

Academic Senate

MINUTES

Monday, November 13, 2023

3:00 – 5:00 p.m.

Room 816

Executive Committee Members Present					
x	Cathy Anderson		Kari Aranbul		Kate Ashbey
x	Scott Croes	x	Cheryl Cruse		Jay Davis
x	Leslie Ellingson		Katie Elwood	x	Leo Fong
x	Chelsea Hendershot	x	Jacquelyn Horton	x	Chaz Kelley
x	Jun Ma		Mindy Marlatt	x	Corrinne Minnard
x	Carie Palmer	x	Alexis Riley		Chris Rodriguez
	Brad Rupert	x	Joanne Tippin		Lenore Watson
x	Bing Xu				
x	Frank Nigro (N/V)	x	Scott Yates (N/V)		
Other Faculty Present					
x	Crystal Hilton				
Guests					
x	Stacey Bartlett	x	Bex Davis	x	Tina Duenas
x	Ioanna Iatridis	x	Tim Johnston	x	Tabitha Miller
x	Buffy Tanner	x	Marrienne Williams	x	Zack Zweigle

1. Call to order: Meeting was called to order at 3:02 p.m.
2. Approval of Minutes—October 23, 2023 (1 attachment): Carie Palmer moved to approve the October 23rd 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. Program Review Committee—Fall Update

- Presenter: Crystal Hilton

Crystal Hilton provided an update on the Program Review Committee's work. She began by introducing the committee's new logo, followed by a list of programs that are currently undergoing program review for 2023-2024 and the ones that will be up for program review next year, 2024-2025. She provided a quick overview of the Gold Teams, Silver Teams, and Green Teams for this year, and she listed the training that has taken place. Crystal then reviewed how the PRC groups degrees and programs, using Geography as an example, and gave a brief tour of the PRC website, highlighting CIPR Self-Study reports from last year that can be used as models, as well as the Resources Page.

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 two new courses that have been approved by the Curriculum Committee:

- **ADJU 156 Basic Traffic Collision Investigation** – New Course, 3 units
 - **ADS 21 Addiction Studies Internship Seminar** – New Course w/DE, 3 units
- i. Scott Yates explained that the ADJU 156 course is part of the collaboration between Shasta College and SHIELD Regional Training; the ADS 21 course is one of the capstone courses for the Addiction Studies programs. Chaz Kelley moved to approve the two new courses (ADJU 156 and ADS 21); seconded by Joanne Tippin. Motion carried unanimously.

New or Revised Programs: None at this meeting

There are 2 new programs that have been approved by the Curriculum Committee:

- **Addiction Studies** – New AS Proposal
 - **Addiction Studies** – New Certificate Proposal
- ii. Joanne Tippin acknowledged the hard work that Craig Carmena put into creating these two programs. Carie Palmer moved to approve the Addiction Studies AS program and the Addiction Studies certificate program; seconded by Jun Ma. Motion carried unanimously.

b. From the Office of Instruction

Tenure Review Committees/Mentors: 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. (1 attachment)

- AP 4020 Program and Curriculum Development [Revised, Legally Required]
 - i. For AP 4020, Bex Davis explained that this AP initially came to Academic Senate for a first reading during the September 11th meeting when there were multiple suggestions for changes to be made. Cathy Anderson pointed out one change that was not made: In the second paragraph on page 1, the statement “the District relies primarily on the Curriculum Committee of the Academic Senate...” should be changed to “relies primarily on the Academic Senate.” She also suggested deleting the statement “there shall be appropriate involvement of the faculty and Academic Senate in all processes” in the first paragraph because it is redundant and gives the misleading impression that faculty are simply consulted on program and curriculum development. Scott Yates noted that there is only one regional consortium for CTE programs, so reference to “Regional Consortia” on page 2 should be changed; Frank Nigro proposed changing the statement “recommendation from the Regional Consortia and the minutes of the meeting...” to “minutes from the Regional Consortium meeting including any input on this new program or certificate....” There were questions about the phrase “college’s fiscally approved calendar” on page 2; Frank suggested removing the word “fiscally.”

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 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]
- ii. For AP 4225, Bex Davis noted that the language added to this AP was taken directly from the Community College League. Carie Palmer moved to approve AP 4225; seconded by Leslie Ellingson. Motion carried unanimously.
- iii. For AP 4230, Bex Davis noted that there were no changes made between the first and second readings. Jacquelyn Horton moved to approve AP 4230; seconded by Chelsea Hendershot. Motion carried unanimously.
- iv. For BP 7120, Bex Davis noted that there were no changes made between the first and second readings. Carie Palmer moved to approve BP 7120; seconded by Chelsea Hendershot. Motion carried unanimously.

- v. For BP 7250, Bex Davis noted that there were no changes made between first and second readings. Jun Ma moved to approve BP 7250; seconded by Jacquelyn Horton. Motion carried unanimously.

d. Confirmed/Update Category for AP/BP Approval

- Consider whether to use the Confirmed/Update category for the AP/BP process. The Confirmed category means there are no changes to the AP/BP and it may be approved as is. The Update category means that there are very minor corrections (fixing typos/formatting, citation updates, oxford commas etc.). AP/BPs falling in these categories have the option of being approved at the First Reading.

Bex Davis reviewed the four types of changes for BPs and APs: 1. Mandated Revisions (legally required language); 2. Updates (citations, typos, and/or formatting corrections); 3. Confirmation (no changes but demonstrates review for accreditation purposes); 4. Revision (extensive and/or substantive changes to content (may include/build from a mandated revision)). Every six years, all chapters of BPs and APs are reviewed. Chapter 4 is the chapter under the Academic Senate's purview. Currently, any changes to BPs and APs in Chapter 4 are sent to the Academic Senate for a first reading and a second reading. To streamline this process, Bex proposed that the Academic Senate adopt the following approach that uses three categories: 1. Only BPs and APs that have revisions (extensive and/or substantive changes to content) will undergo first and second readings; 2. BPs and APs that have updates or require confirmation will be reviewed and approved during a single meeting, but any can come back for a second reading if needed; 3. BPs and APs that have mandated revisions would be presented as information items. Making these changes can allow BPs and APs to get to the Board of Trustees quicker. Chelsea Hendershot moved to approve this new process that adds a Confirmed/Update category for BPs and APs that require confirmation or have updates; seconded by Joanne Tippin. Motion 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.
- a. Hiring and Evaluation of Dual Enrollment Instructors (no attachment)
 - Review the current process for hiring and evaluating Dual Enrollment Instructors and form a joint workgroup with the deans to develop a modified procedure for the Academic Senate to consider adopting.

Frank Nigro explained that the process for hiring and evaluating Dual Enrollment (DE) instructors is essentially the same as that for Shasta College faculty. He suggested that the Academic Senate review this process and make recommendations for any changes to it. Chaz Kelley moved that the Academic Senate review the Dual Enrollment hiring and evaluation process and make recommendations for any changes; seconded by Jacquelyn Horton. Motion carried unanimously. Carie Palmer, Chelsea Hendershot, and Jun Ma volunteered to serve on the workgroup.

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 proposed cancelling the November 27th meeting, and there was consensus for this. She also noted that she and Jacquelyn Horton will be attending the Fall Plenary Session later this week.
- b. Report from College Council (Frank Nigro or Cathy Anderson)
Frank Nigro reported that College Council completed a first reading of the ISER draft during their latest meeting. There was also a report from a Leading from the Middle team of Math, English and Counseling faculty that examined achievement and equity gaps created by AB 1705 implementation and made recommendations for ways to close these gaps; one recommendation was the use of first-year experience cohorts.
- 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 the Curriculum Committee has been discussing the process used for new programs that come up for review and approval; currently, the process does not involve any systematic review and consideration of supporting evidence, such as labor market data, for new programs.
 - 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)
No report.
- 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)
No report.
- e. Professional Development Coordinator (Jennifer McCandless)
No report.
- f. Office of Instruction (Frank Nigro)
Frank Nigro reminded everyone that our spring flex day will be February 20th. He also thanked faculty who worked on 5-year curriculum reviews; because of the progress made with these reviews we are on track for a June-approved catalog. Finally, he noted

that the 2024-2025 academic calendar was approved by the Board of Trustees at their latest meeting.

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: November 27th meeting cancelled; program reviews that are coming up in 2024-2025; Jacquelyn Horton sent out an email with the Fall Plenary resolutions on the agenda, and she asked everyone to review them and contact her with any feedback; Stacey Bartlett noted that the General Education Committee has been very active with work to meet deadlines for Cal-GETC implementation, so faculty should be prompt in responding to any inquiries and requests sent out by GE Committee representatives.

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.
 - a. Chelsea Hendershot reminded everyone that the BAITS division will have a float in this year's Redding Lighted Christmas Parade on December 2nd; anyone who would like to ride on the float should contact her.

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 4:44 p.m.

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

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