changes. If significant changes are needed then there will not be a vote and the BP/AP will be brought back for a third 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 5540 – Web-Based Protocols and Conduct [Deleted, Local Procedure]

- iii. Cathy proposed that we discuss and vote on BP 4235, AP 4235, and AP 5540 as a combined group. She stated that there were only minor changes made to BP 4235. Frank Nigro reviewed the changes made to AP 4235 and the rationale behind these changes. Cathy explained that AP 5540 was a routine deactivation. Johnathan Nuttall moved to approve BP 4235 and AP 4235 and delete AP 5540; seconded by Craig Thompson. Motion carried unanimously.
  - iv. Concerning AP 5011, Valerie Ambrose shared two items that emerged from the Student Success Committee's recent discussion on the topic of increasing enrollment with more high school students. First was the reputation that Shasta College courses are "easier" than high school classes. Second was the issue of convicted sex offenders enrolled in classes that have minors on the roster. Faculty are currently not notified about this. Tim Johnston asked that we consult with Lonnie Seay in Campus Safety, but he was not sure if this issue of sex offenders enrolled in Shasta College classes is best addressed in this particular AP. Buffy Tanner noted that AP 3516 addresses convicted sex offenders enrolling at the College, but Valerie noted that this AP only specifies that registered sex offenders must notify Campus Safety; it does not require informing instructors about this. There was consensus that we should further investigate this matter, so Cathy postponed the vote for AP 5011.
- d. Selection of the Academic Senate representative to the Hiring Priorities Committee for F2020-S2021 (no attachment)

- i. Cathy explained the role of the Hiring Priorities Committee and the role of the Senate's representative on that committee. Kari Aranbul has been serving in this role since Fall 2019.
  - e. Proposed Meta Majors Communication Strategy (no attachment)  
*This is a brainstorming session to plan the best way to gather input from all faculty on the draft of the proposed Meta-Majors that will be available soon from the Guided Pathways Team. We need a plan in place so when the draft is distributed all faculty feel like they have a voice in the process.*
    - i. Jennifer McCandless shared a list of meta-majors that was drafted by the Guided Pathways team. The challenge is to synch these meta-majors with current programs of study that are in our catalog. The draft identifies ten meta-majors, each with a concise three-word description, and then a short list of programs of study that fall within its scope. She reminded everyone that we cannot change the programs of study, only move them under different meta-majors. Jennifer also added that these groupings are meant to help simplify student decision-making and not intended for organizing divisions and programs. Kate Ashbey suggested having some programs in more than one meta-major, and there was wide support for this. Stacey Bartlett added that the Program Review Committee should be involved in this process as well. There was consensus agreement that area representatives take this draft to their divisions and departments for feedback.
  - f. Suggested Guidelines for Census Drops – Update from the Ad-hoc Committee (no attachment)  
*How do faculty determine whether online students should be dropped at Census other than those students who have never logged in? An ad-hoc committee will offer a few suggestions to get the conversation started. This is a continued discussion from the last meeting.*
    - i. Because the ad hoc committee is not prepared to report on this, this item was postponed to our next meeting.
  - g. College Level Examination Program (CLEP) (1 attachment)  
*Continuing our project.*
    - i. Cathy reviewed the remaining CLEP subject areas that are still awaiting responses and asked for updates.
7. Other— No action may be taken on discussions under the “other” agenda item.
8. Adjournment: Meeting was adjourned at 4:57 p.m.
9. Next meeting: Monday, October 12, 2020, at 3:00 p.m. via Zoom.

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