

**Academic Senate
MINUTES**

Monday, November 30, 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
	Corrinne Minnard		Haley Mulvihill	x	Ray Nicholas
x	Johnathan Nuttall		Carie Palmer		Linda Thomas
	Craig Thompson	x	Joanne Tippin		Michael Trujillo
x	Susan Westler				
x	Jennifer McCandless (N/V)	x	Frank Nigro (N/V)		Scott Yates (N/V)
Other Faculty Present					
x	Kate Ashbey	x	Steve Kim	x	Sara McCurry
x	Chris Rodriguez				
Guests					
x	Stacey Bartlett	x	Will Breitbach	x	Andy Fields
x	David Gatewood	x	Ioanna Iatridis	x	Tim Johnston
x	Mike Mari	x	Carlos Reyes	x	Zach Zweigle

1. Call to order: Meeting was called to order at 3:03 p.m.

2. Approval of Minutes (Attachment)—November 9, 2020: Susan Westler moved to approve the November 9th minutes; seconded by Mindy Marlatt. Motion carried unanimously.
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. Presenter: Frank Nigro

There is a slight modification to the dual enrollment procedure and Academic Senate input is invited. No action will be taken.

 - i. Frank Nigro noted that although the evaluation process for part-time instructors and dual enrollment instructors is the same, dual enrollment instructors needed to go through an annual renewal process that requires multiple signatures. This separate renewal process has now been incorporated into the evaluation process itself with the addition of a checklist for dual enrollment instructors to verify that curriculum is current and the course meets the rigor of courses taught at the College. He asked that any input be directed to him.
 - b. Presenter: Stacey Bartlett, Chair of the Program Review Committee (9 attachments)

The following programs are being recommended for voluntary discontinuance: Phlebotomy Certificate, and five (5) Automotive certificates. The Academic Senate has the opportunity to provide feedback to President Wyse within three weeks. No action will be taken.

 - i. Cathy provided a quick review of the process for program discontinuance outlined in AP 4021. Stacey Bartlett explained that all six certificate program discontinuances are voluntary ones that were brought forward by area faculty; for the Automotive certificates, the advisory committee for Automotive Technology did not see the value in these five low-unit certificates and wanted to encourage students to pursue the Automotive degrees instead; for the Phlebotomy Certificate, Carie Palmer brought forward the discontinuance of this program because the clinical requirements could not be met. There were no comments made on these voluntary discontinuances.
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.

BP 7250 – Educational Administrators

- i. Cathy noted that the only changes that were made involved changing the pronouns “his or her” to “their.”

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 30.

Jennifer McCandless shared the latest draft of the meta majors list. She fielded input on the descriptive words and questions for Language and Literature; Health and Wellness; and People, Culture and Society. Jennifer also noted that the colors assigned to the meta majors were still to be finalized. Lenore Frigo moved to approve the meta majors list; seconded by Ray Nicholas. Motion carried unanimously.
- b. What is the Recommended Guidance on Cameras in Online and Hybrid Classes?
 - Facilitator: Will Breitbach
 - Project: Cameras-On? Project
 - Purpose and Expected Outcome: An ad-hoc committee met to develop some guidelines for camera requirements in online classes. Members of the ad-hoc committee are Yvette Marley, Carrie Palmer, Michael Trujillo, Paul Burwick, Brianne Brichacek, Frank Nigro, and Will Breitbach. The Academic Senate could adopt these guidelines for distribution to faculty.
 - Anticipated Completion: November 30.

Cathy provided the background for this issue, and she explained the role of the ad hoc committee that was formed to make recommendations on this. Will Breitbach reviewed the guidelines that the ad hoc committee has proposed; he explained that these guidelines were based on the Chancellor's Office legal opinion, Online Education Initiative guidance, and the Family Educational Rights and Privacy Act (FERPA). The challenge was balancing student privacy with course outcomes. Will fielded various questions on the guidelines and recommendations. Cathy asked area representatives to share these proposed guidelines with their colleagues to get their input; it will be particularly important to hear from faculty who have performance-based activities and use video proctoring. She noted that there is some urgency to this because faculty will need to have their Spring Semester syllabi reflect these guidelines.

c. 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: December 14.

Cathy noted that the proposed changes from our previous meeting have been incorporated into this latest draft. David Carico moved to approve the Suggested Guidelines for Census Drops; seconded by Kari Aranbul. Motion carried unanimously.

6. 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)
Frank Nigro reported that College Council met on November 17th and reviewed the Enrollment Management Plan and worked on updating the 2018-2021 Strategic Plan. This spring they will begin work on the next Strategic Plan.
- 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)
Lenore Frigo reported that unlike Spring 2020 when blanket approvals for Excused Withdrawals (EW) were given, blanket approvals are not guaranteed for this

semester. However, there was broad agreement that there should be flexibility with the granting of EWs.

iii. Faculty Excellence Committee (Co-Chairs: Jennifer McCandless, Will Breitbach)

Jennifer McCandless reported that the Faculty Excellence Committee will be meeting this Thursday to continue its planning for the spring welcome back day.

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

Susan Westler reported that the committee has been looking at existing courses in our catalog that could meet CSU's new Ethnic Studies GE requirement.

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

Sara McCurry summarized the feedback from the student panel on assessment that was held on November 23rd. Kate Ashbey reported that the committee is working on the SLO reporting form that will be used by faculty this semester. Kate will also be leading a brown bag session on assignment design this Friday.

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)

Jennifer McCandless reported that faculty liaisons will be reaching out to area faculty to get their feedback on how their programs are being presented on the new web site.

g. Office of Instruction (Frank Nigro)

Frank Nigro reported that there has been a marked improvement in the quality of peer evaluations that reflect completion of the new online training for peer evaluators.

7. 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.

8. 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.

9. Adjournment: Meeting was adjourned at 4:48 p.m.

10. Next Meeting: Monday, December 14, 2020, at 3:00 p.m.

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