Academic Senate
MINUTES
Monday, May 12, 2025
3:00 – 5:00 p.m.
Room 1102

Executive Committee Members Present					
x	Cathy Anderson	x	Kari Aranbul	x	Kate Ashbey
x	Chase Brown	x	Jennifer Costillo	x	Scott Croes
x	Cheryl Cruse		Jay Davis		Pete Dickerson
	Leslie Ellingson	x	Leo Fong	x	Chelsea Hendershot
x	Jacquelyn Horton	x	Jun Ma	x	Corrinne Minnard
x	Carie Rosensteel	x	Alan Spivey	x	Craig Thompson
x	Joanne Tippin	x	Lenore Watson		Susan Westler
x	Brittany Wiley				
x	Ioanna Iatridis (N/V)		Scott Yates (N/V)		Rebecka Renfer (N/V)
Other Faculty Present					
x	Jason Judd	x	Jennifer McCandless	x	Megan Teren
x	Robert Waldren				
Guests					
x	Will Breitbach	x	Kim Giles	x	Candace Irwin
x	Tim Johnston	x	Mark Klever	x	Mike Mari
x	Buffy Tanner				

1. Call to order: Meeting was called to order at 3:02 p.m.

2. Approval of Minutes—April 28, 2025 (1 attachment): Alan Spivey moved to approve the April 28th minutes; seconded by Jacquelyn Horton. 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 Year-End Report (no attachment)
        - Presenters: Kate Ashbey and Kari Aranbul
        Kate Ashbey highlighted the work the SLO Committee has done with the Program Review Committee to create coaches to help faculty complete their program reviews.

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, Revised, or Reactivated Courses and/or Competencies: (1 attachment)
        There is one new course that has been approved by the Curriculum Committee:
        - **ENGL 1D Critical Thinking and Writing Through Literature** – New Course w/DE, 4 units
        i. Cathy Anderson explained that this new course is a 4-unit CCN replacement for ENGL 1B, and there will be a 3-unit version that will be presented for approval later this fall. These two courses will provide options for Cal-GETC category 1B approval. Carie Rosensteel moved to approve this new course, ENGL 1D; seconded by Joanne Tippin. Motion carried unanimously.

    New, Revised, or Reactivated Programs: None at this meeting

    b. From the Office of Instruction

    Tenure Review Committees/Mentors: (1 attachment)
        Proposed Tenure Review Committees and Mentors:
        - Proposed TRC for **Erick Calderon** (Ethnic Studies):
            o Chair: Stacey Bartlett, Dean
            o TRC Member: Leo Fong
            o TRC Member: James Tate
            o TRC Member: Ann Sittig
            o Mentor: Scott Gordon
        - Proposed TRC for **Ron Zimmerman** (ECON):
            o Chair: Stacey Barlett, Dean
            o TRC Member: Katie Elwood (taking Anthony Eckhardt's place)
            o TRC Member: Crystal Hilton
            o TRC Member: Scott Gordon
            o Mentor: N/A—(post first year of service)
        - Proposed TRC for New COMM Instructor:

- o Chair: Stacey Bartlett, Dean
- o TRC Member: Crystal Hilton
- o TRC Member: Shelly Presnell
- o TRC Member: Michael Trujillo
- o Mentor: Kate Ashbey
- Proposed TRC for **Evan Weston** (Welding):
  - o Chair: Mark Klever, Dean
  - o TRC Member: Dan Bryant
  - o TRC Member: Ron Hardin
  - o TRC Member: Ishmael Rivas
  - o Mentor: Melissa Markee

i. Carie Rosensteel moved to approve the proposed tenure review committees and mentors listed above; seconded by Chelsea Hendershot. Motion carried unanimously.

Fulltime Temporary Evaluations: None at this meeting

Peer Evaluators: None at this meeting

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.

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. (1 attachment)

i. **AP 5500** – Standards of Conduct [Review, Legally Required]
Cathy Anderson suggested removing the parenthetical "(see next page)" after "Upon receipt of the Academic Honesty Violation Form…" in the section "Academic Honesty Violation Procedure Recommended for Faculty" on page 1; she also noted that the term "Discipline Officer" is occasionally used with "Dean of Student Services," and this should be removed. Carie Rosensteel noted that there are two different titles given for the form used to report academic honesty violations: "Academic Honesty Violation Form" and "Standards of Conduct Violation Reporting Form"; Robert Waldren confirmed that the form itself has the title of "Standards of Conduct Violation Reporting Form," and Will Breitbach explained that this is because this form covers other types of violations beyond those for academic honesty; Carie also noted that AP 5500 states the option of having "the Dean or designee take additional action," but this option is not given in the form, so the form will need to be updated to

reflect this; she also noted that the term "first-day handout" is used instead of "syllabus" in third paragraph; Will Breitbach pointed out that the term "first-day handout" is Title 5 language.

   ii. **BP 5500** – Standards of Conduct [Review, Legally Required]
   Cathy Anderson observed that the phrase "through the college catalog and other means" in the fourth paragraph doesn't match the phrase in AP 5500 that states "through the college catalog and website." Lenore Watson suggested removing the phrase "for any commercial purpose" on page 3 in the item for "Unauthorized preparation, giving, selling…" because of redundancy. Chase Brown requested that the sentence "The student has the full responsibility for the content and integrity of all academic work" be restored in the bullet point for "Cheating, plagiarism…" on page 2.

   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

   Third Readings: If significant changes were made during the second reading, then a third reading is necessary.

   None at this meeting

d. Proposed Changes to SLO Committee Bylaws—Kari Aranbul and Kate Ashbey (1 attachment)
   - The SLO Committee is a subcommittee of the Academic Senate and changes to the bylaws must be approved by the Academic Senate.
Cathy Anderson reviewed the changes made to the bylaws and the rationale for them. Kate Ashbey pointed out that the most significant change is adding the statement in Article II that "meetings will be held in person as needed" to allow for greater flexibility. Jennifer McCandless noted that there is no mention of the SLO Committee being a subcommittee of the Faculty Excellence Committee. Carie Rosensteel moved to approve the changes to the SLO Committee bylaws; seconded by Alan Spivey. Motion carried unanimously.

e. Hiring Priorities Ranking—Chelsea Hendershot and Jacquelyn Horton (no attachment)
   - There has been a re-ranking based on a resignation in Biology and a retirement in AOJ. The role of the Academic Senate is to certify that the process has been followed correctly.
Cathy Anderson explained the role of the Academic Senate in certifying the ranking of the hiring priorities list. Chelsea Hendershot and Jacquelyn Horton confirmed that the procedure for ranking hiring requests for full-time tenure-track faculty outlined in AP 7210 was properly followed. Lenore Watson moved to certify that the procedure outlined in AP 7210 was properly followed during the latest re-ranking of the hiring priorities list; seconded by Scott Croes. Motion carried unanimously.

f.   At-Large Representatives—Carie Rosensteel (no attachment)
- We need to replace two at-large representatives who are leaving after one year of their two-year terms. Carie has solicited volunteers, and we will pick two faculty who help to round out the representation.

Cathy Anderson explained that there are two At-Large Representative positions and one Part-Time Representative position that need to be filled for next year. Carie Rosensteel announced that Lisa Riggs and Sara McCurry have agreed to serve as At-Large Representatives, and Megan Teren has agreed to serve Part-Time Representative. Jacquelyn Horton moved to approve the replacements for At-Large Representatives and Part-Time Representative; seconded by Alan Spivey. Motion carried unanimously.

g.   Partnership Resource Team Visit—Will Breitbach (2 attachments)
- Shasta College's draft Institutional Innovation & Effectiveness Plan will create a unifying vision for professional development that includes evidence-based teaching practices, integrates professional-development activities with Flex and ESD, and streamlines PD travel request and salary-advancement workflows.

Will Breitbach reviewed the proposed plan developed with the Partnership Resource Team that identifies four areas of focus, the objectives for each, and the resources needed for each: Create a Strategic Professional Development Plan; develop and implement a themed and modular professional development; streamline professional development travel application process; and streamline salary advancement process for full-time faculty. Chelsea Hendershot moved that Cathy Anderson sign the Institutional Innovation and Effectiveness Plan; seconded by Jacquelyn Horton. Motion carried unanimously.

h.   Interest Area/Area of Study (2 attachments)
- There is a proposed change to involving Computer Information Systems.

Chelsea Hendershot reviewed the proposed changes and the rationale for them. These changes primarily involve the merging of Computer Information Systems and Computer Science into one Area of Study, and the degree and certificate programs for this Area of Study will be in the newly renamed Interest Area of Business, Computer Technology, and Hospitality. Chelsea also noted that there will be another Area of Study change request coming in the fall. Carie Rosensteel moved to approve the proposed Area of Study changes for Computer Information Systems and Computer Science; seconded by Jun Ma. Motion carried unanimously.

i.   Appointment of Delegate ASCCC Fall Plenary (no attachments)
- Thursday, November 6th to Saturday, November 8th at the Hyatt Regency in San Diego.

Cathy Anderson requested that anyone who is interested in serving as our delegate for the Fall Plenary contact her. We will need to approve a delegate later this fall.

5.   Project-Based Discussion/Action Items
- These agenda items will vary to reflect the current projects that the Academic Senate is working on.
   a.   Teaching and Learning College Project—Develop Guidance for AI (no attachment)

- Possible Idea: AI Ambassador Program – There could be 5 or 6 faculty who serve as ambassadors for teaching faculty. The role of the ambassadors would be to: 1) Teach other faculty how to use AI in classes; 2) Consult with IT or Ed Tech to find software opportunities; 3) Participate in professional development such as attending conferences about AI.

Cathy Anderson explained that President/Superintendent Frank Nigro suggested having several faculty serve as "AI ambassadors" for teaching faculty; these ambassadors would be able to share with colleagues their knowledge and expertise of how to use AI in classes. This group could evolve into a standing committee. Lenore Watson pointed out that there needs to be a commitment to giving AI ambassadors access to available AI software to be able to make recommendations. Robert Waldren asked that non-instructional faculty be included in this project. There was consensus agreement that this approach would be worth pursuing, so Frank will look into possible ways to fund it.

6. Standing Reports from Subcommittees, Joint Committees, and Related Groups

- Facilitator: Cathy Anderson
- Purpose and Expected Outcome: Subcommittees, Joint Committees, and related groups 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 (Will Breitbach or Cathy Anderson)
   Will Breitbach reported that College Council approved the draft Mission Statement, so it will now go to the Board of Trustees.

   c. Reports from Standing Subcommittees (Reports are given by the Co-Chairs or members as needed)
   i. Curriculum Committee (Co-Chairs: Scott Yates, Ioanna Iatridis)
      No report.

   ii. Scholastic Standards Committee (Co-Chairs: Lenore Watson, Tim Johnston)
      Lenore Watson reminded faculty who are teaching summer classes to drop no-shows at census.

   iii. Faculty Excellence Committee (Co-Chairs: Valerie Ambrose, Will Breitbach)
      Will Breitbach reported that the committee is finalizing the Fall Welcome Back Day program.

   iv. General Education Committee (Co-Chairs: Rebecka Renfer, Stacey Bartlett)
      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 (Tri-Chairs: Kate Mahar, Bex Davis, Heather Wylie)
No report.

   e.   Professional Development Coordinator (Valerie Ambrose)
No report.

   f.   Office of Instruction (Ioanna Iatridis)
Yanna Iatridis reported that we are currently waiting for the May budget revise to be announced.

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: Hiring priorities ranking; new At-Large Representatives and Part-Time Representative.

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 4:37 p.m.

11. Next Meeting: Monday, August 25, 2025, at 3:00 p.m. in Room 1102.

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