

**Academic Senate**

**MINUTES**

Monday, November 9, 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	x	Cheryl Cruse
x	Leslie Ellingson	x	Leo Fong	x	Lenore Frigo
x	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
x	Craig Thompson	x	Joanne Tippin	x	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	Kate Ashbey	x	Sara McCurry		
<b>Guests</b>					
x	Stacey Bartlett	x	Will Breitbach	x	Andy Fields
x	Allie Hancock	x	Ioanna Iatridis	x	Tim Johnston
x	Carlos Reyes	x	Buffy Tanner	x	Zach Zweigle

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

2. Approval of Minutes (Attachment)—October 26, 2020: Kari Aranbul moved to approve the October 26<sup>th</sup> minutes; seconded by Ray Nicholas. Motion carried with two abstentions (Scott Gordon and Craig Thompson).
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. Guest Speaker: Allie Hancock

Student Life is currently in the process of implementing the new Assembly Bill 963 - Student Civic & Voter Empowerment Act on our campus. The bill requires that we develop a Student Civic & Voter Empowerment Action Plan with contributions from all areas on campus (faculty, staff, admin and students). Student Life has a proposed final draft that we would like for Academic Senate to review it prior to submittal to the California Secretary of State's office. (2 attachments)

    - i. Allie Hancock provided background on and summary of AB 963—Student Civic and Voter Empowerment Act, and she reviewed a draft of the Shasta College Civic Engagement Plan 2021-2025; this plan identifies ways that Shasta College can fulfill the requirements specified in AB 963. She requested any feedback on the draft plan be emailed to her by next Monday.
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: There are new courses being recommended by the Curriculum Committee. (1 attachment)

    - INDE 301 Industrial Trade Basics—New Course Proposal w/DE, 0 units
    - INDE 341 Industrial Electronics—New Course Proposal w/DE, 0 units
    - INDE 342 Industrial Control Devices—New Course Proposal w/DE, 0 units
    - INDE 343 Industrial Motor Control—New Course Proposal w/DE, 0 units
    - INDE 344 Industrial Process Control—New Course Proposal w/DE, 0 units
    - i. Ray Nicholas briefly explained the background of these courses. Scott Gordon moved to approve all five new courses; seconded by Ray Nicholas. Motion carried with one abstention (Linda Thomas).

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

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.

None at this meeting.

- 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: November 9.

Jennifer McCandless provided an update on the meta majors draft; she stated that there has been a lot of feedback provided, so the document has been continuously evolving. She explained that the Guided Pathways team has been discussing the number of meta majors, and there is no consensus on how many we should have. One idea that was proposed is to mirror CCC MyPath and Career Coach and base our meta majors on career paths identified in CCC MyPath's "career clusters"; Mindy Marlatt suggested using common assessment tools to identify and replicate standardized keywords for major areas. Jennifer then reviewed the major changes that have been made so far: For the STEM meta major, "Math" was changed to "Mathematics." Also for STEM, the question "Do you want to prepare for medical or pharmacy school?" was added. There were also several programs that were included in more than one meta major, and Jennifer explained the rationale for this. In the Health and Wellness meta major, the descriptive word "heal" was changed to "health." There was discussion about whether "Industrial Technology" should be changed to "Applied Technology," but area faculty preferred "Industrial Technology," so the name was kept. "Education" was changed to "Teacher Preparation"; PE and Athletics #2 and Mathematics #2 were added to the Teacher Preparation meta major. Communication Studies faculty requested that they stay in the People, Culture, and Society meta major, and they would like to also have "Communications" be added into the meta major name. Jennifer then surveyed area reps for any further input for each of the meta majors. Leo Fong requested changing the

question “Do you enjoy reading?” to “Do you enjoy analyzing literature?” because it is a more accurate characterization of what English majors do. Michael Trujillo conveyed a suggestion from David Cooper to consider these additional words that could be used for the three-word description for Language and Literature: connect, interpret, compare, reflect, discover, explain, and unite; Leo said that he would take these suggestions back to Language Arts faculty for their feedback. Both Sara McCurry and Jim Crooks favored the word “explore” instead of “engage” as one of the descriptive words for Language and Literature. For the Teacher Preparation meta major, Kate Ashbey stated that the term “teacher preparation” does not accurately reflect what some of their programs do. Cathy suggested the name “Teacher Education,” and Kate Ashbey, Jim Crooks, and Craig Thompson approved of this. The three descriptive words that were proposed for Teacher Education were “empower, coach, inspire.” Cathy noted that the programs in Teacher Education are so varied that they would not be able to have a common first-year experience; Jennifer agreed that this is the case with some meta majors, but there are others that have a fair amount of shared required coursework during the first year. Johnathan Nuttall observed that quite a few of our degree and certificate programs don’t seem to be in CCC Career Coach. Jennifer believed that we can change this so there are clearer connections between our degree and certificate programs and common career paths listed in Career Coach. For the People, Culture, and Society meta major, Michael Trujillo suggested changing the name to Culture, Communication, and Society. However, Lenore Frigo felt that “People” should be kept, and she was wary about having a meta major name that consists of more than 3 words. Jennifer asked Michael and Lenore to speak with their colleagues about this. For the Health and Wellness meta major, Linda Thomas stated that Health Sciences faculty will be discussing this at their division meeting this Friday. Craig Thompson suggested adding in a reference to mental health, but Linda Thomas pointed out that we don’t have any degree or certificate programs that specialize in mental health; Cathy suggested using the term “well-being” instead of “wellness.” Cathy wrapped up the discussion by reminding everyone that the goal is to finalize the meta majors list during our next meeting on November 30<sup>th</sup>.

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.

No updates for this meeting.

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.

No updates for this meeting.

#### 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. None.

#### 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)  
Cathy reported that we had five delegates attend the Fall Plenary. The main theme was equity and anti-racism. She stated that she will add reports from each delegate to the agendas of our upcoming meetings.
  - b. Report from Instructional Council (Jennifer McCandless)  
Jennifer McCandless reported that Instructional Council discussed the following during their latest two meetings: James Konopitski gave a presentation on CCC MyPath; Becky McCall gave an IT report that included an update on the new website. The faculty hiring requests timeline has been changed, with the deadline for hiring requests moved from October to January. There was discussion on Credit for Prior Learning. John Yu gave a presentation on the revision of the Enrollment Management Plan. Will Breitbach gave an update on the Strategic Plan. Frank Nigro reported on attending the statewide CIO conference. There was a reminder that abstracts for sabbatical applications will be due December 3<sup>rd</sup>.
  - 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)  
Jim Bigelow reported that the DE addenda are done, but now we need to turn our attention to 5-year program reviews.
    - ii. Scholastic Standards Committee (Co-Chairs: Lenore Frigo, Tim Johnston)  
Lenore Frigo reminded everyone that students from Spring 2020 can still file Excused Withdrawal (EW) requests.

iii. Faculty Excellence Committee (Co-Chairs: Jennifer McCandless, Will Breitbach)  
Jennifer McCandless reported that the committee is planning the spring 2021 welcome back day. As with spring 2020, it will focus on online teaching.

iv. General Education Committee (Co-Chairs: Susan Westler, Carlos Reyes)  
Susan Westler reported several courses being approved for the GE pattern. This Thursday, the committee will be discussing the Category F (Ethnic Studies) CSU GE requirement.

v. SLO Committee (Co-Chairs: Sara McCurry, Kate Ashbey, Jennifer Fox)  
Kate Ashbey reported on the results of a survey about how instructors have adapted to online instruction. One of the major changes to learning outcomes involved instructors having to look for online alternatives for activities that would normally be done in a classroom. She also reminded everyone that on November 23<sup>rd</sup>, the Monday of Thanksgiving week, there will be two SLO workshops. Additionally, the SLO reporting forms will be sent out in a few weeks, and the completed forms will be due during the first week of January.

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)  
Kari Aranbul reported that Kate Mahar is now the administrative co-chair of the committee.

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. Jim Crooks asked for feedback on the possibility of discontinuing the University Studies Liberal Studies-Teaching Prep AA degree program because there is a Liberal Studies-Elementary Teacher Education AA-T program. Susan Westler asked about how many completers there were for each degree; Jim said that last year students seemed to be favoring the transfer degree over the University Studies degree by a three-to-one margin. Ray Nicholas encouraged Jim to speak with the counselling faculty about this; Jim stated that he has received input from one counselor so far, but he will be contacting others soon. Leslie Ellingson recommended keeping the University Studies degree because Shasta College does not offer AA-T degrees for every major, so it

provides another option for students who plan on transferring but want to complete a degree here. Mindy Marlatt said that she would take this question back to the counselling faculty.

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.

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

11. Next Meeting: Monday, November 30, 2020, at 3:00 p.m.

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