

**Academic Senate
MINUTES**

Monday, December 8, 2025
3:00 – 5:00 p.m.
Room 1102

Executive Committee Members Present					
x	Cathy Anderson		Kari Aranbul	x	Chase Brown
	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	x	Alan Spivey		Megan Teren
	Joanne Tippin	x	Lenore Watson	x	Robert Waldren
x	Yanna Iatridis (N/V)	x	Scott Yates (N/V)		Rebecka Renfer (N/V)
Other Faculty Present					
Guests					
x	Will Breitbach	x	Bethany Davis	x	Candace Irwin
x	Tim Johnston	x	Kate Mahar	x	Alexa Zaharris

1. Call to order: Meeting was called to order at 3:02 p.m.
2. Approval of Minutes—November 10, 2025 (1 attachment): Robert Waldren moved to approve the November 10th minutes; seconded by Chase Brown. 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. Report from Fall Plenary Session

- Presenter: Alan Spivey

Alan Spivey provided highlights of the Fall Plenary Session in San Diego. He reviewed the voting outcomes for several resolutions on key issues: Proctoring of testing and “authentic assessment”; prohibiting the use of AI in counselling; reaffirming commitment to academic freedom, DEI and undocumented immigrants, and rejecting any federal efforts against these; expanding the number of baccalaureate programs at community colleges. Alan shared that the ASCCC Vice President Robert Stewart praised Shasta College for its inclusiveness of part-time faculty in shared governance and for having the only part-time faculty member serving as voting delegate at the Plenary. Vice President Stewart encouraged Alan to return as a voting delegate for the Spring Plenary, and this would also give Alan the opportunity to serve on the statewide executive committee representing part-time faculty.

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 eight new courses and two new CBE competencies that have been approved by the Curriculum Committee:

- **CALS 162A Modes of Expression: Introduction to Receptive and Expressive Language** – New Course w/DE, 1 unit
- **CALS 162B Modes of Expression: Understanding Personal Communication Patterns Within Varied Contexts** – New Course w/DE, 1 unit
- **CALS 162C Modes of Expression: Conflict Management and Resolution** – New Course w/DE, 1 unit
- **CALS 163A Health Matters: Identifying and Setting Goals** – New Course w/DE, 1 unit
- **CALS 163B Health Matters: Nutrition and Substance Use** – New Course w/DE, 1 unit
- **CALS 163C Health Matters: Exercise and Stress Management** – New Course w/DE, 1 unit
- **ECE 26CB Safe Environments** – New CBE Competency w/DE, 1 unit/competency
- **ECE 27CB Regulations in Practice** – New CBE Competency w/DE, 1 unit/competency
- **MUS 19 Recording and Production Techniques** – New Course w/DE, 3 units
- **NUTR 350 Youth Wellness Coaching** – New Noncredit Course, 0 units

- i. Carie Rosensteel moved to approve these eight new courses and two new CBE competencies listed above; seconded by Lisa Riggs. 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.

- i. **BP 4010** – Academic Calendar [Revised, Legally Required]
Cathy Anderson noted that there was only one sentence on flex days added for this revision.
- ii. **BP 4025** – Philosophy and Criteria for Associate Degree and General Education [Revised, Legally Required]
Cathy Anderson noted that there was a short paragraph on baccalaureate degrees added for this revision.
- iii. **BP 4100** – Graduation Requirements for Degrees and Certificates [Revised, Legally Required]
Cathy Anderson noted that there was a short paragraph on graduation requirements for the Bachelor of Science degree added for this revision.
- iv. **BP 4250** – Academic Notice, Pause, and Restart [Revised, Legally Required]
Cathy Anderson reviewed the revisions made to this BP.
- v. **AP 4250** – Academic Notice [Revised, Legally Required]

Cathy Anderson reviewed the revisions made to this AP. Chase Brown suggested a change on page 1 in the section defining “Academic Notice” by adding the phrase “at the end of each term that the student is on Academic Notice” after the statement “A hold is placed on their registration until they meet with a counselor or complete the Academic Notice Workshop.” Carie Rosensteel suggested changing the statement “Each student will be notified...” to “Shasta College will make a reasonable effort to notify each student...” in the section titled “Academic Notice (formerly known as probation)”; this is to be consistent with phrasing used later in the AP in the section titled “Academic Notice Communication.”

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)

- vi. **AP 4255** – Academic Pause and Restart [Revised, Legally Required]
Chase Brown and Lisa Riggs asked for clarifications of several changes, and these were confirmed. Chase Brown moved to approve AP 4255; seconded by Robert Waldren. Motion carried unanimously.

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

None at this meeting

Information Only Category:

- vii. **BP 4020** – Program and Curriculum Development [Update, Legally Required]
Cathy Anderson reviewed the minor changes made to this BP.

- viii. **AP 5031** – Instructional Materials and Fees [Revised, Legally Required]
Cathy Anderson reviewed the additions made to this AP. There was discussion about ways to more effectively inform students of the required textbooks, instructional materials, etc. for a course and how to access them.

d. Formation of an AI Task Force

- This task force would not duplicate the work that the Academic Senate is doing but would instead complement it. The charge could look something like this:
 - Identify all existing AI-related pilots, tools, trainings, and informal use cases
 - Document where duplications, gaps, and risks exist
 - Determine faculty, staff, and student needs
 - Evaluate infrastructure, licensing, and security readiness (based on above needs)

It is anticipated that this would help the college decide where we should invest in campus wide efforts and if we need a longer-term group.

Kate Mahar explained the rationale for this task force; it would take a broad perspective on and will be a clearinghouse for all matters AI-related. It could eventually become a joint committee, much like the Distance Education Committee years ago. Jacquelyn Horton, Alan Spivey, Scott Yates, and Lisa Riggs expressed interest in joining this task force. Jacquelyn Horton moved to support the formation of an AI task force; seconded by Alan Spivey. Motion carried unanimously.

- e. Appoint Two Faculty to the Equivalency Committee – Carie Rosensteel
Carie Rosensteel reported that Chase Brown and Lenore Watson have agreed to serve on the Equivalency Committee. Carie Rosensteel moved to appoint Chase Brown and Lenore Watson to the Equivalency Committee; seconded by Jacquelyn Horton. Motion carried unanimously.
- f. We Have Two Vacancies for Part-Time Faculty Representatives
Cathy Anderson reported that Corrinne Minnard and Megan Teren are unable to serve as part-time representatives, so there are now two vacancies. Alan Spivey stated that he would send out a call to part-time faculty.

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 (1 attachment)
 - 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

Lenore Watson explained that in drafting the AI Philosophy Statement for faculty the ad hoc committee wanted to recognize the complexity and diversity of AI use, the importance AI literacy, and the need to ensure instructor autonomy. Cathy Anderson thanked the ad hoc committee for their work and explained that the next step is to share this draft with all faculty and solicit feedback. Cathy reviewed the entire draft to allow for commentary and suggestions. Robert Waldren recommended changing references to “instructors” and “instructional” to “faculty” to include non-instructional faculty. Chase Brown proposed getting feedback from counsellors on additions that could be made to reflect their concerns about AI use. There were suggestions for deleting or revising the statement “we will monitor for misuse.”

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 has been working on a draft of the Educational Master Plan and will share it next semester.

- 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 reminded everyone that Spring Semester will serve as the start of the next curriculum year.
 - 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 has been finalizing plans for the Welcome Back Day for spring.
 - 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 Kimberly Carlson has sent out an email to all faculty on SLO reporting for this semester.
 - 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 reported that her office has been finishing up evaluations and work for tenure review committees, as well as preparing for hiring in the spring. This is Yanna's last Academic Senate meeting as she will be moving to the Chancellor's Office in January. She thanked Cathy and everyone for all their hard work and dedication.
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: Draft of AI Philosophy Statement; part-time representatives on the Executive Committee; formation of the AI task force.
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. Carie Rosensteel reminded everyone that nominations for Excellent Educator will be due on February 28.
 - b. Jacquelyn Horton shared some plans for celebrating newly hired and newly tenured 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 4:37 p.m.
11. Next Meeting: Monday, February 9, 2026, at 3:00 p.m. in Room 1102

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