

Academic Senate

MINUTES

Monday, October 09, 2023

3:00 – 5:00 p.m.

Room 816

Executive Committee Members Present					
x	Cathy Anderson		Kari Aranbul	x	Kate Ashbey
x	Scott Croes	x	Cheryl Cruse	x	Jay Davis
x	Leslie Ellingson	x	Katie Elwood	x	Leo Fong
x	Chelsea Hendershot		Jacquelyn Horton	x	Chaz Kelley
x	Jun Ma	x	Mindy Marlatt		Corrinne Minnard
x	Carie Palmer	x	Alexis Riley		Chris Rodriguez
	Brad Rupert	x	Joanne Tippin	x	Lenore Watson
x	Bing Xu				
x	Frank Nigro (N/V)	x	Scott Yates (N/V)		
Other Faculty Present					
x	Rebecka Renfer				
Guests					
x	Stacey Bartlett	x	Will Breitbach	x	Tim Johnston
x	Kate Mahar	x	Carlos Reyes	x	Zack Zweigle

1. Call to order: Meeting was called to order at 3:01 p.m.
2. Approval of Minutes—September 25, 2023 (1 attachment): Jay Davis moved to approve the September 25th minutes; seconded by Carie Palmer. Motion carried with two abstentions (Leslie Ellingson; Mindy Marlatt).

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. SLO Committee Scope of Work

- Presenter: Kate Ashbey

Kate Ashbey shared the SLO Committee's goals for the 2023-2024 academic year. These include updating the SLO website and Learning Outcomes Handbook, improving the process faculty use for reporting of SLOs, PLOs, and ISLOs through the use of a Learning Outcomes dashboard accessed through the SLO website, and offering a Fall SLO Flex Day on November 20th that includes two workshops.

b. FACCC President's Visit to Redding

- Presenter: Cheryl Cruse

Cheryl Cruse announced that Faculty Association of California Community Colleges (FACCC) President Wendy Brill-Wynkoop will be in Redding on Thursday, October 12th; she will be discussing issues such as common course numbering, Cal-GETC, CBE and DEI.

c. AB 928 Webinar

- Presenter: Carie Palmer

Carie Palmer shared important points from a webinar that provided an update on the progress of AB 928 implementation, which creates a common GE pathway (Cal-GETC) for transfer admissions to CSUs and UCs.

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 is one new course that has been approved by the Curriculum Committee:

- **ESL 348 English for Careers** – New Course Proposal w/DE, 0 units

- Scott Yates explained that this new course is part of a reconfiguration of the ESL program. Katie Elwood moved to approve the new course (ESL 348); seconded by Jay Davis. Motion carried unanimously.

New or Revised Programs: None at this meeting

b. From the Office of Instruction

Tenure Review Committees/Mentors: (1 attachment)

- There is a proposed change to Taylor Cardoza's TRC: Chuck Cort will replace Shelley Presnell. Mindy Marlatt moved to approve the change to Taylor Cardoza's TRC; seconded by Chelsea Hendershot. 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. From the General Education Committee (no attachment)

- The GE committee reviewed the general education statement and proposes the following updated statement for the fall 2024 catalog: "A course may only count for GE credit if taken during a year in which it was approved for a CSU GE, IGETC, Cal-GETC, or Local GE pattern (per Title V-GE requirements), regardless of Shasta College Catalog rights. Shasta College may authorize or request a substitution for discontinued courses."

Rebecka Renfer shared an update to the General Education statement that will appear in next year's catalog. Frank Nigro suggested changing the Roman numeral "V" to the Arabic numeral "5" in referring to Title 5, as well as replacing the term "discontinued" with "deactivated" in specifying course type. Lenore Watson noted that the statement does not refer to GE areas, so she recommended adding the phrase "within an area" to specify this. With these proposed revisions, the updated statement reads as such: "A course may only count for GE credit within an area if taken during a year in which it was approved for a CSU GE, IGETC, Cal-GETC, or Local GE pattern (per Title 5-GE requirements), regardless of Shasta College Catalog rights. Shasta College may authorize or request a substitution for deactivated courses." Mindy Marlatt moved to approve the updated General Education statement with the proposed revisions; seconded by Carie Palmer. Motion carried unanimously.

- e. Possible Change in the Curriculum Submission Process (no attachment)

- An idea has been presented suggesting that as soon as a course has been approved by the Curriculum Committee, that the course be submitted to ASSIST and C-ID concurrently with the course being approved by the Executive Committee and the Board. If either the Executive Committee or the Board fail to approve the course, then it could be withdrawn from ASSIST and C-ID. This could potentially save up to six weeks in the total process.

Rebecka Renfer explained the rationale behind this change in the course approval process that would send courses to ASSIST and C-ID before they are approved by the Senate's Executive Committee and Board of Trustees; the main intent of this is to

shorten the time that it would take to approve courses. Carie Palmer moved to approve this new course approval process; seconded by Jay Davis. Motion carried unanimously.

- f. Institutional Self-Evaluation Report – First Reading (1 attachment)
 - The College completes an Institutional Self-Evaluation Report on a seven-year cycle. The report is meant to demonstrate alignment with the Accrediting Commission for Community and Junior Colleges (ACCJC) Accreditation Standards

Will Breitbach thanked all who reviewed the ISER draft and stated that there will be another reading of the revised draft before it is finalized.

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 reported that she and Jacquelyn Horton will be attending the ASCCC Fall Plenary Session next month, November 16-18.
- b. Report from College Council (Frank Nigro or Cathy Anderson)

Frank Nigro reported that many of the Chapter 4 Administrative Procedures (APs numbered in the 4000s), which involve Instruction, will be up for review this year, so we should expect to see them coming to Senate for approval.
- 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 that approximately 80% of courses that are up for review this year have been submitted. Rebecka Renfer noted that in September she had sent out a survey to faculty who teach courses that have been approved for CSU GE but not for IGETC; however, she received only a few responses. Because these courses will need to be approved for Cal-GETC, she asked that any faculty who teach one of these courses to contact her immediately to work on this.
 - ii. Scholastic Standards Committee (Co-Chairs: Lenore Watson, Tim Johnston)

Lenore Watson reported that the committee has been reviewing feedback from faculty on the new waitlist procedure. She requested that area representatives ask their constituents to share their experiences with the waitlist procedure, especially any problems or concerns, and send them to her by October 19th.

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)
No report.

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 re-imagined Student Success Committee is set to resume work this Spring; the committee's tri-chairs will consist of her, Bex Davis, and Heather Wylie.

e. Professional Development Coordinator (Jennifer McCandless)
Will Breitbach shared a report from Jennifer McCandless. There have been changes with how full-time faculty report their flex time. Cornerstone is no longer being used for this; instead, faculty will now report flex time only once at the end of the academic year; the reporting form for this is not yet available, so faculty should be continuously documenting their flex hours so that these can be ready to report at the end of the year. There will also be a new flex time reporting form for part-time faculty; Courtney Vigna will have this form available soon. Additionally, there will be a new and improved Professional Development Canvas shell launching this year. There are several workgroups that are active right now, including one working on planning for the Spring Welcome Back Day, which will occur on Feb. 20th and will continue with the Caring Campus theme; proposals for workshops are currently being accepted. The Equity Institute and all the Communities of Practice are up and running. Jennifer is planning to send out monthly e-mails that will list upcoming professional development opportunities.

f. Office of Instruction (Frank Nigro)
Frank Nigro reported that the Faculty Hiring Priorities Committee will be meeting tomorrow to review and rank 16 hiring requests.

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: Faculty feedback on the waitlist procedure; the new system for faculty to report flex hours; the upcoming SLO workshops and how to find the SLO dashboard; feedback on the revised ISER draft; Spring Welcome Back Day on February 20th.

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 3:58 p.m.

11. Next Meeting: Monday, October 23, 2023, at 3:00 p.m. in Room 816

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