

**Academic Senate
MINUTES**

Monday, November 10, 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
	Lisa Riggs		Chris Rodriguez	x	Carie Rosensteel
	Brad Rupert		Alan Spivey		Megan Teren
x	Joanne Tippin	x	Lenore Watson		Robert Waldren
x	Yanna Iatridis (N/V)	x	Scott Yates (N/V)		Rebecka Renfer (N/V)
Other Faculty Present					
x	Heather Wylie				
Guests					
x	Stacey Bartlett	x	Will Breitbach	x	Tim Johnston
x	Zach Zweigle				

1. Call to order: Meeting was called to order at 3:02 p.m.
2. Approval of Minutes—October 27, 2025 (1 attachment): Carie Rosensteel moved to approve the October 27th minutes; seconded by Jun Ma. Motion carried with two abstentions (Kari Aranbul; Scott Croes).
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. Comprehensive Instructional Program Review (CIPR) (2 attachments)

- Presenters: Crystal Hilton and Stacey Bartlett
- An update on the positive changes made to the Comprehensive Instructional Program Review template and rubric, bylaws, and handbook.

Through a recorded video, Crystal Hilton thanked the Research Office for their work to update the Comprehensive Instructional Program Review (CIPR) process. Stacey Bartlett highlighted the major changes to the CIPR rubric. The template previously had seven sections, and now there are five, with fewer redundancies; there is now a checklist for ACCJC standards and a section for Credit for Prior Learning. There were also three minor changes to the Program Review Committee's bylaws: Added reporting to College Council once a semester; modified definition of "Direct Assessment"; removed PRC oversight over program improvements because this should be done by area faculty. Stacey also reviewed minor changes to the PRC Handbook that include a new mission statement.

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: (1 attachment)

There are two new courses that have been approved by the Curriculum Committee:

- **ADJU 162 Adult Corrections Supplemental CORE** – New Course w/DE, 2 units
 - **NUTR 50 Youth Wellness Coaching** – New Course w/DE, 3 units
- i. Chase Brown moved to approve these two new courses, ADJU 162 and NUTR 50; seconded by Cheryl Cruse. Motion carried unanimously.

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

- b. From the Office of Instruction

Tenure Review Committees/Mentors: None at this meeting

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. **AP 4100** – Graduation Requirements for Degrees and Certificates [Revised, Legally Required]
This item was postponed because revisions are being made to the AP, and a draft will come back to the Senate for a first reading.
- ii. **AP 4255** – Academic Pause and Restart [Revised, Legally Required]
This item was postponed because revisions are being made to the AP, and a draft will come back to the Senate for a first reading.

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

None at this meeting

- d. Equivalency Committee—Carie Rosensteel (no attachment)
 - The Equivalency Committee needs two or three replacement committee members.

Carie Rosensteel explained the role of the Equivalency Committee and reported that the committee needs two faculty members. Most of the committee’s work occurs during faculty hiring season in the Spring. Chase Brown expressed interest in joining.

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 explained that she did not receive the draft of the AI Philosophy Statement in time to include with the agenda, so this item be on the agenda for our December 8th meeting.

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 the Education Master Plan workgroup has been using feedback from surveys and collaborations to draft the new Education Master Plan; the committee has also been approving APs and BPs.
- 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)
Scott Yates reported that the committee has been wrapping up its work for this semester. There will now be a spring catalog addendum for curriculum. He also reminded everyone that the new curriculum year starts in January. Scott also thanked the Curriculum Specialists in the Office of Instruction who have been making changes to meet Common Course Numbering requirements.
 - ii. Scholastic Standards Committee (Co-Chairs: Lenore Watson, Jamie Spielmann)
Lenore Watson reminded everyone that the EW (Excused Withdrawal) grade option can be used after the end of the semester, and faculty can be notified after grades have been submitted. She encouraged faculty to provide any information that could help with a student's petition for an EW.
 - iii. Faculty Excellence Committee (Co-Chairs: Valerie Ambrose, Will Breitbach)
Will Breitbach reported that the committee has been working on Spring's Welcome Back Day.
 - iv. General Education Committee (Co-Chairs: Rebecka Renfer, Stacey Bartlett)
No report.
 - v. SLO Committee (Co-Chairs: Kimberly Carlson, Will Breitbach)
Will Breitbach reported that the committee has been working on ways to better engage part-time faculty.
- 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)

Heather Wylie reported on the progress of the three project workgroups. The educational modalities workgroup has been working on ways to help students better understand language, particularly acronyms, used in MyShasta. The workgroup on communicating with students has been looking at ways to more efficiently and effectively notify and communicate with students, particularly ways to reduce the information overload that many students complain about. The workgroup on ethnographies of work has been working on career integration and has created a Canvas module that could be added into any Canvas course.

- e. Professional Development Coordinator (Valerie Ambrose)
No report.
 - f. Office of Instruction (Yanna Iatridis)
Yanna Iatridis reported that the 2026-2027 academic calendar is on the agenda for the next Board of Trustees' meeting; there will also be a presentation by the Sabbatical Leave Committee that will feature two faculty applications for sabbaticals next year. Additionally, Superintendent/President Frank Nigro approved 11 positions out of the 23 presented to the Faculty Hiring Priorities Committee.
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: Equivalency Committee needs a faculty member; Program Review Committee needs members for Green Teams.
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 4:06 p.m.
11. Next Meeting: Monday, December 8, 2025, at 3:00 p.m. in Room 1102

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