

**Academic Senate**  
**MINUTES**  
Monday, May 10, 2021  
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		Lenore Frigo
x	Scott Gordon	x	Chaz Kelley	x	Mindy Marlatt
x	Corrinne Minnard		Haley Mulvihill	x	Ray Nicholas
	Johnathan Nuttall		Carie Palmer	x	Linda Thomas
x	Craig Thompson	x	Joanne Tippin		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				
<b>Guests</b>					
x	Stacey Bartlett	x	Will Breitbach	x	Andy Fields
x	David Gatewood	x	Ioanna Iatridis	x	Tim Johnston
x	Kate Mahar	x	Carlos Reyes	x	Buffy Tanner
x	Joe Wyse	x	Zack Zweigle		

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

2. Approval of Minutes (Attachment)—April 26, 2021: Craig Thompson moved to approve the April 26<sup>th</sup> minutes; seconded by Kari Aranbul. Motion carried unanimously.
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. Faculty Excellence Committee Annual Update (1 attachment)
    - Presenter: Jennifer McCandless
    - Guided Pathways Pillar(s) Supported: Pillar 4 – Ensure Learning

Jennifer McCandless reviewed the Faculty Excellent Committee’s annual update that is mandated by the committee’s bylaws. This update identified the committee membership for next academic year and reiterated the committee’s mission. It also provides an overview of the two Welcome Back Days for this current academic year, a preview of this fall’s Welcome Back Day, and a list of the professional development opportunities offered this academic year.
  - b. Professional Development Coordinator
    - Presenter: Frank Nigro
    - Guided Pathways Pillar(s) Supported: All Pillars but especially Pillar 4 – Ensure Learning

Frank Nigro announced that starting next year we will have a Faculty Professional Development Coordinator, and it will be Jennifer McCandless. This position will involve 40% release time, and the first year will be a piloting of how this position will work. One of the major projects that Jennifer will undertake is developing a more coordinated and robust orientation program for new faculty, both full-time and part-time. This program is tentatively called the Faculty Engagement Academy, and it will consist of an initial meeting before the start of fall semester, a series of follow-up meetings during the fall and spring semesters, and several online workshops; this format was based on feedback from faculty who were hired within the past seven years. These meetings and workshops will also be open to current 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: (1 attachment)
      - i. The following new courses were approved by the Curriculum Committee:
        - **AGNR 333 Licensed Timber Operator** – New Course Proposal w/DE, 0.0 units
        - **ALH 300 Medical Assisting Certification Exam Prep Course** – New Course Proposal w/DE and ITV, 0.0 units

- **BSOT 322 Customer Service and Attitude in the Workplace** – New Course Proposal w/DE and ITV, 0.0 units
- **BSOT 323 Communication and Team Building** – New Course Proposal w/DE and ITV, 0.0 units
- **BSOT 324 Values, Ethics, and Organizational Change** – New Course Proposal w/DE and ITV, 0.0 units
- **CONS 140A Commercial Driver Learner's Permit Preparation** – New Course Proposal w/DE, 2.0 units
- **CONS 140B Intermediate Class A Driver's License Training** – New Course Proposal w/partial DE, 2.0 units
- **ENGL 1AX College Composition with Support** – New Course Proposal w/partial DE, 5.0 units
- **ESCI 35L Lassen Volcanic National Park Lab and Field Studies** – New Course Proposal, 0.5 units
- **ESCI 37L Northern California Coast Lab and Field Studies** – New Course Proposal, 0.5 units

Scott Yates noted that ENGL 1AX still needs to be approved for GE, so this course will not be offered until Fall 2022. Scott Gordon moved to approve the entire list of new courses; seconded by Leslie Ellingson. Motion carried unanimously.

New or Revised Programs: (1 attachment)

- ii. The following new program was approved by the Curriculum Committee:
  - **Emergency Medical Services Certificate of Specialization**—Noncredit Certificate

Frank Nigro provided background on this program and explained that it was designed for current EMS personnel. Craig Thompson moved to approve the new program; seconded by Mindy Marlatt. Motion carried unanimously.

b. From the Office of Instruction

Tenure Review Committees/Mentors: (1 attachment)

- i. Cathy reviewed the proposed change to a tenure review committee for the 2021-2022 academic year. For Jeannette Veich's TRC, Susan Westler will replace Kate Ashbey, who will be on sabbatical. She then reviewed the proposed tenure review committees and mentor appointments for three yet-to-be-hired positions: Diesel, Medical Assisting, and Political Science. Kari Aranbul moved to approve the change to Jeannette Veich's TRC and the proposed TRCs for the new hires in Diesel, Medical Assisting, and Political Science; seconded by Craig Thompson. Motion carried unanimously.

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.

- BP 7900 (one attachment)
- AP 7900 (one attachment)
- AP 7210 (one attachment)

- i. Cathy noted that there were no changes to BP 7900 and AP 7900, and that this review is part of the regular review cycle. She also confirmed that the AAUP Ethics Statement being quoted in AP 7900 is current and up to date. Cathy reiterated that all the changes in AP 7210 are administrative title changes and spelling corrections. Leslie Ellingson moved to approve BP 7900, AP 7900, and AP 7210; seconded by Linda Thomas. Motion carried unanimously.

- d. General Education Committee Bylaws – Second Reading (1 attachment)

The GE Committee has approved an update to their bylaws and has forwarded them to the Executive Committee for consideration. This is a second reading so we can vote.

Cathy noted that there were no recommendations made from the first reading. Susan Westler moved to approve the General Education Committee Bylaws; seconded by Scott Gordon. Motion carried unanimously.

- e. Equitable Placement (AB 705) ESL Adoption Plan Submission – Second Reading (1 attachment)

Carlos Reyes noted the minor additions made since our first reading; one of these was the placement test cut scores for enrolling into transfer-level ESL courses. Ray Nicholas moved that Senate President Cathy Anderson sign the Equitable Placement ESL Adoption Plan Submission; seconded by Susan Westler. Motion carried unanimously.

- f. Draft 2021-2024 Strategic Plan – First Reading (1 attachment)

Cathy explained that College Council is responsible for the Strategic Plan, and she shared the first draft of the plan for 2021-2024. The Senate's role is to provide input and suggestions. Kate Mahar, Will Breitbach, Frank Nigro, and Joe Wyse noted that the draft plan reflects numerous challenges that Shasta College has faced over the past several years, and it uses benchmarks from the Chancellor's Office Vision for Success. Cathy stated that there is a lengthy window for feedback, extending over the summer and up to August 1<sup>st</sup>; she will be sending out later iterations of the draft over the next few months, and she encouraged everyone to read these and offer feedback. Jim Crooks offered two suggestions: First, there was not enough attention devoted to our satellite campuses. Second, Outcome 4.2 focuses on learning outcomes, but the emphasis is primarily on learning outcomes as meeting compliance requirements, such as for ACCJC accreditation, rather than as goals for student achievement. David Carico expressed concern over goals that called for increasing student success as being unrealistic

because faculty are limited in how they can actually effect significant changes that would lead to meeting these goals. Kate and Will made note of the suggestions from Jim and David. Cathy reminded everyone that area plans and program reviews will need to be linked to the Strategic Plan.

g. Officer Elections – Ray Nicholas (no attachment)

Election of the President, Vice President, and Secretary by the Executive Committee.

- i. As Vice President, Ray Nicholas reviewed the procedure for officer elections outlined in the bylaws; he noted that Cathy, he, and Leo Fong were willing to serve as President, Vice President, and Secretary, respectively, next year, and he asked for nominations of any others who would be willing to run for any one of these officer positions. Because there were no other nominations, Cathy would be the only candidate for President; Ray would be the only candidate for Vice President, and Leo would be the only candidate for Secretary. Ray pointed out that the Academic Senate bylaws state that “the President may not serve more than three consecutive terms unless the Executive Committee votes to allow the President to run for each additional term,” and because Cathy is completing her third consecutive term, the Executive Committee would need to vote on allowing her to serve another term. Craig Thompson moved to allow for Cathy Anderson to serve for a fourth term; seconded by Susan Westler. Motion carried unanimously.
- ii. Cathy Anderson was elected President by acclamation.
- iii. Ray Nicholas was elected Vice President by acclamation.
- iv. Leo Fong was elected Secretary by acclamation.

h. Report on At-Large Elections – Ray Nicholas (no attachment)

Ray Nicholas reported that Kari Aranbul, Susan Westler, and Jennifer McCandless are the candidates for the three full-time at-large positions serving the period from Fall 2021 to Spring 2023. The election will be held next week through Survey Monkey.

i. Report on Excellent Educator – Ray Nicholas (no attachment)

Ray Nicholas congratulated the two recipients of this year’s Excellent Educator Award: Jennifer McCandless and John Martin.

5. Project-Based Discussion/Action Items

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

None at this meeting.

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)  
Cathy announced that Kari Aranbul will serve as SLO co-coordinator for next year, replacing Kate Ashbey, who will be on sabbatical.
- 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 will be working on re-submitting courses to meet the CSU GE Area F-Ethnic Studies requirement.
  - 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)  
Susan Westler reported that statewide approximately three-fourths of courses submitted for the CSU GE Area F-Ethnic Studies requirement were rejected. To help with revising the Shasta College courses that were rejected, Susan stated that the committee does have an example of a course that was approved, so it can serve as a model; she also will be attending this Wednesday a webinar on the Ethnic Studies requirement.
  - v. SLO Committee (Co-Chairs: Sara McCurry, Kate Ashbey, Jennifer Fox)  
Kate Ashbey reported that the committee has been working with faculty to set up SLO tracking in Canvas. Kate also provided a reminder that faculty will need to report course SLO results this semester, and that they are due the week after grades are due.
- 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 Breitbart)  
No report.
  - ii. Student Success Committee (Co-Chairs: Kari Aranbul, Kate Mahar)  
No report.
- f. Guided Pathways (Jennifer McCandless)

Jennifer McCandless provided a quick update on the projects that the Guided Pathways team has been working on. One of these is the production of short how-to videos for students, and she shared one on Interest Areas.

- g. Office of Instruction (Frank Nigro)  
Frank Nigro reported that Instructional Council will be reviewing area plans next week. He also noted that the Day of the Teacher will be celebrated next week, and he congratulated the recipients of the Excellent Educator Award for this year. He shared that the recipients will be receiving a plaque, and their names will be added to a plaque that will be on display in the 100 Building.
- 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 4:57 p.m.
- 10. Next Meeting: Monday, August 23, 2021, at 3:00 p.m.

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