

Academic Senate
MINUTES
Monday, August 22, 2022
3:00 – 5:00 p.m.
Room 2165

Executive Committee Members Present					
x	Cathy Anderson		Kari Aranbul	x	Scott Croes
x	Cheryl Cruse	x	Jay Davis		Leslie Ellingson
x	Katie Elwood	x	Leo Fong		Scott Gordon
x	Jacquelyn Horton	x	Chaz Kelley	x	Mindy Marlatt
x	Jennifer McCandless	x	Corrinne Minnard	x	Rose Miranda
x	Johnathan Nuttall	x	Carie Palmer		Brad Rupert
x	Joanne Tippin	x	Lenore Watson		Susan Westler
x	Frank Nigro (N/V)		Scott Yates (N/V)		
Other Faculty Present					
x	Kate Ashbey	x	Heather Wylie		
Guests					
x	Stacey Bartlett	x	Tim Johnston	x	Kate Mahar
x	Buffy Tanner	x	Marrianne Williams	x	Zack Zweigle

1. Call to order: Meeting was called to order at 3:03 p.m.
2. Approval of Minutes (Attachment)—May 9, 2022: Frank Nigro noted an error in item 5.b.i that listed proposed changes to tenure review committees. Kate Ashbey was incorrectly identified as scheduled to go on sabbatical in the fall and would be replaced on Jeannette Veich's TRC; Debbie Whitmer was the faculty member who was scheduled to go on sabbatical and needed to

be replaced. Carie Palmer moved to approve the minutes with the correction; seconded by Mindy Marlatt. Motion carried with three abstentions (Jay Davis; Katie Elwood; Jacquelyn Horton).

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. Role of the Academic Senate (1 attachment)
 - Presenter: Cathy Anderson
 - Guided Pathways Pillar(s) Supported: All Pillars
 - Welcome to new members, and an overview of the role of the Academic Senate at Shasta College.

Cathy Anderson provided a brief overview of the role of Academic Senate by summarizing the “ten-plus-one” list that identifies the areas where the College will “rely primarily on” the decisions and recommendations of the Academic Senate and the areas where “mutual agreement” with other governing areas of the College is required. She then reviewed the various subcommittees, joint committees and ad hoc committees that are part of or work with the Academic Senate. She also explained the relationship between Academic Senate and Faculty Association.

- b. Peer Evaluator Training Canvas Course (no attachment)
 - Presenter: Frank Nigro
 - Guided Pathways Pillar(s) Supported: Pillar 4
 - Peer evaluation training is required every 3 years under the Faculty Contract. Article 5 on faculty evaluations has changed, and EPOC has redesigned the Canvas training accordingly. The contract requires that the Academic Senate be given an opportunity to give input on the training. An invitation to join the Canvas course will be sent to members of the Academic Senate by Friday 8/19 so you can review it in advance of the meeting.

Frank Nigro reviewed the revised peer evaluator training that is now being offered as a Canvas course. The course consists of four presentations and a quiz. The Canvas page also includes resources for peer evaluation, such as forms and the Faculty Contract language on evaluations. Frank asked for any feedback to improve the course. He also noted that faculty who have completed the TRC training within the past three years are not required to take this peer evaluation training, but it is recommended.

- c. Equity-Minded Teaching & Learning Institute (1 attachment)
 - Presenters: Heather Wylie and Jennifer McCandless
 - Guided Pathways Pillar(s) Supported: Pillar 4
 - On behalf of the Faculty Excellence Committee and Guided Pathways, we are pleased to announce the first annual "Equity-Minded Teaching & Learning Institute". This is a year-long professional development opportunity for instructional faculty from a diverse range of disciplines to participate in a community of practice dedicated to interrogating their courses through an equity lens to support student persistence across campus. Participants will come away with updated curriculum, classroom policies, and grading practices. This program

is also dedicated to growing campus leaders as successful participants will be invited to serve as facilitators for future institutes. The curriculum is designed to complement previous opportunities centered on equity in the classroom (ACUE courses, workshops, trainings, etc.). by grounding the conversation in course and program specific data, however, no prior equity training experience is necessary. Heather Wylie and Jennifer McCandless reviewed this professional development opportunity that grew out of efforts to make our curriculum more culturally responsive. Jen provided some background on how this institute and its course came to be; both are based on an institute and course at Santa Ana College. Heather highlighted how this program is data-driven. There will be an initial cohort of ten faculty making a one-year commitment, with monthly meetings, to completing this course. She asked that anyone interested in joining contact her or Jen soon.

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: None at this meeting

New or Revised Programs: None at this meeting

b. From the Office of Instruction

Tenure Review Committees/Mentors: (1 attachment)

- i. There were two changes to current tenure review committees: For Jeannette Veich's TRC, Susan Westler will replace Debbie Whitmer, and for Candice Gaeddert's TRC, Angela Nitsche will replace Sonya Fitzhugh. The new TRC for Jonas Lindblom will include Zack Zweigle, Dan Bryant, Jeff Henderson, and Melissa Markee, with Ron Hardin serving as mentor. Jennifer McCandless moved to approve these TRCs; seconded by Jay Davis. 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.

None at this meeting

- d. Competency Based Education (CBE), Credit for Prior Learning (CPL), and Guided Pathways Projects (GP): (no attachments for this meeting)
- This is a standing action item, which provides a timely opportunity for the Academic Senate to discuss and act on issues from the CBE, CPL, and GP projects when needed.

Buffy Tanner reported that there are several new processes for determining and awarding Credit for Prior Learning (CPL) that are now accessible through the Credit for Prior Learning page on the College's website. There are processes for military veterans to have their Joint Services Transcripts evaluated for the opportunity to receive course credit and for students who are transferring from other colleges and universities to have coursework from these schools be applied towards degrees and certificates here at Shasta College. There is also a new Dynamic Form version of the Credit for Prior Learning (CPL) Exam/Assessment form. She anticipates that the various revised processes for CPL will be finalized and available in September. Cathy thanked the CPL task force for all their work on this project.

- e. Diversity, Equity, Inclusion, and Access Topics (1 attachment)
- This is a standing action item, which provides a timely opportunity for the Academic Senate to discuss and act on issues about DEIA when needed.

Cathy Anderson introduced the new procedure being used to develop the Equity Plan. In the past the Academic Senate did not have many opportunities to provide input on this plan. This year there will be a task force that will be developing and writing the Equity Plan; this task force will be comprised of administrators, faculty, classified staff, and students. Heather Wylie pointed out that the way the task force will operate will be very flexible, allowing participants to contribute in any way that they can. Tim Johnston noted that the new template being used for the Equity Plan is much more results- and action-oriented.

- f. Delegate Appointment (no attachment)
- The 2022 Fall Plenary Session is on November 3-5 at the Sheraton Grand in Sacramento. The Executive Committee needs to appoint a delegate to attend the session.

Cathy Anderson explained that we need to appoint a delegate for this Fall's Plenary Session. Jay Davis expressed interest in serving as our delegate. Jennifer McCandless nominated Jay Davis to serve as delegate; seconded by Carie Palmer. Nomination carried unanimously.

- g. Procedure for Granting Degrees Posthumously – first reading (1 attachment)
- Cathy Anderson reviewed the draft for this procedure and requested input on it. In the second point of the procedure there is mention of an "evaluator to review the recommendation" of awarding a degree or certificate posthumously, so one question posed was about who this "evaluator" would be, and Buffy Tanner stated that this would be an Admissions and Records staff member. There were questions about the use of the term "academic member of the college community" as the individual who "may

request that the degree(s) or certificate(s) is awarded posthumously” and whether such a request can only be made by someone in this role. Jennifer McCandless suggested that this be replaced with “any college employee or family member”; several others recommended stating that anyone could make such a request, and the consensus was for adopting this more open model for who could initiate a request for a degree or certificate to be awarded posthumously. There were also concerns about how privacy policies would affect this procedure and the potential for abuse or unintended consequences such as inflicting emotional pain on the family of the deceased. Cathy suggested the inclusion of minimum requirements beyond the stated “current residency requirement for an Associate Degree at Shasta College with a minimum cumulative grade point average (GPA) of 2.0”; there should also be a timetable for this procedure. Jay Davis reiterated the importance of establishing the conditions for such a request. Lenore Watson recommended stating that these requests will be handled on a case-by-case basis, and there was strong support for this approach. Buffy Tanner shared as an example that we could use as a model the policy used by College of Marin for awarding degrees and certificates posthumously; it specifies that the family of the student be contacted, but she acknowledged that this could be problematic. Cathy reminded everyone that this procedure can be changed at any time by the Academic Senate, so we can revisit this in the future. We will have our second reading of this proposed procedure during our next 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. Academic Freedom
 - Facilitator: Cathy Anderson
 - Purpose and Expected Outcome: This is the launch of Phase-1 of a two-part project which will be a joint project with the Faculty Association. In this phase, the work group will compile recommendations from ASCCC and CTA, as well as survey what other California Community Colleges are doing regarding policies and procedures related to Academic Freedom. The goal is that at the end of the semester, the work group will present a summary to both the Academic Senate and Faculty Association Executive Committees. The two Executive Committees will then collaborate to decide on next steps which may include forming a work group to make recommendations to both Executive Committees regarding potential changes to our current policy and procedures. Today’s goal is to form the Phase-1 work group and to give the work group some direction.
 - Anticipated Completion: December 2022
 - Guided Pathways Pillar(s) Supported: Pillar 4 – Ensure Learning is Happening
- Cathy Anderson reported that that ASCCC is recommending that each local senate review their college’s academic freedom policies. This will be a joint project with Faculty Association. The first half of the project will focus on researching the different policies and procedures that involve academic freedom, particularly those used at community colleges. Cathy noted that one of the major goals of this project is to provide the Board of Trustees with a clearer picture of the issues involving academic freedom here at Shasta College. Heather Wylie, Joanne Tippin, and Katie Elwood expressed interest in serving on this work group.

b. Re-Imagine the Student Success Committee

- Facilitators: Cathy Anderson, Kari Aranbul, Kate Mahar, Jennifer McCandless, and Heather Wylie
- Purpose and Expected Outcome: The Student Success Committee, which is a Joint Committee of the Academic Senate, was formed to support mandates that no longer exist. New state requirements necessitate the re-imagining of the committee's mandate(s). The purpose of this project is to create a work group tasked with making recommendations for: an updated committee mandate; a tri-chair leadership structure; and an operational framework that centers Interest Areas and equity in all committee work.
- Anticipated Completion: September 26, 2022
- Guided Pathways Pillar(s) Supported: All Pillars

Cathy Anderson explained that the Student Success Committee originally had a clear role to oversee the Basic Skills Initiative, but this role has evolved over time, so the committee's mission needs to be re-defined to better match current needs. A work group consisting of Cathy Anderson, Kari Aranbul, Kate Mahar, Jennifer McCandless, and Heather Wylie has proposed that the committee pause its work as the work group re-imagines the committee's role. Heather Wylie suggested that the committee focus on Guided Pathways, essentially taking on the mission of the Guided Pathways Task Force. Jennifer McCandless reminded everyone of the Persistence Project, which was curtailed with the pandemic in spring 2020; she recommended that this committee take on the role of overseeing the goals of this project. There was strong agreement that the committee's work be project-based, much like the Academic Senate and several of its subcommittees. Cathy noted that the timetable for this project will likely extend through this semester. Chaz Kelley moved to pause the work of the Student Success Committee as the work group does its re-imagining of the committee's role; seconded by Johnathan Nuttall. 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 these agenda items.
- a. Report from the Academic Senate President (Cathy Anderson)
No report.
- b. Report from College Council (Frank Nigro or Cathy Anderson)
Frank Nigro reported that College Council will have its first meeting soon. Because there are a considerable number of new members, the current focus has been on training.
- c. 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 Watson, Tim Johnston)

Lenore Watson reminded everyone to submit an accurate census and to drop students who never attended during the first two weeks of the semester.

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

Jennifer McCandless reported that there is a need for representatives from Health Sciences (HSUP) and Development, Athletics, Physical Education and Safety (DAPS).

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

No report.

v. SLO Committee (Co-Chairs: Kari Aranbul, Kate Ashbey, Jennifer Fox)

Kate Ashbey reported that the committee met last week and established its goals for this semester. One of these is a new project called "Let's Make Learning Visible," which provides the opportunity for area faculty to review SLO and PLO data; this can be particularly helpful for program review. Members of the SLO Committee can serve as coaches to assist faculty with this process. Kate also reminded everyone that this year is a reporting year and not a reflection year for SLOs. There is also a need for a representative from Development, Athletics, Physical Education and Safety (DAPS), as well as an at-large representative.

d. Reports from Joint Committees (Reports are given by the Co-Chairs or delegate as needed)

i. Distance Education Committee (Co-Chairs: Jeremy Ecklin, Will Breitbach)

Cathy Anderson and Will Breitbach introduced the idea of disbanding the Distance Education Committee because the work of this committee is now integrated into the work of existing committees and programs, so it does not make sense to keep it limited to a single committee. This could be decided on as an agenda item for a later meeting when the Academic Senate can vote on this.

ii. Student Success Committee (Co-Chairs: Kari Aranbul, Kate Mahar)

No report.

e. Guided Pathways (Heather Wylie)

No report.

f. Professional Development Coordinator (Jennifer McCandless)

No report.

g. Office of Instruction (Frank Nigro)

Frank Nigro reminded everyone about completing the mandatory cybersecurity training.

7. Items to Communicate

- Facilitator: Cathy Anderson
- Purpose and Expected Outcome: This agenda item is an opportunity for members to collectively summarize the important outcomes from the meeting. This will encourage communication between representatives and faculty in their areas.

Because of limited time, there was no discussion of this item.

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.

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 5:02 p.m.

11. Next Meeting: Monday, September 12, 2022, at 3:00 p.m. in Room 2165

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