

Academic Senate

MINUTES

Monday, December 11, 2023

3:00 – 5:00 p.m.

Room 816

Executive Committee Members Present					
x	Cathy Anderson	x	Kari Aranbul		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		Chris Rodriguez
	Brad Rupert	x	Joanne Tippin	x	Lenore Watson
	Bing Xu				
	Frank Nigro (N/V)	x	Scott Yates (N/V)		
Other Faculty Present					
x	Jennifer Costillo	x	Jennifer McCandless	x	Brittany Wiley
Guests					
x	Will Breitbach	x	Bex Davis		

1. Call to order: Meeting was called to order at 3:02 p.m.
2. Approval of Minutes—November 13, 2023 (1 attachment): Kari Aranbul moved to approve the November 13th minutes; seconded by Carie Palmer. Motion carried with two abstentions (Katie Elwood; 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. None at this meeting
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 four new courses that have been approved by the Curriculum Committee:

- **ECE 170 Understanding Childhood Trauma** – New Course w/DE, 1 unit
 - **ECE 171 Trauma-Informed Practices in Early Childhood Education** – New Course w/DE, 1 unit
 - **ECE 172 Culturally Responsive Self-Care for Early Childhood Educators** – New Course w/DE, 1 unit
 - **ETHS 8 Introduction to African American Studies** – New Course w/DE, 3 units
- i. Scott Yates explained that the ECE courses are not part of any ECE program but are to be offered as standalone professional development courses. Lenore Watson moved to approve the new courses (ECE 170, ECE 171, ECE 172, ETHS 8); seconded by Mindy Marlatt. 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

Peer Evaluators: None at this meeting

c. From the General Education Committee (3 attachments)

- **First Reading:** The GE Committee is recommending changes to the Shasta College associate degree general education requirements based on new Title 5 language. The Curriculum Committee has reviewed the proposed changes and is recommending that the Academic Senate adopt the changes.
- i. Carlos Reyes explained that the proposed local GE pattern is meant to align with the new Cal-GETC pattern, and he reviewed the proposed changes made to the current local GE pattern. Scott Yates noted that there will be later opportunities to remove and add courses to the pattern; there will also be opportunities to make changes to the placement of courses within categories. Carlos also added

that courses that were removed from the proposed local GE pattern are still in the catalog and have not been deactivated. Cathy Anderson asked that area representatives share the proposed local GE pattern with their constituents.

- d. Board Policies and Administrative Procedures from the Office of the Superintendent/President

Review and Approve Category: This category includes APs and BPs with mandated revisions, minor corrections, or no changes. These may be presented and voted on in the same meeting; however, a second reading is possible upon request.

None at this meeting

Revisions Category: This category consists of APs and BPs with substantive content changes. APs and BPs in this category are scheduled for first and second readings.

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. (1 attachment)

- **AP 4020** Program and Curriculum Development [Revised, Legally Required]

- i. Bex Davis reviewed the revisions that were made since the November 13th meeting; among these revisions was the statement “minutes from the Regional Consortium meeting that include any input for this new degree or certificate” as one of the considerations required with any new program or certificate proposal. Joanne Tippin commented that for CTE programs the need to get input from the Regional Consortium has the effect of delaying the process of program approval. Scott Yates offered some suggestions to speed up the approval process, and he noted that the required boxes in CurricUNET do not have to be checked in any particular order. Kari Aranbul moved to approve AP 4020; seconded by Chelsea Hendershot. 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)

- Updates as appropriate from the workgroup.

Chelsea Hendershot reported that the workgroup had their initial meeting and recognized that our Dual Enrollment (DE) program has grown considerably since its inception, to the point where DE now accounts for 25% of our FTES, so there is a definite need to review the process for hiring and evaluating dual enrollment instructors.

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 highlighted the articles in the current issue of the ASCCC *Senate Rostrum*.
- 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)
Scott Yates reminded everyone that any curriculum reviews scheduled for next academic year (2024-2025) should be started in February 2024.
 - ii. Scholastic Standards Committee (Co-Chairs: Lenore Watson, Tim Johnston)
Lenore Watson reported that because there are so many grading options now available there has been repeated demand for a flex day session on grades.
 - iii. Faculty Excellence Committee (Co-Chairs: Jennifer McCandless, Will Breitbach)
Jennifer McCandless reported that this year's Equity-Minded Teaching and Learning Institute has completed its first semester; as part of this, there will be a workshop on creating and designing a liquid syllabus on January 8th that will be open to all faculty. The Faculty Engagement Academy just finished its third fall session. The Teaching and Learning Communities of Practice will be presenting during our spring flex day. The committee has been planning for the spring flex day, which will be held on February 20th; sessions will cover topics including training for serving on hiring committees, artificial intelligence, Canvas tools, and developing SLOs in Canvas.
 - iv. General Education Committee (Co-Chairs: Rebecka Renfer, Carlos Reyes)
No report.
 - v. SLO Committee (Co-Chairs: Kari Aranbul, Kate Ashbey, Will Breitbach)
Kari Aranbul reminded everyone that course SLO results need to be reported by January 8th; only one SLO per section needs to be reported.
- d. Reports from Joint Committees (Reports are given by the Co-Chairs or delegate as needed)
 - i. Student Success Committee (Tri-Chairs: Kate Mahar, Bex Davis, Heather Wylie)
Kari Aranbul and Jennifer McCandless provided a quick update on the committee's preparation for launch. There is currently discussion on what the composition of the committee will be and how representation will work.

- 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: Spring's flex day will be on February 20th; SLOs are due January 8th; the curriculum process for 2024-2025 starts in February 2024; the proposed local GE pattern.

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. Cathy Anderson noted that Katie Elwood will no longer be serving as an at-large representative after this semester, so there will be a need to fill Katie's spot for Spring 2024.

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 4:15 p.m.

11. Next Meeting: Monday, February 12, 2024, at 3:00 p.m. in Room 816

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