

Academic Senate

MINUTES

Monday, September 25, 2023

3:00 – 5:00 p.m.

Room 816

Executive Committee Members Present					
x	Cathy Anderson	x	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
x	Jun Ma		Mindy Marlatt		Corrinne Minnard
x	Carie Palmer	x	Alexis Riley		Brad Rupert
x	Joanne Tippin		Lenore Watson		Susan Westler
x	Frank Nigro (N/V)	x	Scott Yates (N/V)		
Other Faculty Present					
x	Katie Leach				
Guests					
x	Stacey Bartlett	x	Will Breitbach	x	Bex Davis
x	Tim Johnston	x	Kate Mahar	x	Zack Zweigle

1. Call to order: Meeting was called to order at 3:01 p.m.
2. Approval of Minutes—September 11, 2023 (1 attachment): Carie Palmer moved to approve the September 11th minutes; seconded by Jacquelyn Horton. 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. Zero Textbook Cost (ZTC) Courses and Degrees

- Presenter: Katie Leach
- Katie Leach will give an informational update on the progress and impact of ZTC courses and degrees. She will also give an update on the next steps and goals of the ZTC program.

Katie Leach provided an update on the progress of the Zero Textbook Cost (ZTC) program. Last year, 29 faculty participated in the ZTC program, and nine ZTC degree pathways were created, saving over \$450,000 in textbook costs in one year. There was an 83.2% Fall to Spring persistence rate for students who were enrolled in courses with ZTC, and students took an average of five additional units per year. Katie shared data showing the ways that ZTC can help close equity gaps, and she provided some anecdotal examples of how ZTC has helped students here at Shasta College. Katie reminded everyone that applications are still being accepted, and the next step for the program is working on making ZTC courses and degrees are more visible. She also recommended an @ONE course called "Making an Impact through OER."

b. Ad-Hoc Academic Calendar Committee (1 attachment)

- Presenter: Frank Nigro
- The ad-hoc calendar committee is recommending the attached calendar. We have the opportunity to make comments before the Faculty Association votes to adopt a calendar.

Frank Nigro shared a draft of the 2024-2025 Academic Calendar that was proposed by the ad-hoc committee. The main change was moving the Welcome Back Day to the Tuesday before the first week of each semester; three "floating flex days" were added after each Welcome Back Day. Carie Palmer noted that this change was driven by faculty feedback on previous flex days, particularly from non-instructional faculty. Most Executive Committee members were not in favor of this change, preferring keeping the Welcome Back Day on the Friday before the first week of the semester.

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: (1 attachment)

There are 4 new courses that have been approved by the Curriculum Committee:

- **NUTR 30 Health and Wellness Coaching** – New Course Proposal w/DE, 4 units
- **NUTR 35 Integrative Nutrition and Wellness** – New Course Proposal w/DE, 3 units

- **NUTR 40 Weight Regulation: Biology and Behavior** – New Course Proposal w/DE, 3 units
 - **NUTR 45 Applications of Health and Wellness Coaching Behavior** – New Course Proposal w/DE, 1 units
- i. Joanne Tippin explained that these courses will lead towards a certificate of achievement in Nutrition and Health Coaching. Joanne Tippin moved to approve the four new courses (NUTR 30; NUTR 35; NUTR 40; NUTR 45); seconded by Chelsea Hendershot. Motion carried unanimously.

New or Revised Programs: None at this meeting

Bylaws: (1 attachment)

The Curriculum Committee is recommending changes to their bylaws.

- ii. Scott Yates reviewed the main changes to the Curriculum Committee bylaws. These were done to provide more flexibility and efficiency in the curriculum review process by streamlining the approval process. Kari Aranbul moved to approve the revised Curriculum Committee bylaws; seconded by Jun Ma. Motion carried unanimously.
- b. From the Office of Instruction
- Tenure Review Committees/Mentors: (1 attachment)
- i. There is a proposed change to Katie Elwood's TRC: Jeff Specht will replace Shelley Presnell for Fall 2023. Jacquelyn Horton moved to approve the change to Katie Elwood's TRC; seconded by Chaz Kelley. Motion carried unanimously.

Full-Time Temporary Evaluations
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. (4 attachments)

- 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 4105, Bex Davis reviewed the changes that were made. Kari Aranbul moved to approve AP 4105; seconded by Carie Palmer. Motion carried unanimously.
- ii. For AP 4232, Bex Davis reviewed the change that was made. Kari Aranbul moved to approve AP 4232; seconded by Chelsea Hendershot. Motion carried unanimously. Cathy Anderson urged Executive Committee members to inform their constituents of this important change in the Pass/No Pass procedure.
- iii. For AP 4050, Bex Davis reviewed the changes that were made. Kate Ashbey moved to approve AP 4050; seconded by Jun Ma. Motion carried unanimously.
- iv. For AP 4255, Bex Davis reviewed the changes that were made. Kate Ashbey moved to approve AP 4255; seconded by Chelsea Hendershot. Motion carried unanimously.

d. Vacant At-Large Position Available

- Scott Croes has agreed to serve as the Science representative, which leaves his at-large seat vacant. We will appoint a replacement.

Cathy Anderson explained that the Science representative position was open, so she asked Scott Croes to move from his at-large position to this one. She reported that she has heard from two faculty members (Bing Xu and Chris Rodriguez) who expressed interest in serving as an at-large representative. She also noted that Susan Westler may not be able to serve as an at-large representative this semester. Kari Aranbul moved to appoint Bing Xu as an at-large representative; seconded by Jay Davis. Carie Palmer moved to amend the motion to give Cathy Anderson discretion to appoint Chris Rodriguez to replace Susan Westler as an at-large representative if Susan is unable to serve this semester; Carie Palmer and Jay Davis agreed to this amendment. Motion with amendment carried unanimously.

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 Anderson shared what she learned from a webinar on implementing AB 1111 (Common Course Numbering). The webinar presenters recommended that we prepare our curriculum process to handle a massive number of courses needing approval in a short window of time.
- b. Report from College Council (Frank Nigro or Cathy Anderson)
Frank Nigro highlighted the strategic plan presented by Billy Miller, the Dean of Extended Education at the Tehama Campus.

- 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 reported on the progress of 5-year course reviews that are due this year; there are currently 59 courses that still need their 5-year review done.
 - ii. Scholastic Standards Committee (Co-Chairs: Lenore Watson, Tim Johnston)
No report.
 - iii. Faculty Excellence Committee (Co-Chairs: Jennifer McCandless, Will Breitbach)
No report.
 - iv. General Education Committee (Co-Chairs: Rebecka Renfer, Carlos Reyes)
No report.
 - v. SLO Committee (Co-Chairs: Kari Aranbul, Kate Ashbey, Will Breitbach)
Kate Ashbey reported that there will be a workshop on curriculum mapping held on Friday, October 20th; this will be very important for faculty who are doing program review this year. On Monday, November 20th, there will be a workshop for faculty who did program review last year to help them track the data needed to do the program improvement plan. She also reported that stipends will be automatically paid to part-time faculty when they submit their SLO results, so they no longer will need to apply for the stipends.
 - 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 is currently working on determining the committee's composition to allow for broad representation.
 - e. Professional Development Coordinator (Jennifer McCandless)
No report.
 - f. Office of Instruction (Frank Nigro)
No report.
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: SLO workshops on October 20th and November 20th; feedback on the proposed academic calendar (this should be directed to the Faculty Association); the change to the Pass/No Pass procedure in AP 4232; the upcoming common course numbering process.
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 4:27 p.m.

11. Next Meeting: Monday, October 9, 2023, at 3:00 p.m. in Room 816

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