

Academic Senate
MINUTES
Monday, March 8, 2021
3:00 – 5:00 p.m.
Via Zoom

Executive Committee Members Present					
x	Cathy Anderson	x	Kari Aranbul	x	Jim Bigelow
x	David Carico		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	x	Haley Mulvihill	x	Ray Nicholas
x	Johnathan Nuttall		Carie Palmer	x	Linda Thomas
x	Craig Thompson	x	Joanne Tippin	x	Michael Trujillo
x	Susan Westler				
	Jennifer McCandless (N/V)		Frank Nigro (N/V)	x	Scott Yates (N/V)
Other Faculty Present					
x	Steve Kim	x	Chris Rodriguez		
Guests					
x	Andy Fields	x	David Gatewood	x	Ioanna Iatridis
x	Tim Johnston	x	Carlos Reyes	x	Buffy Tanner

1. Call to order: Meeting was called to order at 3:01 p.m.
2. Approval of Minutes (Attachment)—February 22, 2021: Ray Nicholas moved to approve the February 22nd minutes; seconded by Susan Westler. Motion carried with one abstention (Linda Thomas).

3. Informational Reports from Guests and Executive Committee Members
 - Facilitator: Cathy Anderson
 - Purpose and Expected Outcome: These agenda items are for invited reports from guests and Executive Committee Members. No action will be taken under these agenda items.
 - 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: These agenda items are for business that the Academic Senate must discuss and vote on at each meeting.

- a. From the Curriculum Committee

New or Revised Courses: One attachment

New or Revised Programs: None at this meeting

- i. The following courses were approved during the March 1st Curriculum Committee meeting:

- **ADJU 160 Adult Corrections Officer CORE Course** – New Course Proposal, 8.0 units
- **ADJU 161 Juvenile Corrections Officer CORE Course** – New Course Proposal, 7.5 units
- **AGNR 310 Introduction to Trail Maintenance** – New Course Proposal, 0.0 units
- **BSOT 320 Time & Stress Management in the Workplace** – New Course Proposal w/DE and ITV, 0.0 units
- **BSOT 321 Decision Making, Problem Solving, and Conflict Resolution** – New Course Proposal w/DE and ITV, 0.0 units

Scott Gordon moved to approve the list of new courses; seconded by Craig Thompson. Scott Yates explained that the ADJU courses were requested by local law enforcement agencies, and they are standalone courses and not part of a certificate program. Motion carried unanimously.

- 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. Early Alert Notification Project

- Facilitator: Cathy Anderson
- Purpose and Expected Outcome: This came up when Matt Gallmeister demonstrated the new Self Service Faculty – instead of simply clicking the “X” (student is identified for Early Alert notification), there is the possibility that IT can create a drop down menu to recommend specific interventions. Faculty need to work on a possible list of what those recommended interventions are this spring, so that IT can do the programming over the summer, and everything is ready to launch for Fall 2021.
- Anticipated Completion: March 22, 2021

Cathy asked for recommended interventions that could be used as options in the Early Alert notification that would be sent to students. Buffy Tanner explained that for the Early Alert in MyShasta/Self Service there are two categories that instructors can choose from: Reasons for the Early Alert, and recommended interventions for the student receiving the Early Alert. However, there can be only one drop-down menu in MyShasta/Self Service, so we need to decide which category should be available to instructors to choose from. The consensus was that the focus of the drop-down menu should be reasons for the Early Alert, and several suggestions were made for additions to the list of reasons, such as “not meeting course objectives” and “too many absences.” There were also suggestions for recommended interventions that could be added to the Early Alert letter sent to students. Buffy said that she would send Cathy both the updated list of reasons for an Early Alert and the changes made to the Early Alert letter so that these could be reviewed by faculty.

b. Review and Possible Revision of the Equivalency Procedure

- Facilitator: Cathy Anderson
- Purpose and Expected Outcome: A recent Chancellor’s Office memo recommends “an equivalency committee be established to ensure that the equivalency process is utilized consistently and fairly across all disciplines.” The CO sees this as a way to increase faculty and staff diversity. Such committees are found at many colleges. Shasta College’s practice is to consider equivalency within the discipline only, which may lead to inconsistency over time.
- Anticipated Completion: May 10, 2021 or Fall 2021

Cathy announced that we need to first decide whether the equivalency procedure that we currently use in hiring needs to be revised or left as is. She summarized the letter from the Chancellor’s Office that argued that the lack of diversity among faculty ranks throughout the California community college system can be partially attributed to the equivalency procedures being used. The state sets minimum qualifications required for

faculty positions, but equivalency procedures are determined locally. Because of this, the Chancellor's Office is recommending that local academic senates review their equivalency procedures. She reviewed the list of recommendations presented by the Chancellor's Office and noted the practices that are reflected in our procedure and those that are not. Cathy reiterated that the emphasis should be on faculty determining equivalency. Ray Nicholas recommended that Human Resources be more explicit and clearer in informing applicants about the option of requesting equivalency; he noted that some applicants, especially in CTE, are not aware of this option. Cathy proposed that the team working on Credit for Prior Learning be involved with this effort because there is a lot of overlap between the two issues. She also suggested that we research what other colleges do for their equivalency procedures. Because of the time needed to do all of this, she anticipates that most of the work on this project will be done during the fall semester.

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 these agenda items.
 - 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)
Susan Westler reported that the committee has started looking at course 5-year reviews that are due this year.
 - ii. Scholastic Standards Committee (Co-Chairs: Lenore Frigo, Tim Johnston)
No report.
 - iii. Faculty Excellence Committee (Co-Chairs: Jennifer McCandless, Will Breitbart)
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)
Kari Aranbul reported that the committee has been working with Peter Griggs to produce a series of how-to videos for students.
 - f. Guided Pathways (Jennifer McCandless)
No report.
 - g. Office of Instruction (Frank Nigro)
No report.
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 4:33 p.m.
10. Next Meeting: Monday, March 22, 2021, at 3:00 p.m.

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