

Academic Senate

MINUTES

Monday, February 12, 2024

3:00 – 5:00 p.m.

Room 816

Executive Committee Members Present					
x	Cathy Anderson		Kari Aranbul	x	Kate Ashbey
x	Jennifer Costillo	x	Scott Croes	x	Cheryl Cruse
x	Jay Davis	x	Leslie Ellingson	x	Leo Fong
x	Chelsea Hendershot		Jacquelyn Horton	x	Jun Ma
x	Mindy Marlatt	x	Corrinne Minnard		Alexis Riley
x	Carie Rosensteel	x	Craig Thompson	x	Joanne Tippin
x	Lenore Watson		Susan Westler	x	Bing Xu
	Frank Nigro (N/V)	x	Scott Yates (N/V)		
Other Faculty Present					
x	Chase Brown				
Guests					
x	Will Breitbach	x	Angela Cordell	x	Jim Harrell
x	Ioanna Iatridis	x	Kate Mahar	x	Molly Stimpel
x	Buffy Tanner	x	Marrienne Williams		

1. Call to order: Meeting was called to order at 3:00 p.m.
2. Approval of Minutes—December 11, 2023 (1 attachment): Lenore Watson moved to approve the September 25th minutes; seconded by Scott Croes. Motion carried with one abstention (Craig Thompson).

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. An Introduction to our Apprenticeship and “Earn and Learn” Programs

- Presenter: Angela Cordell

Angela Cordell gave a presentation on the apprenticeship programs at Shasta College. She explained that the state of California has a Division of Apprenticeship Standards (DAS), and it oversees registered apprenticeship programs. These registered apprenticeship programs pair related supplemental instruction (RSI) with on-the-job training; DAS requires a minimum of 140 hours of RSI and 2000 hours of on-the-job training. Angela reviewed the basic model for registered apprenticeships and identified the various stakeholders involved. Shasta College currently has two registered apprenticeship programs, one in logging called California Registered Apprenticeship Forest Training (CRAFT), and one in accounting called Accounting Services Employment Training (A\$ET). There are also two registered pre-apprenticeship programs, one in Heavy Equipment Logging Operations (HELO) that prepares students to enter into the CRAFT program, and one in the non-credit Customer Service Academy certificate program that prepares students to enter into the A\$ET program.

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

- **CALS 94 Career and Life Success Work Experience Education** – New Course w/DE, 1-14 units
 - **NUTR 330 Health and Wellness Coaching** – New Course w/DE, 0 units
 - **NUTR 335 Integrative Nutrition and Wellness** – New Course w/DE, 0 units
 - **NUTR 340 Weight Regulation: Biology and Behavior** – New Course w/DE, 0 units
 - **NUTR 345 Applications of Health and Wellness Coaching** – New Course w/DE, 0 units
- i. Jennifer Costillo noted that the new CALS course is part of the new CALS certificate program that is detailed below in item 4.a.ii. Joanne Tippin explained that the new NUTR courses are non-credit ones that mirror courses in the Health Coaching program. Scott Yates pointed out that the term “Worksite Learning” has been replaced by the term “Work Experience Education.” Kate Ashbey moved to approve the five new courses (CALS 94; NUTR 330; NUTR 335; NUTR 340; NUTR 345); seconded by Joanne Tippin. Motion carried unanimously.

New or Revised Programs: (3 attachments)

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

- **Career and Life Success** – New Certificate Proposal
 - **Health and Wellness Coaching** – New Non-Credit Certificate Proposal
 - **Integrative Health and Wellness Coaching** – New Certificate Proposal
- ii. For the Career and Life Success certificate program, Jennifer Costillo explained that this program came up for approval again because of the change to the CALS 94 course above. Jay Davis moved to approve the new Career and Life Success certificate program; seconded by Jun Ma. Motion carried unanimously.
 - iii. For the Health and Wellness Coaching non-credit certificate program and the Integrative Health and Wellness Coaching certificate program, Joanne Tippin explained the difference between the two coaching programs and what each program is intended for. Both programs use essentially the same courses, but one is non-credit and the other involves credit. Scott Croes moved to approve the Health and Wellness Coaching certificate program and the Integrative Health and Wellness Coaching certificate program; seconded by Mindy Marlatt. Motion carried unanimously.

b. From the Office of Instruction

Tenure Review Committees/Mentors: (1 attachment)

- i. There were two tenure review committees (TRCs) and mentors proposed. The proposed TRC for Karine Hunt consists of Susannah Fulton, Melissa Markee, and Rick Osbrink, with Ish Rivas serving as mentor. The proposed TRC for Bethany Sutton consists of Kate Ashbey, Scott Gordon, and Jeanne Veich, with Jeremy Ecklin serving as mentor. Chelsea Hendershot moved to approve the TRCs and mentors for Karine Hunt and Bethany Sutton; seconded by Lenore Watson. Motion carried unanimously.

Peer Evaluators: (1 attachment)

- ii. The following peer evaluators have been proposed: In ACSS, Katie Elwood is the proposed peer evaluator for Brian Peterson; Yoshiko Zimmerman is the proposed peer evaluator for Kyunghwa Michaels (dual enrollment instructor). In DAPS, Mark Montgomery is the proposed peer evaluator for Dino Bardoni and Brian Connolly. In HSU, Taylor Cardoza is the proposed peer evaluator for Denni Peirce; Marcee Martinez is the proposed peer evaluator for Tyler Martin. In BACTE, Pete Dickerson is the proposed peer evaluator for Terra Gibson (dual enrollment instructor). Lenore Watson moved to approve Katie Elwood, Yoshiko Zimmerman, Mark Montgomery, Taylor Cardoza, Marcee Martinez, and Pete Dickerson as peer evaluators; seconded by Craig Thompson. Motion carried unanimously.

c. From the General Education Committee (3 attachments)

Second 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.

Cathy Anderson highlighted the new GE requirements in Title 5 and pointed out how the changes made to Shasta College's local GE pattern mirror these new requirements. Kate Ashbey moved to approve the changes to the Shasta College associate degree general education requirements; seconded by Joanne Tippin. Motion carried with one no vote (Craig Thompson) and one abstention (Jennifer Costillo).

d. From the Scholastic Standard Committee (1 attachment)

Members of the Scholastic Standards Committee unanimously approved a motion to accept the revisions to the Academic Renewal Procedure and to recommend that the Academic Senate adopt the attached procedure.

Tim Johnston reviewed the changes to the Academic Renewal Procedure; these changes reflect the changes made to AP 4240. Cathy Anderson reminded everyone that this qualifies as a first reading, and we will be voting on this revision during our next meeting.

e. 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. (1 attachment)

- **BP 4050** - Articulation [Updated, Legally Required]
- **BP 4220** - Standards of Scholarship [Confirmed, Legally Required]
- i. Leslie Ellingson moved to approve BP 4050; seconded by Chelsea Hendershot. Motion carried unanimously.
- ii. Craig Thompson moved to approve BP 4220; seconded by Mindy Marlatt. Motion carried unanimously.

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.

- **AP 4050** - Articulation [Revised, Legally Required]
- **BP 4110** - Honorary Degrees [Revised, Local]
- **AP 4222** - Remedial Coursework [Revised, Legally Required]
- **AP 4229** - Course Repetition – Variable Units [Revised, Legally Advised]
- **BP 4230** - Grading and Academic Record Symbols [Revised, Legally Required]
- **AP 4231** - Grade Changes [Revised, Legally Required]
- **AP 4240** - Academic Renewal [Revised, Legally Required]
- **AP 4260** - Prerequisites and Corequisites [Revised, Legally Required]
- iii. Because both Bex Davis and Frank Nigro were not able to attend today's meeting, discussion and voting on all the APs and BPs were postponed.

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)

None at this meeting.

- f. 2024 Spring Plenary Session—Appoint a Delegate
 - The 2024 Spring Plenary Session will be held April 18-20 at the San Jose Marriott.

Cathy Anderson asked if anyone was interested in serving as delegate to the Spring Plenary Session. No one was willing to commit to serving at this time.
- g. Elections for the 2024-25 Academic Year (no attachments)
 - Carie Rosensteel will conduct the election for the positions of President, Vice President, and Secretary (for next year).
 - i. Carie Rosensteel announced that each of the current officers, Leo Fong as Secretary, herself as Vice-President, and Cathy Anderson as President, have expressed interest in serving in their respective roles for the 2024-2025 academic year. Carie opened nominations for any additional candidates. No other nominations were made. Leslie Ellingson moved to close nominations; seconded by Jay Davis. Motion carried unanimously. After Carie called for a vote, Leo Fong was elected Secretary by unanimous vote. Carie Rosensteel was elected Vice President by unanimous vote. Cathy Anderson was elected President by unanimous vote.
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 Stacey Bartlett would have an update for a future 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 SLO Committee has been reviewing SLO data from the fall. She also noted that there was a 64% reporting rate by faculty for course SLOs.
 - 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)
Kate Mahar reported that the committee is planning for an informational session; an invitation will be sent out soon by email.
 - 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: Apprenticeship programs; approval of the new local GE pattern; academic renewal update (AP 4240); reminder about reporting SLOs.
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. 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 4:50 p.m.

11. Next Meeting: Monday, February 26, 2024, at 3:00 p.m. in Room 816

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