

**Academic Senate
MINUTES**

Monday, September 11, 2023
3:00 – 5:00 p.m.
Room 1107

Executive Committee Members Present					
x	Cathy Anderson		Kari Aranbul	x	Kate Ashbey
x	Scott Croes		Cheryl Cruse	x	Jay Davis
	Leslie Ellingson	x	Katie Elwood	x	Leo Fong
x	Chelsea Hendershot	x	Jacquelyn Horton	x	Chaz Kelley
	Jun Ma	x	Mindy Marlatt	x	Corrinne Minnard
x	Carie Palmer		Alexis Riley		Brad Rupert
x	Joanne Tippin		Lenore Watson		Susan Westler
x	Frank Nigro (N/V)		Scott Yates (N/V)		
Other Faculty Present					
x	Patty Brown	x	Angela Nitsche		
Guests					
x	Stacey Bartlett	x	Will Breitbach	x	Nate Costa
x	Bex Davis	x	Corinne Ewing	x	Tim Johnston
x	Kate Mahar	x	Buffy Tanner	x	Zack Zweigle

1. Call to order: Meeting was called to order at 3:01 p.m.
2. Approval of Minutes—August 28, 2023 (1 attachment): Jay Davis moved to approve the August 28th minutes; seconded by Scott Croes. 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. Constitution Day 2023—Volunteers Needed (no attachment)

- Presenter: Katie Elwood

Katie Elwood asked for volunteers to help with Constitution Day events that will be held next Monday, September 18th.

b. Competency Based Education Pathway Plans (no attachment)

- Presenter: Buffy Tanner or Kate Mahar

Buffy Tanner and Kate Mahar provided an update on Competency-Based Education (CBE). The Chancellor's Office selected eight colleges for a pilot program for Competency-Based Education, and Shasta College selected its Early Childhood Education (ECE) program for this. Competency-Based Education primarily focuses on population groups that have had some work experience in a particular field and can demonstrate mastery of specific competencies. The ECE faculty have deconstructed the ECE curriculum to reimagine it where "learning ('mastery') is fixed and time is variable"; assessments are authentic and direct. The key elements of the project involve changes with program design, policies, faculty and staff, and technology. For example, students can complete 12 units through competency modules that they can complete at their own pace by demonstrating mastery of competencies. This allows for tremendous flexibility. Onboarding would be vitally important, with a detailed CBE intake form, an appointment with a counselor to discuss options, an in-depth CBE orientation in Canvas, and a non-credit professional readiness course. Buffy reviewed the conversion of three-unit ECE courses into three one-unit competency modules. She also described the roles that faculty and staff will play. The current timeline is to launch the ECE Certificate in Fall 2024 and the Associate Degree in Spring 2025.

4. Standing Action Items from Our Subcommittees, The Office of Instruction, The Office of the Superintendent/President, and Others

- 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: None at this meeting

Full-Time Temporary Evaluations (1 attachment)

- i. The proposed evaluation committee for Jennifer Costillo includes Mike Mari and Desiree Lesicko; Crystal Hilton will serve as mentor. Corrinne Minnard moved to approve the evaluation committee for Jennifer Costillo; seconded by Kate Ashbey. Motion carried unanimously.

Peer Evaluators (1 attachment)

- ii. Candice Gaeddert is the proposed peer evaluator for the following HSU faculty: Adrienne Godfrey; Shannon Miller; Denise Carstens; Leah Spicer. Matt Loughran-Smith is the proposed peer evaluator for Wilberforce Ndyanabo (DAPS). Lori Cahill is the proposed peer evaluator for Dual Enrollment instructor Stephanie McClung (BACTE). Carie Palmer moved to approve Candice Gaeddert, Matt Loughran-Smith, and Lori Cahill as peer evaluators; seconded by Jay Davis. Motion carried unanimously.

- 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. (5 attachments)

- AP 4020 - Program and Curriculum Development [Revised, Legally Required]
 - AP 4105 - Distance and Correspondence Education [Revised, Legally Required]
 - AP 4232 - Pass/No Pass Courses [Mandated Revisions, Legally Advised]
 - AP 4250 – Probation [Mandated Revisions, Legally Required]
 - AP 4255 - Dismissal and Readmission [Mandated Revisions, Legally Required]
- i. For AP 4020, Frank Nigro reviewed the revisions made, which were legally required. Cathy Anderson asked that the statement “the District relies primarily on the Curriculum Committee of the Academic Senate...” (this occurs in the second paragraph) be changed to “the District relies primarily on the Academic Senate...” because the Curriculum Committee is a standing subcommittee of the Academic Senate, and the Academic Senate relies upon the Curriculum Committee on curriculum matters. There were questions about the inclusion of the requirement of “approval from the Regional Consortia and the minutes of the meeting that contain the approval for this new program” for CTE programs (this is the third item on page 2, under the list of considerations for CTE programs); one of the concerns was that such a requirement could create an obstacle to the approval of new CTE programs or certificates. Frank noted that the Curriculum Handbook has this same requirement. Because of the concerns about this requirement, Cathy asked to pull this AP and request that the Curriculum Committee review it and consider removing the word “approval.”
 - ii. For AP 4105, Will Breitbach explained that the revisions made were mandated to align with federal regulations on distance education and financial aid eligibility. He then reviewed the specific changes made and the reasons for them.
 - iii. For AP 4232, Bex Davis explained that the revisions were mandated. The most significant change involves allowing students to “elect a Pass/No Pass option until the last day of instruction.” Cathy Anderson requested that faculty be made aware of this important change to the Pass/No Pass policy.

- iv. For AP 4050, Bex Davis noted that the primary revision involves the addition of language stating that a student who is on progress probation will be removed from probation when the percentage of units in the category of W, I, and NP grades drops below 50%. The remaining revisions involved changing pronouns to gender-neutral ones.
- v. For AP 4255, Bex Davis noted that there were only minor revisions made, mainly with changing pronouns to gender-neutral ones.

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. (3 attachments)

- AP 5011 Admission and Concurrent Enrollment of HS and Other Young Students
 - AP 5075 Course Adds and Drops
 - AP 5300 Student Equity
 - vi. For AP 5011, Bex Davis noted that the definition of “Special Student” was added from the first reading discussion. Mindy Marlatt moved to approve AP 5011; seconded by Chelsea Hendershot. Motion carried unanimously.
 - vii. For AP 5075, Bex Davis noted that the added language was for the sake of greater clarity. Jay Davis moved to approve AP 5075; seconded by Jacquelyn Horton. Motion carried unanimously.
 - viii. For AP 5300, Bex Davis reviewed the changes that were made from the first reading discussion. Carie Palmer requested adding the Oxford comma for consistency. Jacquelyn Horton moved to approve AP 5300; seconded by Carie Palmer. Motion carried unanimously.
- d. Caring Campus (Shasta College uKNIGHTed) (no attachment)
- Presenter: Corinne Ewing
 - IBEC has an interest in petitioning to have the Chancellor’s Office cover the cost of facilitating the *Caring Campus* program for our faculty with the support of the Academic Senate and President Wyse.
- Corinne Ewing presented on Shasta College’s Caring Campus program, which is a project created and administered by the Institute for Evidence-Based Change (IEBC). The main goal of the Caring Campus program is reducing equity gaps both inside and outside of the classroom. Here at Shasta College, the classified staff component of the program is known as Caring Campus, whereas the faculty component is known as the Persistence Project, which began pre-pandemic and now needs help to scale up. For the future, the IEBC would like to write a proposal to the Chancellor’s Office to fund facilitation of the Persistence Project, and she asked the Academic Senate to support this effort. Corrine Minnard moved to support the effort to gain funding from the Chancellor’s Office for facilitation of the Persistence Project; seconded by Jacquelyn Horton. Motion carried unanimously.
- e. Proposed New Language for GE (General Education) Credit (1 attachment)
- Presenters: Mindy Marlatt and Corrinne Minnard

- The current language for granting GE credit may be interpreted differently by different people, so the proposal is to clarify the language so that it is not ambiguous.

Mindy Marlatt requested a postponement on this agenda item. Cathy Anderson stated that she will add this to the agenda for 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.

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)
No report.
 - b. Report from College Council (Frank Nigro or Cathy Anderson)
Frank Nigro provided a quick update on the planning documents that were revised last year. He also gave a brief overview of College Council for the new members of the Executive Committee.
 - 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)
Frank Nigro thanked faculty for meeting deadlines last year to allow for the College Catalog's release in June. He also noted that the Catalog has a Spring addendum that will be released in January.
 - ii. Scholastic Standards Committee (Co-Chairs: Lenore Watson, Tim Johnston)
Tim Johnston reported that the committee discussed the wait list and how the new waitlist procedure was working, and they would like to get feedback from faculty and students on this.
 - iii. Faculty Excellence Committee (Co-Chairs: Jennifer McCandless, Will Breitbach)
Jacquelyn Horton combined her FEC report with her report on Professional Development below.
 - iv. General Education Committee (Co-Chairs: Susan Westler, Carlos Reyes)
Cathy Anderson reported that Susan Westler is taking a leave of absence this semester, so Rebakah Renfer has been appointed to be the faculty co-chair.
 - v. SLO Committee (Co-Chairs: Kari Aranbul, Kate Ashbey, Will Breitbach)

Kate Ashbey reported that the committee is seeking feedback on the new method for submitting and collecting SLO data. The committee has also been working on revising the Learning Outcomes Handbook and website. Kate also offered to work with faculty who have completed program review to help them prepare for the next one, as well as faculty who are currently doing program review; this will be the focus of the flex workshops scheduled for Thanksgiving week. She also reminded everyone that SLOs can be revised at any time without having to wait for Curriculum Committee approval.

- d. Reports from Joint Committees (Reports are given by the Co-Chairs or delegate as needed)
 - i. Student Success Committee (Tri-Chairs not named yet)
Kate Mahar reported that the committee will be ready to give an update at our next meeting.
- e. Professional Development Coordinator (Jennifer McCandless)
Jacquelyn Horton provided an update on several Professional Development projects, including the Persistence Project, Communities of Practice, and the Equity-Minded Teaching and Learning Institute. Jennifer McCandless will be sending out an email on Professional Development opportunities soon, with a call for proposals of new Professional Development activities to be offered. The Faculty Excellence Committee met last Wednesday, and during this meeting they discussed the committee membership and reviewed feedback on the Fall Welcome Back Day; the FEC also needs a representative from ACSS. There was also discussion about the scheduling of flex days in future District calendars, with the committee informally recommending that flex days be scheduled earlier than the usual date of the Friday before the start of the semester.
- f. Office of Instruction (Frank Nigro)
Frank Nigro reported that the Faculty Hiring Priorities Committee will be meeting on October 10th, with the goal of posting positions in December.

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.

The following items were recognized as important to share with colleagues: The Scholastic Standards Committee's request for feedback from faculty and students on the current waitlist procedure; the changes to the Pass/No Pass policy covered in AP 4232; Learning Outcomes workshops on November 20th; request from the FEC on proposals for professional development opportunities.

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 5:00 p.m.

11. Next Meeting: Monday, September 25, 2023, at 3:00 p.m. in Room 816

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