

**Academic Senate**

**MINUTES**

Monday, October 12, 2020

3:00 – 5:00 p.m.

Via Zoom

<b>Executive Committee Members Present</b>					
x	Cathy Anderson	x	Kari Aranbul	x	Jim Bigelow
x	David Carico	x	Jim Crooks		Cheryl Cruse
x	Leslie Ellingson	x	Leo Fong	x	Lenore Frigo
x	Scott Gordon	x	Chaz Kelley	x	Mindy Marlatt
	Corrinne Minnard		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				
x	Jennifer McCandless (N/V)	x	Frank Nigro (N/V)		Scott Yates (N/V)
<b>Other Faculty Present</b>					
x	Valerie Ambrose	x	Sara McCurry		
<b>Guests</b>					
x	Stacey Bartlett	x	Andy Fields	x	Ioanna Iatridis
x	Tim Johnston	x	Mike Mari	x	Kevin O'Rorke
x	Carlos Reyes	x	Lonnie Seay	x	Buffy Tanner
x	Zach Zweigle				

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

2. Approval of Minutes (Attachment)—September 28, 2020: Leslie Ellingson moved to approve the September 28<sup>th</sup> minutes; seconded by Johnathan Nuttall. Motion carried unanimously.
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 reported that Kari Aranbul was appointed Academic Senate representative to the Hiring Priorities Committee for the 2020-2021 academic year.
  - b. Report from Instructional Council (Jennifer McCandless)
    - i. Jennifer McCandless reported that Instructional Council met on October 1<sup>st</sup>. The two main topics of discussion were degree/certificate deadlines and program pages on the new website. Buffy Tanner and Tim Johnston reported that Admissions and Records recently set “hard” deadlines for applying for degrees and certificates; this was done to allow time for evaluation of degree and certificate requirements and prevent having to tell students after graduation that they still have requirements to meet; the recommendation was for certificate programs to send Admissions and Records a list of students who are on track to finish short-term, cohort-based certificates. Tim also reviewed the new student ed. planning tool. Jennifer reported that the Guided Pathways team has been working with Susan Saephanh to design a template for program pages on the website. Ideas included having a “common first year” for meta-majors and programs of study.
  - c. Report from College Council (Frank Nigro or Cathy Anderson)
    - i. Cathy reported that the College is preparing to write the midterm report for accreditation. There will be a survey sent out to committees asking them to report on progress made towards meeting accreditation goals; Frank Nigro added that this survey will go out in March.
  - 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. Frank Nigro reported that there were 78 DE addenda approved at the latest Curriculum Committee meeting, and he reminded everyone that tomorrow is the last date for DE addenda to be on the Curriculum Committee agenda so they can be approved for the Spring 2021 schedule.
    - 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 Excellence Committee has created a Canvas course to allow faculty to see professional development opportunities, events and activities; this will consolidate all of these opportunities into one listing, thus replacing the need to rely on email notices and reminders.

- iv. General Education Committee (Co-Chairs: Susan Westler, Carlos Reyes)
    - 1. Susan Westler reported that the committee approved two courses for the GE patterns: HLTH 20 and THTR 81. She reminded everyone that the college-wide CIS requirement has been dropped starting this year. The committee also discussed the new Ethnic Studies requirement, designated Category F, adopted by CSU that will take effect with students graduating in the 2024-2025 academic year and how we will need to identify Shasta College courses that can meet this requirement; Frank Nigro mentioned that we might need to modify some of our existing courses to meet all five requirements listed in the Ethnic Studies Requirement Student Learning Outcomes. The committee is looking for faculty that may have courses that meet or can be modified to meet all five requirements.
  - v. SLO Committee (Co-Chairs: Sara McCurry, Kate Ashbey, Jennifer Fox)
    - 1. Sara McCurry reported that there are assessment-related professional development activities coming up. These will be offered through the Faculty Excellence Committee. The first will be on November 6<sup>th</sup>, and it will focus on formative and authentic assessment online, and the second will be on December 4<sup>th</sup>, and it will focus on assignment design. There will also be a day-long assessment workshop on Monday, November 23<sup>rd</sup>, of Thanksgiving week.
  - 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 reminded everyone about the three brown bag sessions coming up, the first being this Thursday, October 15, and two more following.
  - g. Office of Instruction (Frank Nigro)
    - i. Frank Nigro thanked those who worked on DE addenda. He also reported that, in collaboration with Faculty Association, work is continuing on the academic calendar for next year.
5. Informational Items and Other Reports
- a. None.
6. Discussion/Action items
- a. 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.*

AP 5500 – Standards of Conduct [Revised, Legally Required]

BP 7120 – Recruitment and Hiring [Confirmed, Legally Required]

AP 7120 – Recruitment and Hiring [Updated, Legally Advised]

- i. Cathy reviewed the changes made to AP 5500; most were minor ones, such as making pronouns gender-neutral.
- ii. Cathy noted that there were no changes made to BP 7120. This review is legally required.
- iii. Cathy noted that there was only one change to AP 7120; this involved part of a title deleted. This review is legally required.

**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.*

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

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

- iv. Cathy noted that there was one suggested change for AP 5075 and it was incorporated. Ray Nicholas moved to approve AP 5075; seconded by Susan Westler. Carrie Palmer noted that “Drops” was deleted from the heading “Course Drops/Withdrawals.” Tim Johnston explained that this deletion was based on a decision to use the term “withdrawal” as the umbrella term for both drops and withdrawals, but he and Buffy Tanner acknowledged that having both terms would be clearer. There was a consensus was to keep “Drops” in the heading, but to change the heading to “Course Drops or Withdrawals.” Motion with the proposed revision of “Course Drops or Withdrawals” carried unanimously.
- v. Lonnie Seay reported that Campus Safety reviewed AP 5011, and he addressed the question of whether the AP should specify that faculty be notified if there is a registered sex offender enrolled in one of their classes. Lonnie stated that reporting of registered sex offenders in a community is normally done through the Megan’s Law requirement, but he noted that there is no legal requirement for registered sex offenders to disclose anything about this when enrolling in a college. However, Campus Safety can learn if a registered sex offender intends to take classes at Shasta College through the Shasta County Probation Department, and when this does happen Campus Safety will evaluate each registered sex offender to determine risk level. If a registered sex offender is deemed a credible risk by enrolling in a particular class, Campus Safety can prevent the student from enrolling in that class; Lonnie stated that in the seven years that he has been Director of Campus Safety this has happened only once, and in this case the student was asked to enroll in a different class. Because there are different classifications of sex offenders, with each classification having different restrictions (for example, some registered sex offenders do have permission to be around minors), it is difficult to have a blanket statement in an AP that would apply to all cases where a registered sex offender enrolls in a class. Currently, Campus Safety relies on a risk matrix to determine the risk level that a student poses, and if a student who is a registered sex offender scores above a certain level in the risk matrix, Campus Safety will notify faculty about this. Because of these reasons, Lonnie did not recommend adding to this AP any process of notifying faculty that a registered sex offender in one of their classes. Cathy asked, if a faculty member does not know that there is a

registered sex offender in one of their classes, and this student harms another student, could the faculty member be held liable? Lonnie said he believed the District would be responsible for safety of all students, but he stated that this question should be referred to the District's legal counsel. Carie Palmer asked about consent language in the College's concurrent enrollment application for minors. Buffy Tanner confirmed that disclaimers are in the District's Concurrent Enrollment Permission Request form, and when parents sign this they acknowledge that their "student will be enrolling in college courses that will be open to the entire college population" and that "Shasta College accepts no responsibility for extraordinary supervision of concurrently enrolled students." Sara McCurry recommended that we adopt accepted best practices to protect our students from any harm rather than adding procedures to an AP. Lonnie recognized that this is a delicate balancing act between maintaining student safety and avoiding discriminatory action against students who are formerly incarcerated. He said that his Campus Safety team will work on putting together some recommendations and bringing these to Academic Senate. Cathy said that she would add this to the agenda of our next meeting so that we can brainstorm some best practices; she envisioned two sets of these, one for faculty and one for students. Ray Nicholas asked about how faculty should handle situations where students voluntarily share information. Lonnie said that this could be addressed in the best practices for faculty. Overall, there was consensus that the best practices approach should not involve adding procedures to AP 5011. Scott Gordon moved to approve AP 5011; seconded by Johnathan Nuttall. Cathy noted that the AP does refer to "a written and signed parental or guardian consent on the District's Special Admit form" that Buffy mentioned earlier. Ray Nicholas asked if we can at a later date add in AP 5011 a reference to any best practices that we adopt; Cathy confirmed that we can. Motion carried unanimously.

- b. Proposed Meta Majors draft (1 attachment)  
*This is a chance to report on feedback received so far.*
  - i. Cathy asked for area representatives to report any feedback they have received so far from their constituents. Area reps from BAITS, SLAM, PEAT, and Non-Instructional Faculty shared some of the feedback they have received from colleagues.
- c. 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. The goal is not to set policy, but to describe some guidelines to think about when defining census attendance in individual classes, since there has been confusion in the past.*
  - i. Because of limited remaining time, Cathy postponed this item to our next meeting.
- d. College Level Examination Program (CLEP) (1 attachment)  
*Finishing our project.*

- i. Cathy received updates for the following CLEP Subject Areas: Business, American Government, History of the United States, and Western Civilization.
7. Other— No action may be taken on discussions under the “other” agenda item.
8. Adjournment: Meeting was adjourned at 5:02 p.m.
9. Next meeting: Monday, October 26, 2020, at 3:00 p.m. via Zoom.

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