

Academic Senate

MINUTES

Monday, October 23, 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	x	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	x	Mindy Marlatt	x	Corrinne Minnard
x	Carie Palmer	x	Alexis Riley	x	Chris Rodriguez
	Brad Rupert	x	Joanne Tippin	x	Lenore Watson
x	Bing Xu				
	Frank Nigro (N/V)	x	Scott Yates (N/V)		
Other Faculty Present					
Guests					
x	Will Breitbach	x	Bex Davis	x	Tim Johnston
x	Buffy Tanner				

1. Call to order: Meeting was called to order at 3:00 p.m.
2. Approval of Minutes—October 9, 2023 (1 attachment): Cathy Anderson noted that in item 4.b.i (Tenure Review Committees/Mentors) the change to Taylor Cardoza’s TRC is incorrectly stated as “for Fall 2023”; the statement should be simply “Chuck Cort will replace Shelley Presnell.”

Kari Aranbul moved to approve the October 9th minutes with the correction; seconded by Alexis Riley. Motion carried with one abstention (Corrinne Minnard).

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. 2024-2025 Academic Calendar (1 attachment)

- Presenter: Carie Palmer
- What: Consideration of a 2024-25 Academic Calendar. We have the opportunity to comment before the Faculty Association votes to adopt a calendar.

Carie Palmer explained that in this new proposed academic calendar the flex days for fall and spring semesters are on the Friday before the first week of each semester, but otherwise the calendar is the same as the previous proposed calendar, which was rejected by faculty vote. Cathy Anderson said that she would let the Faculty Association know that there were no objections raised by the Academic Senate concerning this new proposed academic calendar for 2024-2025.

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: (1 attachment)

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

- **ADS 94 Field Work/Internship in Addiction Studies** - New Course
Proposal, 4.5 units

- Katie Elwood explained that this new course is part of a new Alcohol and Drug Studies (ADS) “stackable” certificate. Katie Elwood moved to approve the new course (ADS 94); seconded by Chris Rodriguez. Motion carried unanimously.

New or Revised Programs: None at this meeting

b. From the Office of Instruction

Tenure Review Committees/Mentors: None at this meeting

Fulltime Temporary Evaluations (1 attachment)

- The proposed full-time temporary evaluation committee for Chase Brown (Dual Enrollment Counselor) will consist of Will Breitbach and Nelson Espinola; Cheryl Cruse will serve as mentor. Kari Aranbul moved to approve the proposed full-time evaluation committee for Chase Brown; 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. (4 attachments)

- AP 4225 Course Repetition [Revised, Legally Required]
 - AP 4230 Grading and Academic Record Symbols [Revised, Legally Required]
 - BP 7120 Recruitment and Hiring [Mandated Revision, Legally Required]
 - BP 7250 Educational Administrators [Mandated Revision, Legally Required]
- i. For AP 4225, Cathy Anderson suggested that in the section “Designated Repeatable Courses” on page 1 the newly added sentence (“This limit applies even if the student...”) be moved before the sentence “When a course is repeated pursuant to this section....” She also requested that in the section titled “Activity Courses” on page 2 the grades that qualify as a “substandard grade” be listed out as they are in the section titled “Alleviation of Substandard Work” (“a ‘D’, ‘F’, ‘FW’ or ‘NP’”). She identified an awkwardly worded phrase in the first sentence of the section titled “Coursework Withdrawal” on page 5 (“Any competency modules enrolled in that are not completed prior to the end of the term...”) and suggested changing it to “Any competency modules not completed prior to the end of the term....” Scott Yates noted an inconsistency with how the word “repeated” is used and ambiguity about how many times a student is able to repeat a course: “...such courses may be repeated no more than four times for semester courses” compared to “...may not be repeated more than three times for a maximum of four enrollments.” Tim Johnston pointed out that there are two types of courses covered here, academic ones that carry credit and repeatable ones that are typically non-credit activity courses, so there are two different forms of repeatability, with the first statement above referring to academic courses and the second statement referring to repeatable courses. Bex Davis proposed replacing the sentence “Such courses may be repeated no more than four times for semester courses” in the third point in the section “Designated Repeatable Courses” on page 1 with “Such courses may be taken no more than four times for semester courses.”
- ii. For AP 4230, Cathy Anderson reviewed the changes made, noting the two new non-evaluative symbols (IP and CPL). The other major changes involved removing detailed descriptions of the symbols EW and MW and replacing them with references to the relevant sections in Title 5. There was a sidebar discussion on the distinction between an “F” and an “FW”, particularly the effects each grade had on students’ financial aid, so a flex day session on grading symbols was requested.
- iii. For BP 7120, Bex Davis explained that the change made was legally required to reflect changes made to parts of Title 5 that involve employment.
- iv. For BP 7250, Bex Davis explained that the two changes made were mandated revisions.

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. Institutional Self-Evaluation Report – Second Reading: (1 attachment)

- The College Completes an Institutional Self-Evaluation Report (ISER) 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 noted a change on page 77 that involved the addition of examples of how program reviews and other types of evaluation and planning have led to program improvements. Jay Davis moved that Cathy Anderson, as Academic Senate President, sign the ISER; seconded by Kari Aranbul. Motion carried unanimously.

e. Hiring Priorities Committee—Carie Palmer and Alexis Riley (no attachment)

- The Hiring Priorities Committee has ranked the faculty hiring requests. It is the role of the Academic Senate to certify that the procedure outlined in AP 7210 was followed correctly. Note: It is not our role to approve the ranking.

Carie Palmer and Alexis Riley served as the Academic Senate's representatives on the Faculty Hiring Priorities Committee for the latest ranking of hiring requests, and both confirmed that the procedure outlined in AP 7210 was correctly followed. Carie Palmer moved to certify that the procedure outlined in AP 7210 was correctly followed by the Hiring Priorities Committee; seconded by Alexis Riley. Motion carried unanimously. Cathy Anderson will now send a letter to Superintendent/President Wyse confirming that the Academic Senate has certified the ranking.

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)
No report.

- 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)
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 the committee's November meeting has been changed to November 30th.
 - d. Reports from Joint Committees (Reports are given by the Co-Chairs or delegate as needed)
 - i. Student Success Committee (Kate Mahar, Bex Davis, Heather Wylie)
Kari Aranbul reported that the committee will be meeting next week to review its bylaws.
 - 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: Rankings made by the Hiring Priorities Committee; the proposed academic calendar for 2024-2025; reviewing the new grading symbols in AP 4230.
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 4:20 p.m.

11. Next Meeting: Monday, November 13, 2023, at 3:00 p.m. in Room 816

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