

Academic Senate
MINUTES
 Monday, April 27, 2026
 3:00 – 5:00 p.m.
 Room 1101

Executive Committee Members Present					
x	Cathy Anderson	x	Kari Aranbul	x	Chase Brown
	Jennifer Costillo	x	Scott Croes	x	Cheryl Cruse
x	Leo Fong	x	Chelsea Hendershot	x	Jacquelyn Horton
x	Leslie Hyatt	x	Jason Judd	x	Jun Ma
x	Sara McCurry	x	Andrew Nail	x	Lisa Riggs
	Chris Rodriguez		Alan Spivey	x	Joanne Tippin
x	Robert Waldren	x	Lenore Watson		
x	Mike Mari (N/V)	x	Scott Yates (N/V)		Rebecka Renfer (N/V)
x	Kimberly Carlson (N/V)				
Other Faculty Present					
Guests					
x	Stacey Bartlett	x	Will Breitbach	x	Tim Johnston
x	Mark Klever	x	Carie Rosensteel		

1. Call to order: Meeting was called to order at 3:00 p.m.
2. Approval of Minutes—April 13, 2026 (1 attachment): Chase Brown moved to approve the April 13th minutes; seconded by Andrew Nail. 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. Proposed Change for Area of Study (1 attachment)
 - Presenter: Chelsea Hendershot
 - Purpose and Expected Outcome: The Business/CIS faculty are proposing some changes to their Area of Study. The process says, “The Academic Senate will review the proposed changes as an information item. If any objections are raised, the matter will be reclassified as an action item and will require a formal vote.” Chelsea Hendershot reported that Business/CIS faculty have proposed several changes: 1) Dividing the Business and Computer Technology Area of Study to two separate Areas of Study: Business Technology and Computer Technology; 2) removing the Marketing, Medical Office, and Customer Service Areas of Study and moving them under the Business Technology Area of Study; 3) moving AS.1521 to under Business. There were no concerns raised about these changes.
- 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:
 - **FTWO 337 Division/Group Supervisor S-339AR** – New Noncredit Course w/DE
 - **FTWO 353 Strike Team/Task Force Leader** - All Hazards AH-330 – New Noncredit Course w/DE
 - i. Scott Yates explained that these are courses that mirror existing for-credit courses. Chase Brown moved to approve the two new courses listed above (FTWO 337 and FTWO 353); seconded by Jason Judd. 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]
Cathy Anderson noted that there were no suggested changes from our first reading. Sara McCurry moved to approve AP 4100; seconded by Jacquelyn Horton. 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: (1 attachment)

None at this meeting

- d. Sample Syllabus Statement Suggestions (1 attachment)

- We asked the Shasta College AI Ambassadors to recommend to us some sample syllabus statements that faculty could use to explain AI policies in their courses. The AI Ambassadors have submitted sample language for our consideration.

Cathy Anderson explained that the Shasta College AI Ambassadors forwarded four possible syllabus policy statements on AI use. These reflect four different levels of AI usage for a course: “No AI”; “AI for Planning”; “AI as a Collaborator”; “Full AI Integration.” Any of these can be used and adapted for syllabi. Wide adoption of these levels and statements can provide greater consistency for AI policies across all courses, but there were concerns that the levels were too general and broad. Lenore Watson

observed that the statements focus mainly on essay writing and do not apply to exams, discussions, etc. To emphasize that faculty are not required to adopt any of these and that they are suggestions that can be adapted, Cathy suggested adding the statement: “Here are some examples of AI policy statements that you might find helpful to include in your syllabus or use for individual assignments. You may adapt or edit the statements to meet the needs of your course and assignments. Alternatively, you can develop your own statement or use a department statement that makes your AI policy clear to students. You should also include the consequences to a student for violating your AI policy.” This would emphasize that faculty have the freedom to craft their own AI usage policy, while also encouraging faculty to address the issue of AI usage in their syllabi. Sara McCurry noted that the English Department developed its own philosophy statement on why an AI policy statement is necessary, and this could be added here; she recommended that we continue working on this document by reviewing other statements on AI usage that have already been created, looking for wording, phrasing, and content that could also be added to these four statements. Joanne Tippin suggested consulting with the Student Senate to get students’ input on this matter. There was also discussion about where this document and the Academic Senate AI Philosophy Statement should reside so that they are highly visible and accessible. The Academic Senate’s website and the Faculty Handbook would be likely places. Cathy stated that she will add this topic to the agenda for our next meeting so that we can continue our discussion.

- e. Academic Senate Representative to the PRC
 - The Academic Senate representative to the Program Review Committee is vacant, so we need to make an appointment.

Cathy Anderson explained that we need a representative to the Program Review Committee. Because no one expressed interest in serving as representative, Cathy stated that she would bring this back on the next agenda.

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
 - To Do List:
 - Develop a Philosophy Statement for faculty (done)
 - Review and update AP/BP 5500 (a workgroup has been established with a goal of fall)
 - Develop suggested guidelines for course syllabi (AI Ambassadors are working on this)

Chase Brown provided a brief update on the progress of the workgroup tasked with reviewing and updating AP/BP 5500.

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)
Cathy Anderson reminded everyone about the celebration of new, newly tenured, and retiring faculty that will be held this Thursday at the Gaia Hotel.
 - b. Report from College Council (Will Breitbach or Cathy Anderson)
Will Breitbach reported that College Council voted to recommend the Strategic Educational Master Plan 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 and Mike Mari)
No report.
 - ii. Scholastic Standards Committee (Co-Chairs: Lenore Watson and Jamie Spielmann)
No report.
 - iii. Faculty Excellence Committee (Co-Chairs: Valerie Ambrose and Will Breitbach)
Will Breitbach reported that the preparations for the Fall Welcome Back Day continue.
 - iv. General Education Committee (Co-Chairs: Rebecka Renfer and Stacey Bartlett)
Stacey Bartlett reported that the committee voted to include additional courses to the Option 3 category for the University Studies AA degree pattern.
 - v. SLO Committee (Co-Chairs: Kimberly Carlson and Will Breitbach)
Kimberly Carlson reported that the committee has worked on making curriculum maps more user friendly.
 - 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, and Heather Wylie)
Cathy Anderson noted that we will soon need to appoint a faculty co-chair for this committee because Heather Wylie will be Dean of the SLAM division starting this summer.
 - e. Professional Development Coordinator (Valerie Ambrose)
No report.
 - f. Office of Instruction (Mike Mari)
Mike Mari reported that because of a resignation, there will need to be a re-ranking of the faculty hiring priorities list. The Office of Instruction is also in the process of moving to the 700 building.
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: Sharing sample AI policy statements with colleagues for input.

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. Chase Brown asked everyone to encourage colleagues to run for one of the four at-large positions that will start in Fall 2026 and end in Spring 2028. Anyone interested in doing so will need to contact Chase very soon. The election for these at-large positions will start later this week.

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 4:07 p.m.

11. Next Meeting: Monday, May 11, 2026, at 3:00 p.m. in Room 1101

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