

**Academic Senate**  
**MINUTES**  
Monday, March 11, 2024  
3:00 – 5:00 p.m.  
Room 816

<b>Executive Committee Members Present</b>					
x	Cathy Anderson	x	Kari Aranbul	x	Kate Ashbey
x	Jennifer Costillo	x	Scott Croes	x	Cheryl Cruse
	Jay Davis	x	Leslie Ellingson	x	Leo Fong
x	Chelsea Hendershot	x	Jacquelyn Horton	x	Jun Ma
x	Mindy Marlatt		Corrinne Minnard	x	Alexis Riley
x	Carie Rosensteel	x	Alan Spivey	x	Craig Thompson
x	Joanne Tippin		Lenore Watson		Susan Westler
x	Bing Xu				
x	Frank Nigro (N/V)	x	Scott Yates (N/V)		
<b>Other Faculty Present</b>					
<b>Guests</b>					
x	Stacy Bartlett	x	Will Breitbach	x	Bex Davis
x	Jim Harrell	x	Ioanna Iatridis	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—February 26, 2024 (1 attachment): Carie Rosensteel moved to approve the February 26<sup>th</sup> minutes; seconded by Alexis Riley. 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. SLO Committee Update to Bylaws (1 attachment)
    - Presenter: Kate Ashbey

Kate Ashbey reported that the SLO Committee is making one change to its bylaws: Instead of four mandatory meetings per semester, there will be three mandatory meetings per semester. There was a suggestion to change this to “to meet as many times as necessary” for greater flexibility. Kate said that she would make this change and bring the updated bylaws back for review.
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:

      - **GEOG 390 GIS for Forest Resilience Project Management** – New Course w/DE, 0 units
    - i. Scott Yates explained that this course was added to meet regional industry demand. Carie Rosensteel moved to approve GEOG 390; seconded by Craig Thompson. 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: (1 attachment)
      - i. In the SSVS Division, Amanda Henderson has been proposed as peer evaluator for Lyndsey McKinley. Mindy Marlatt moved to approve Amanda Henderson as peer evaluator; seconded by Jun Ma. Motion carried unanimously.
  - c. 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)
      - **AP 4021**—Program Discontinuance [Confirmed, Legally Required]

- **BP 4030**—Academic Freedom [Updated, Legally Required]
  - **BP 4040**—Library Services [Confirmed, Legally Required]
  - **AP 4040**—Library Services [Confirmed, Optional]
  - **AP 4102**—Career and Technical Education Programs [Updated, Legally Required]
  - **BP 4225**—Course Repetition [Confirmed, Legally Required]
  - **AP 4228**—Course Repetition - Significant Lapse of Time [Confirmed, Legally Advised]
  - **BP 4231**—Grade Changes [Updated, Legally Required]
  - **BP 4235**—Credit for Prior Learning [Confirmed, Legally Required]
  - **BP 4240**—Academic Renewal [Confirmed, Legally Required]
- i. For AP 4021, Cathy Anderson noted that the Academic Senate approved this in May 2022 and that there are no proposed changes. Alan Spivey moved to approve AP 4021; seconded by Leslie Ellingson. Motion carried unanimously.
  - ii. For BP 4030, Bex Davis noted that the only change was the addition of an accreditation standard. Carie Rosensteel moved to approve BP 4030; seconded by Alexis Riley. Motion carried unanimously.
  - iii. For BP 4040, Cheryl Cruse reviewed the changes made. She proposed specifying the year 2011 for the Reading Privacy Act (“Reader Privacy Act of 2011”) and citing its Senate Bill number, SB602. Jun Ma moved to approve BP 4040 with the proposed changes; seconded by Alexis Riley. Motion carried unanimously.
  - iv. For AP 4040, Cheryl Cruse proposed citing the Reader Privacy Act of 2011, and she proposed removing section (c) because our library does not actually collaborate with public libraries. Will Breitbach asked that Accreditation Standard II.B be changed to Standard II to reflect changes to ACCJC Accreditation Standards. Alan Spivey moved to approve AP 4040 with the proposed changes; seconded by Carie Rosensteel. Motion carried unanimously.
  - v. For AP 4102, Bex Davis noted the one minor change in the removal of a section symbol (§). It was also recognized that the reference to Accreditation Standard II.A.14 should be changed to Accreditation Standard II. Chelsea Hendershot questioned the statement on the membership of advisory committees in the second paragraph: “Members [of the advisory committee] should be ... reviewed and appointed by the appropriate administrator”; this could be interpreted as giving an administrator the final decision on appointments. Frank Nigro noted that the Board of Trustees technically approves the appointment of members to advisory committees, so the words “and appointed” should be removed. Carie Rosensteel moved to approve AP 4102 with the proposed changes; seconded by Craig Thompson. Motion carried unanimously.
  - vi. For BP 4225, Cathy Anderson noted that there were no changes and that this review was part of the regular review cycle. Mindy Marlatt moved to approve BP 4225; seconded by Kate Ashbey. Motion carried unanimously.
  - vii. For AP 4228, Cathy Anderson noted that there were no changes proposed. Because there were questions about this AP, Cathy suggested that we get input from Tim Johnston and Lenore Watson before voting on this.
  - viii. For BP 4231, Bex Davis reviewed the minor changes. Kate Ashbey moved to approve BP 4231; seconded by Carie Rosensteel. Motion carried unanimously.

- ix. For BP 4235, Bex Davis noted that there were no changes made. Scott Croes moved to approve BP 4235; seconded by Jun Ma. Motion carried unanimously.
- x. For BP 4240, Bex Davis noted that there were no changes made. Mindy Marlatt moved to approve BP 4240; seconded by Jennifer Costillo. 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.

- **BP 4105**—Distance Education [Deleted, Local Policy]
- **AP 4236**—Advanced Placement Credit [Revised, Legally Required]
- xi. For BP 4105, Bex Davis explained that this is a “loophole” policy that is redundant, so the recommendation was to delete it. Bex also noted that AP 4105 is up to date.
- xii. For AP 4236, Bex Davis explained that this is up for review as part of the regular review cycle. Buffy Tanner suggested changing the first sentence of the second paragraph to “Course-equivalence for AP exam scores shall be made by the appropriate discipline faculty.” The sentence that follows this states, “Faculty should refer to the Academic Senate’s Policies and Procedures to propose AP credit to be awarded for subject credit.” Cathy Anderson noted that there is no procedure currently in place for this. Frank proposed changing the statement to “Faculty should use the procedure determined by the Academic Senate.” Cathy also noted that AP 4236 only mentions AP tests and not AP courses. Bex Davis suggested consulting Tim Johnston and Rochelle Morris on this for clarification before we complete our first reading.

**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 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]
- xiii. For AP 4050, Bex Davis reviewed the changes made, adding that Buffy Tanner confirmed that the phrase “accreditation agency recognized by the Department of Education” would be the most accurate statement to use in the fifth paragraph because it reflects the Department of Education’s own language. The full sentence should be: “Students may transfer credits completed at another institution accredited by an agency recognized by the Department of Education.” Alan Spivey moved to approve AP 4050 with the proposed new sentence; seconded by Carrie Rosensteel. Motion carried unanimously.

- xiv. For BP 4110, Bex Davis reviewed the changes made. Alexis Riley moved to approve BP 4110; seconded by Chelsea Hendershot. Motion carried unanimously.
- xv. For AP 4222, Bex Davis noted that there were no changes made from our first reading. Carie Rosensteel moved to approve AP 4222; seconded by Leslie Ellingson. Motion carried unanimously.
- xvi. For AP 4229, Bex Davis noted that there were no changes made from our first reading. Carie Rosensteel moved to approve AP 4229; seconded by Alexis Riley. Motion carried unanimously.
- xvii. For BP 4230, Bex Davis noted one change, the addition of the word “evaluative” to specify the types of grades that can be assigned by instructors. Jun Ma moved to approve BP 4230; seconded by Carrie Rosensteel. Motion carried unanimously.
- xviii. For AP 4231, Bex Davis noted that there were no changes made from our first reading. Chelsea Hendershot moved to approve AP 4231; seconded by Alan Spivey. 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 the workgroup should be ready to present at our next 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 on this Wednesday’s Board of Trustees agenda there are four faculty who will be proposed to receive tenure: Audrey Barto (Math), Candice Gaeddert (Health Sciences); Ish Rivas (Diesel Technology), and Carie Rosensteel (Health Sciences).
- b. Report from College Council (Frank Nigro or Cathy Anderson)

Frank Nigro reported on the open forums for the Strategic Plan that were held last week. The next step will be to review all the feedback provided to generate questions that will be used in a survey sent out to faculty.
- 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 the new curriculum year has started; curriculum deadlines occur at the start of the fall semester, so faculty need to start their curriculum reviews now to meet those deadlines.

ii. Scholastic Standards Committee (Co-Chairs: Lenore Watson, Tim Johnston)  
No report.

iii. Faculty Excellence Committee (Co-Chairs: Jennifer McCandless, Will Breitbart)  
Will Breitbart reported that the committee has started work on the Fall Welcome Back Day.

iv. General Education Committee (Co-Chairs: Rebecka Renfer, Carlos Reyes)  
No report.

v. SLO Committee (Co-Chairs: Kari Aranbul, Kate Ashbey, Will Breitbart)  
Kate Ashbey reported that the SLO Committee will be meeting next week.

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)  
Bex Davis reported that the committee is still looking for participants. The goal is to have representation and input from all parts of the campus community.

e. Professional Development Coordinator (Jennifer McCandless)  
No report.

f. Office of Instruction (Frank Nigro)  
Frank Nigro thanked all who have served on the many hiring committees this semester. He also reminded everyone about the Accreditation Review Team open forum on March 13<sup>th</sup>, 2:00 to 3:00, via Zoom.

## 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: Curriculum deadlines for this fall; accreditation review team open forum; annual planning deadline on March 22<sup>nd</sup>.

## 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. Bex Davis reminded everyone about the upcoming UKNIGHTED "Cake and Colleagues" event on March 12<sup>th</sup>, from 1:00 to 3:00, in the foyer of the gym.
  - b. Stacy Bartlett thanked all who worked on program reviews this year. She also reminded everyone that the annual planning deadline is March 22<sup>nd</sup>.
  - c. Buffy Tanner reported that there is a new workgroup focusing on converting GE course competencies to a Competency-Based Education (CBE) format; any faculty who are

interested in participating should contact her. Buffy said that she will send an announcement to Cathy to forward to all faculty.

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 4:45 p.m.

11. Next Meeting: Monday, March 25, 2024, at 3:00 p.m. in Room 816

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