

Academic Senate

MINUTES

Monday, October 26, 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
	Scott Gordon	x	Chaz Kelley	x	Mindy Marlatt
x	Corrinne Minnard		Haley Mulvihill	x	Ray Nicholas
x	Johnathan Nuttall	x	Carie Palmer	x	Linda Thomas
	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	Chris Rodriguez				
Guests					
x	Stacey Bartlett	x	Will Breitbach	x	Andy Fields
x	David Gatewood	x	Ioanna Iatridis	x	Tim Johnston
x	Kevin O'Rorke	x	Carlos Reyes	x	Buffy Tanner
x	Zack Zweigle				

1. Call to order: Meeting was called to order at 3:01 p.m.

2. Approval of Minutes (Attachment)—October 12, 2020: Carie Palmer moved to approve the October 12th minutes; seconded by Susan Westler. Motion carried with two abstentions (Cheryl Cruse; Corrinne Minnard).
3. Informational Reports from Guests
 - Facilitator: Cathy Anderson
 - Purpose and Expected Outcome: This agenda item is for invited reports from guests. No action will be taken under this agenda item.
 - a. None at this meeting
4. Standing Action Items from Our Subcommittees, The Office of Instruction, and The Office of the Superintendent/President
 - Facilitator: Cathy Anderson
 - Purpose and Expected Outcome: This agenda item is for business that the Academic Senate must discuss and vote on at each meeting.
 - a. From the Curriculum Committee
 - New or Revised Courses: None at this meeting
 - New or Revised Programs: None at this meeting
 - b. From the Office of Instruction
 - Tenure Review Committees/Mentors: None at this meeting
 - Peer Evaluators: None at this meeting
 - c. Board Policies and Administrative Procedures from the Office of the Superintendent/President (3 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.
 - None at this meeting
 - 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 5500 – Standards of Conduct [Revised, Legally Required]
 - BP 7120 – Recruitment and Hiring [Confirmed, Legally Required]
 - AP 7120 – Recruitment and Hiring [Updated, Legally Advised]
 - i. For AP 5500, Cathy noted that there were no content changes; only certain titles and pronouns were revised. Susan Westler moved to approve AP 5500; seconded by Linda Thomas. Motion carried unanimously.

- ii. For BP 7120 and AP 7120, Cathy noted that there were no suggested changes to either. Linda Thomas moved to approve BP 7120 and AP 7120; seconded by Lenore Frigo. Motion carried unanimously.

d. Other: None at this meeting

5. Project-Based Discussion/Action Items

- These agenda items will vary to reflect the current projects that the Academic Senate is working on.

a. What is the Best Way to Organize our Meta Majors?

- Facilitator: Jennifer McCandless
- Project: This is part of the Guided Pathways Project
- Purpose and Expected Outcome: Update Meta Majors draft given input from the area representatives; possibly draft a final version.
- Anticipated Completion: October 26, or November 9.

Jennifer McCandless reviewed the latest changes made to the meta majors draft: In addition to already being in the Earth and Environment meta major, Earth Sciences was added into the STEM (Science, Technology, Engineering, and Math) meta major. CIS (Computer and Information Systems) was moved from Applied Technology to STEM. The meta major title Applied Technology was changed to Industrial Technology. Career and Life Success was moved to the Business and Hospitality meta major. The meta major People, Culture, Society, and Education was renamed People, Culture, and Society, and Liberal Studies and ECE (Early Childhood Education) were moved into this meta major. Education is now a separate meta major, and Physical Education and Athletics (#2) and Human Services were added to this meta major. Another significant change was the assignment of a particular color for each meta major, but Jennifer noted that these colors are still up for discussion; Lenore Frigo shared her concern that some of the color assignments reinforce gender stereotypes, such as having pink for nursing and blue for STEM; Linda Thomas agreed, noting that blue is traditionally associated with health care. Another addition was complementing the three-word description for each meta major with three questions that provided a more detailed description of that meta major. Jennifer explained that in revising this draft she and Cathy examined common first-year course offerings within meta majors to determine logical groupings; this is why two Earth Sciences programs, Geology and GIS (Geographic Information Systems), were placed in STEM, separate from Earth Sciences #1 in the Earth and Environment meta major, and why Agriculture was taken out of STEM and placed in Earth and Environment. Similarly, this was the rationale behind moving Human Services from Health and Wellness to People, Culture, and Society, and for moving Kinesiology from Education to Health and Wellness. Jennifer then asked for any additional feedback from area representatives. Lenore Frigo reported that Social Sciences faculty believed that the People, Culture, and Society meta major was too broad and should be narrowed in its scope; they also encouraged the grouping of Humanities and Social Sciences together. They also suggested that Education be its own meta major, and Communications Studies be moved to Language and Literature. However, both Michael Trujillo and Chaz Kelley argued that Communication Studies should stay within People, Culture, and Society because the three-word descriptions and descriptive questions for that meta major all focus on communication. Stacey Bartlett added that Communication Studies, as an academic discipline, typically falls either under Social Sciences or

Humanities, but rarely in Language Arts. Mindy Marlatt pointed out that all Communication Studies courses can be used to meet requirements for the General Studies and University Studies Language Arts degrees, so this would support placing Communication Studies within Language and Literature. Cathy asked Michael and Chaz to discuss this with Communication Studies faculty and get their feedback. Joanne Tippin reported that Wade Stewart believed that although the three-word description for Health and Wellness was a closer match for Human Services, he still would like to see Human Services be placed under People, Culture, and Society because the program has closer affiliations with the Social Sciences. Cathy reminded everyone that the three-word descriptions for each meta-major can be changed. Jim Crooks reported that Liberal Studies faculty believe that Education should be its own meta major and that their program should be within it. Cathy asked Jim to speak with Liberal Studies and Education faculty and have them draft a three-word description and three questions for the Education meta major. Jennifer noted that ECE faculty told her that they would fit within two meta majors, Education and People, Culture, and Society. Frank Nigro noted that there is a Science Teacher-Earth University Studies degree program that is currently with the Earth Sciences program, but it would make more sense to place it in the Education meta major. Jim Crooks asked about whether program titles could be changed; he noted that he has heard from faculty who would like to do this. Will Breitbach confirmed that this can be done; the naming of programs is a function of the College catalog, and this is handled through the Office of Instruction. Ray Nicholas reported that CTE faculty have not had an opportunity to discuss the current draft of the meta majors list, but he is confident that the new title of Industrial Technology will be well received. He was concerned that because Industrial Technology was such a broad umbrella, some programs, such as equipment operations and logging, would be buried within it so that students would not know about them. Jennifer believed that this could be addressed through careful design in our Web site so that students will start with the broader meta majors and their descriptions, but each meta major can be expanded to list individual programs. Ray also wondered why Agriculture was in the Earth and Environment meta major rather than in Industrial Technology. Cathy asked Ray to raise this question with Agriculture faculty and get their feedback, particularly with identifying specific Agriculture programs that could be moved to Industrial Technology. Leo Fong noted that because World Languages is now in a different division than the division that English is in, its faculty have not been part of the conversation about the Language and Literature meta major, so Cathy asked him to reach out to World Language faculty. Johnathan Nuttall suggested organizing meta majors by first-semester and first-year course tracks. He noted, as an example, that students in the Physics, Math, and Engineering programs would not be taking the same first-year courses as students in the Life Sciences or CIS programs, so he would rather see groupings like a first-year Chemistry experience or a first-year Calculus experience. He also noted that some programs share more with Industrial Technology than with STEM, so perhaps there could be a separate meta major for science-related CTE programs. He wondered if all this would entail breaking up the STEM meta major into smaller categories. Jennifer noted that when faculty were working on program maps these were some of the discussions that occurred. Johnathan also confirmed that Dan Scollon believed that GIS should be in the STEM meta major. Carie Palmer suggested that short-term CTE certificate programs be highlighted in some way; this would allow students who are looking specifically for short-term training to start a career to quickly see what their

options are. Frank Nigro noted that some colleges will allow students to view programs according to the number of total units required; he also hoped that we can explore the idea of “stacking” certificates and degrees. Chris Rodriguez suggested removing “People” from People, Culture, and Society. He also proposed using this question for the meta major: “Do you enjoy learning about society and wonder who we are and how we got here?” Several inquired about the total number of ten meta majors in the current draft and asked if we should be aiming for a lower total number. Jennifer explained that we originally started with six, but some of the program groupings did not make sense, so the list was expanded to ten. However, she emphasized that this number is not fixed, and we can aim for fewer meta majors. She recommended looking at the meta majors used by Sierra College and Lake Tahoe Community College to give area faculty some ideas about how programs can be grouped. Cathy asked area reps to bring the revised three-word descriptions and descriptive questions for relevant meta majors back to their constituents to get feedback.

b. What are Suggested Guidelines for Census Drops? (1 attachment)

- Facilitator: Lenore Frigo
- Project: Census Drop Guidelines
- Purpose and Expected Outcome: Develop and adopt a set of suggested guidelines to help faculty determine whether they should drop a student at census.
- Anticipated Completion: This will be an ongoing discussion until the project is complete.

Lenore Frigo reported on the work of the ad hoc committee tasked to make recommendations for guidelines on census drops in online classes, particularly how to define attendance in online classes for the purpose of census. She noted that our policies tend to favor keeping students enrolled no matter what, but we need to recognize that keeping students on the roster does not always help them because some will end up with an unwanted F or a W on their transcript, or paying for a course they never attended. She shared the list of recommendations made by the committee. Cathy focused on item 4, which listed six suggested guidelines for determining student attendance at census. David Gatewood suggested adding in the procedure for how students can re-enroll in a course if they were inadvertently dropped at census. Ray Nicholas asked whether students who are dropped at census are notified of this. Buffy Tanner stated that I.T. does generate a message to students when this happens. Linda Thomas also noted that students who are dropped from a course are then dropped in Canvas and can no longer access the course. Buffy pointed out that students can be re-instated in a Canvas course and their work restored. Ray suggested adding this information into the guidelines: “The student is notified if they are dropped at census. Students can be reinstated at the instructor’s discretion.” Cathy said that she will add this revised draft of the proposed guidelines to the next agenda.

c. What are Suggested Guidelines for Group Work

- Facilitator: Cathy Anderson
- Project: Guidelines for Group Work
- Purpose and Expected Outcome: Develop and adopt a set of suggested guidelines for faculty to consult when assigning group work in their classes. Of specific interest is that group work be a safe environment.

- Anticipated Completion: This will be an ongoing discussion until the project is complete.

Because of time constraints, this item was postponed.

6. Informational Items from Executive Committee Members

- Facilitator: Cathy Anderson
- Purpose and Expected Outcome: This agenda item is for invited reports from Executive Committee members. No action will be taken under this agenda item.
- a. Area A Meeting Report – Susan Westler
Susan Westler summarized the major topics that were discussed at the Area A Meeting. There was considerable attention devoted to looking at curriculum with a focus on equity and anti-racism. There was also a lot of discussion on how community colleges will be affected by the proposed CSU Ethnic Studies requirement, GE Category F.
- b. Tentative Calendar (1 attachment) -- Ray Nicholas
Ray Nicholas reported that the tentative calendar for next academic year is very similar to the one for this year. The main area of discussion was how closely to mirror the Shasta Union High School District's calendar. He reviewed the major features of the tentative calendar. The Faculty Association has already approved this calendar. Ray also reminded everyone that there will be a survey sent out to faculty on not just next year's academic calendar, but also future ones. Linda Thomas wondered about how 8-week courses would be affected by a Wednesday start for the spring 2022 semester. Although Academic Senate does not vote on this, Cathy asked for any input.

7. Standing Reports from Subcommittees and Joint Committees

- Facilitator: Cathy Anderson
- Purpose and Expected Outcome: Subcommittees and Joint Committees are invited to update the Executive Committee about their current work. No action will be taken under this agenda item.
- a. Report from the Academic Senate President (Cathy Anderson)
No report.
- b. Report from Instructional Council (Jennifer McCandless)
No report.
- c. Report from College Council (Frank Nigro or Cathy Anderson)
No report.
- d. Reports from Standing Subcommittees (Reports are given by the Co-Chairs or members as needed)
 - i. Curriculum Committee (Co-Chair: Scott Yates, Frank Nigro)
No report.
 - ii. Scholastic Standards Committee (Co-Chairs: Lenore Frigo, Tim Johnston)
No report.
 - iii. Faculty Excellence Committee (Co-Chairs: Jennifer McCandless, Will Breitbach)

No report.

iv. General Education Committee (Co-Chairs: Susan Westler, Carlos Reyes)

No report.

v. SLO Committee (Co-Chairs: Sara McCurry, Kate Ashbey, Jennifer Fox)

No report.

e. Reports from Joint Committees (Reports are given by the Co-Chairs or delegate as needed)

i. Distance Education Committee (Co-Chairs: Tom Glass, Will Breitbach)

No report.

ii. Student Success Committee (Co-Chairs: Kari Aranbul, Kate Mahar)

No report.

f. Guided Pathways (Jennifer McCandless)

No report.

g. Office of Instruction (Frank Nigro)

No report.

8. Other

- Facilitator: Cathy Anderson

- Purpose and Expected Outcome: This agenda item is for members to bring up topics not on the agenda. This is also an opportunity to determine interest in a possible future agenda item topic. No action will be taken under this agenda item.

a. None.

9. Opportunity for Public Comment

- Facilitator: Cathy Anderson

- Purpose and Expected Outcome: 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 under this agenda item. Speakers are limited to three minutes.

a. None.

10. Adjournment: Meeting was adjourned at 5:06 p.m.

11. Next Meeting: Monday, November 09, 2020, at 3:00 p.m.

The Shasta-Tehama Trinity Joint Community College District ("Shasta College") does not discriminate against any person on the basis of race, color, national origin, sex, religious preference, age, disability (physical and mental), pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), gender identity, sexual orientation,

genetics, military or veteran status or any other characteristic protected by applicable law in admission and access to, or treatment in employment, educational programs or activities at any of its campuses. Shasta College also prohibits harassment on any of these bases, including sexual harassment, as well as sexual assault, domestic violence, dating violence, and stalking.