

Academic Senate
MINUTES
Monday, March 22, 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	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	x	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)
Other Faculty Present					
x	Roger Gerard	x	Sara McCurry	x	Chris Rodriguez
Guests					
x	Stacey Bartlett	x	Will Breitbach	x	Andy Fields
x	Ioanna Iatridis	x	Tim Johnston	x	Carlos Reyes
x	Damaris Stevens	x	Buffy Tanner	x	Joe Wyse
x	Zack Zweigle				

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

2. Approval of Minutes (Attachment)—March 8, 2021: Ray Nicholas moved to approve the March 8th minutes; seconded by Kari Aranbul. Motion carried with two abstentions (Jim Crooks and Carie Palmer).
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. Discontinuance of Hospitality-Hotel/Restaurant Management Certificate Program
 - Presenter: Stacey Bartlett (3 attachments)
 - The Program Review Committee is recommending discontinuance of the Hospitality Certificate. The Academic Senate's role is to provide comment to the President if desired.
 - Guided Pathways Pillar(s) Supported: Pillar 4- Ensure LearningStacey Bartlett explained the reasons for this program discontinuance, which was initiated by area faculty.
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 by the Curriculum Committee:
 - FAID 320 Wilderness First Aid – New Course Proposal, 0.0 units
 - HIMS 401 Electronic Health Records – New Course Proposal w/DE, 4.0 unitsScott Yates noted that the FAID course was designed primarily for California Conservation Corps personnel. Scott Gordon moved to approve both courses; seconded by Mindy Marlatt. 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

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 (one attachment)

- Facilitator: Cathy Anderson
- Purpose and Expected Outcome: Make a pull-down menu that allows faculty to select a specific reason for the early alert. Also update the letter that is sent to students as a result of the early alert.
- Anticipated Completion: March 22, 2021
- Guided Pathways Pillar(s) Supported: Pillar 3 – Stay on the Path

Buffy Tanner reviewed the latest version of the list of reasons for an early alert; this list would be presented in the pull-down menu for faculty to choose from. David Carico proposed an option for “multiple factors.” However, there was some concern that this would be too vague, difficult to understand, and potentially panic-inducing for students. Lenore Frigo suggested “instructor concern about your progress” as another option. There was general discussion about the purpose of the early alert. If it’s meant to motivate students to contact their instructors, then the wording used in the early alert will need to reflect this. Several Executive Committee members suggested removing the “too many absences” reason because the same idea is already represented in “lack of participation/missing required class meetings/labs.” There was also interest in replicating the kudos option that was previously available in Shasta Summit. Buffy then requested any suggestions for the list of interventions presented to the student in the early alert letter. The phrasing proposed for the first intervention was “reach out to your instructor—they are ready to help you be successful in your course! Contact them during office/drop-in hours, or via email, phone, or Zoom.” Buffy then reviewed the list of suggested resources available to students. Because these resources are currently online only, she noted that this list will need to be revised in later semesters as more classes are shifted back to in-person instruction on campus.

b. Revision of the Equivalency Procedure

- Facilitator: Cathy Anderson
- Purpose and Expected Outcome: Review and revise the Equivalency Procedure to eliminate any unintended barriers to qualified candidates.
- Anticipated Completion: Spring 2022
- Guided Pathways Pillar(s) Supported: Pillar 3 – Stay on the Path, Pillar 4 – Ensure Learning

Cathy reported that she reached out to ASCCC on this issue, and two ASCCC representatives, Cheryl Aschenbach and Julie Oliver, will be meeting with us during our April 12th meeting to help us with revising our equivalency procedure.

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)
Jennifer McCandless reported that Instructional Council met on March 11th and discussed the following: Becky McCall gave an IT update that covered changes in MyShasta, the College's website, the RAVE alert system, and the CISCO phone system. Tim Johnston spoke on metamajors/interest areas from the Student Services perspective. Carlos Reyes gave a presentation on the program Circlein.
- c. Report from College Council (Frank Nigro or Cathy Anderson)
Cathy reported that College Council has started work on the next three-year Strategic Plan. Frank Nigro also mentioned that the committee looked at two program reviews as representative examples of the program review process.
- 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)
Jennifer McCandless noted that the second "Equity in Education" session will be this Friday.
 - iv. General Education Committee (Co-Chairs: Susan Westler, Carlos Reyes)
No report.
 - v. SLO Committee (Co-Chairs: Sara McCurry, Kate Ashbey, Jennifer Fox)
Sara McCurry reported that she sent a reminder to all faculty that course SLOs will be reported this semester. She and Kate Ashbey will be meeting with area coordinators this Wednesday to discuss how learning outcomes can be incorporated into the onboarding of new faculty.
- 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 observed that the Guided Pathways Committee has been operating with a project-based focus.
 - g. Office of Instruction (Frank Nigro)
Frank Nigro reported that there are several tenure-track position searches taking place this semester; interviews for these will be conducted by videoconferencing.
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.
 - a. Damaris Stevens explained that the annual approval cycle for dual enrollment instructors has been changed to a three-year approval cycle to help streamline articulation between high schools and Shasta College.
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 4:42 p.m.
10. Next Meeting: Monday, April 12, 2021, at 3:00 p.m.

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