Approved 09/22/2025

Academic Senate
MINUTES
Monday, September 8, 2025
3:00 – 5:00 p.m.
Room 1102

Executive Committee Members Present					
x	Cathy Anderson	x	Kari Aranbul	x	Chase Brown
x	Jennifer Costillo	x	Scott Croes	x	Cheryl Cruse
x	Leo Fong	x	Chelsea Hendershot	x	Jacquelyn Horton
x	Jason Judd	x	Jun Ma	x	Sara McCurry
x	Lisa Riggs	x	Chris Rodriguez	x	Carie Rosensteel
	Brad Rupert		Alan Spivey		Megan Teren
x	Joanne Tippin	x	Lenore Watson	x	Robert Waldren
x	Yanna Iatridis (N/V)		Scott Yates (N/V)		Rebecka Renfer (N/V)
Other Faculty Present					
x	Kimberly Carlson	x	Aaron Maready		
Guests					
x	Will Breitbach	x	Destinee Ecklin	x	Candace Irwin
x	Tim Johnston	x	Justina Meeder	x	Jamie Spielmann
x	Marrianne Williams				

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

2. Approval of Minutes—August 25, 2025 (1 attachment): Chris Rodriguez moved to approve the August 25th 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. None at this meeting

4. Action Items from Our Subcommittees, Joint Committees, 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: None at this meeting

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

   b. From the Office of Instruction

      Tenure Review Committees/Mentors: (1 attachment)

      There are two proposed changes to mentors for tenure-track faculty:
      - Carie Rosensteel replaces Marcee Martinez as mentor for Courtnie Arnell (Associate Degree Nursing).
      - Marcee Martinez replaces Carie Rosensteel as mentor for Melody Balestrieri (Associate Degree Nursing).

      i. Jacquelyn Horton moved to approve the two proposed changes to the mentors for tenure-track faculty 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.

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)

i. **BP 7250** – Educational Administrators [Revised, Legally Required]
Marrianne Williams reviewed the changes that were made to this BP to clarify the policy for writing a letter of recommendation for an administrator requesting retreat rights who has been accused of sexual harassment and how this policy was mandated by law on a statewide level. Such a letter could not be written on District letterhead and must be a personal letter. Sara McCurry proposed revising some of the language on page 2 to make it more explicit that the views expressed in a personal letter are not in any way meant to represent the views of the District. There was also discussion about whether the titles of "administrator" and "supervisor" were adequately defined. Carie Rosensteel moved to approve BP 7250 with the proposed changes; seconded by Chris Rodriguez. Motion carried unanimously.

ii. **AP 5011** – Admission & Concurrent Enrollment of High School and Other Young Students [Revised, Legally Required]
Cathy Anderson noted that there were no changes made to this AP since our first reading. Jacquelyn Horton moved to approve AP 5011; seconded by Chase Brown. Motion carried unanimously.

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

None at this meeting

d. Faculty Excellence Committee Annual Report (1 attachment)
- Presentation of the FEC's 2024-25 Annual Report

Will Breitbach highlighted key points of the Faculty Excellence Committee's 2024-25 Annual Report. Among these was faculty completing over 6,000 hours of professional development. Carie Rosensteel moved to acknowledge receipt of the FEC Annual Report; seconded by Lisa Riggs. Motion carried unanimously.

e. Faculty Excellence Committee Bylaws (1 attachment)
- Proposed changes to the FEC

Will Breitbach summarized the most significant changes to the Faculty Excellence Committee Bylaws. One of these was changing the SLO Committee from being a subcommittee of the FEC to being a standing subcommittee of the Academic Senate. Another change was making the Faculty Professional Development Coordinator the at-

large representative to the FEC. Chase Brown moved to approve the changes to the FEC Bylaws; seconded by Sara McCurry. Motion carried unanimously.

f. Hiring Priorities Committee Appointments
    - AP 7210 requires the Academic Senate to appoint two members for the Faculty Hiring Priorities Committee

Cathy Anderson explained that the Academic Senate's Executive Committee annually appoints two representatives to the Faculty Hiring Priorities Committee. Chelsea Hendershot and Jacquelyn Horton served as representatives last year. Jacquelyn stated that she was interested in serving as a representative again this year. Lisa Riggs also expressed interest in serving as a representative. Carie Rosensteel moved to appoint Jacquelyn Horton and Lisa Riggs as the Academic Senate's representatives to the Faculty Hiring Priorities Committee; 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. AI Project
    - This project will develop a plan to accomplish these three outcomes during 2025-2026:
        - Develop a Philosophy Statement for faculty
        - Develop and update the college's Academic Honesty Policy
        - Develop suggested guidelines for course syllabi

Cathy Anderson noted that the ad hoc committee to work on an initial draft of an AI Philosophy Statement will include Lenore Watson, Divan Fard, Sara McCurry, Scott Yates, and Katie Leach. The goal is to have a draft ready at the end of the month.

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 is forming a workgroup to draft a new Educational Master Plan.

c. Reports from Standing Subcommittees (Reports are given by the Co-Chairs or members as needed)

i. Curriculum Committee (Co-Chairs: Scott Yates, Yanna Iatridis)
No report.

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

iii. Faculty Excellence Committee (Co-Chairs: Valerie Ambrose, Will Breitbach)
Will Breitbach reported that the committee is working on plans for the Welcome Back Day for Spring Semester.

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

v. SLO Committee (Co-Chairs: Kimberly Carlson, Will Breitbach)
Kimberly Carlson reported that the committee is working on curriculum maps.

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 (Yanna Iatridis)
Yanna Iatridis announced that she is retiring at the end of the academic year.

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: Marrianne Williams will be sending out information on BP 7250.

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 College Council is forming an ad hoc committee on drafting a new Educational Master Plan, and three faculty members are needed to serve on this committee. Will Breitbach described the process and timeline for this. Carie Rosensteel expressed interest in serving. Cathy stated that she will send out an email to all faculty asking for volunteers.
   b. Aaron Maready asked for volunteers to serve on the Academic Calendar Committee. Jacquelyn Horton, Lauren Hollingsworth, and Chase Brown are already on the committee, but more faculty are needed. The Faculty Association wanted to start this process earlier this year to provide enough time for input from all faculty.
   c. Heather Wylie asked Cathy Anderson to remind everyone to look for her email on Communities of Practice that will be active this year. Faculty who want to join a CoP need to complete the survey form by September 15th.

d. Chelsea Hendershot asked about the email that she and many other faculty received about accessibility issues with their Canvas course sites. Will Breitbach explained what this notice was about, and he encouraged faculty who received the email to set up a meeting with Johanna Anderson. Sara McCurry noted that Johanna had reached out to area coordinators to set up workshops with area faculty to work on accessibility issues with their Canvas course site.

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 4:18 p.m.

11. Next Meeting: Monday, September 22, 2025, at 3:00 p.m. in Room 1102

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