

**Academic Senate**

**MINUTES**

Monday, September 28, 2026

3:00 – 5:00 p.m.

Room 1101

| <b>Executive Committee Members Present</b> |                        |   |                    |   |                      |
|--------------------------------------------|------------------------|---|--------------------|---|----------------------|
| x                                          | Cathy Anderson         | x | Kari Aranbul       | x | Chase Brown          |
| x                                          | Erick Calderon         | x | David Cooper       | x | Jennifer Costillo    |
| x                                          | Scott Croes            | x | Cheryl Cruse       | x | Bethany Davis        |
| x                                          | Leo Fong               | x | Chelsea Hendershot |   | Jacquelyn Horton     |
| x                                          | Jason Judd             | x | Jun Ma             | x | Andrew Nail          |
| x                                          | Lisa Riggs             |   | Chris Rodriguez    |   | Alan Spivey          |
| x                                          | Joanne Tippin          | x | Robert Waldren     |   |                      |
|                                            |                        |   |                    |   |                      |
| x                                          | Mike Mari (N/V)        | x | Scott Yates (N/V)  |   | Rebecka Renfer (N/V) |
| x                                          | Kimberly Carlson (N/V) |   |                    |   |                      |
| <b>Other Faculty Present</b>               |                        |   |                    |   |                      |
|                                            |                        |   |                    |   |                      |
| <b>Guests</b>                              |                        |   |                    |   |                      |
| x                                          | Will Breitbach         | x | Tim Johnston       | x | Carie Rosensteel     |
| x                                          | Jamie Spielmann        | x | Buffy Tanner       | x | Wayne Webster        |
| x                                          | Heather Wylie          |   |                    |   |                      |

1. Call to order: Meeting was called to order at 3:00 p.m.

2. Approval of Minutes—September 14, 2026 (1 attachment): Chelsea Hendershot moved to approve the September 14<sup>th</sup> minutes; seconded by Jennifer Costillo. 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. TOP-to-CIP List
    - Presenters: Scott Yates and Mike Mari
    - Purpose and Expected Outcome: Overview of the transition from TOP codes to CIP codes for all courses and programs.

Scott Yates explained that California Community Colleges are moving from the TOP (Taxonomy of Programs) coding system to the CIP (Classification of Instructional Programs) coding system, which is a nationally recognized system. This will apply to all programs and courses. Scott shared the Excel form that shows the TOP code and CIP code “cross-walked” for each course in our catalog. Mike Mari will be sending out this form, along with instructions, to all faculty after the next Curriculum Committee meeting on October 5<sup>th</sup>, and faculty will need to review each of the courses in their area to confirm that all codes are accurately cross-walked from the TOP code to the most appropriate CIP code, with November 16<sup>th</sup> being the deadline for reporting any coding errors. Scott reminded everyone of the importance of having accurate coding because course articulation and alignment, data gathering, and financial aid can be affected.
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 and 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 5050** – Student Success and Support Program [Revised, Legally Required]  
Jamie Spielmann explained that the deletions indicate content that was moved to AP 5055, and these reflect Title 5 changes. There were several minor edits suggested for clarity.
- ii. **AP 5055** – Enrollment Priorities [Revised, Suggested as Good Practice]  
There was a question about the term “non-exempt students” that Tim Johnston clarified.

**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)

- iii. **BP 4240** – Academic Renewal [Revised, Legally Required]  
Jamie Spielmann noted that this was updated with input from our September 14<sup>th</sup> meeting. Chase Brown moved to approve BP 4240; seconded by Jason Judd. Motion carried unanimously.
- iv. **AP 4240** – Academic Renewal [Revised, Legally Required]  
Jamie Spielmann noted that this was updated with input from our September 14<sup>th</sup> meeting. Chase Brown moved to approve AP 4240; seconded by Jason Judd. Motion carried unanimously.
- v. **AP 7211** – Faculty Service Areas, Minimum Qualifications, and Equivalencies [New, Legally Required]  
Cathy Anderson confirmed that there were no changes made to this AP since our first reading. Chase Brown moved to approve AP 7211; seconded by Jason Judd. 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. From the IT Department—Wayne Webster
  - Purpose: The IT Department is seeking guidance from the Academic Senate on the future deployment of AI tools to students.

Wayne Webster reported that three AI tools are now available to be added to the app dashboard for students, but IT would like to get guidance from faculty for how these

tools should be made available and what types of controls need to be put in place. The three AI tools are Microsoft Copilot, Google Gemini, and Google NotebookLM. Wayne pointed out that these tools are already available to students for free, but these versions would be offered through Shasta College and be “tenant-related,” meaning that “what happens inside of them stays inside of them,” so there can be protections and safeguards for personal information and data that would not be available if students use the free versions of these tools. Wayne recognized that having AI tools in the apps dashboard could be seen by students as tacit permission that they can be used for all their classes. Students will receive notices when they access these tools reminding them that they need to abide by the AI use policy for each of their classes. The Chancellor’s Office has been promoting the adoption of AI tools throughout the California Community College system and has identified training students and faculty in these AI tools as a major goal in preparing them for a changing economy and workplace that is relying more and more on the use of AI. Wayne acknowledged that faculty will need to guide students on how to use AI ethically and responsibly. During the subsequent discussion, there were multiple concerns raised about making AI tools more readily available and accessible to students, but there was also recognition that many students will use AI tools regardless, and at least using the AI tools in the app dashboard would anonymize their information and offer some privacy protections. There was also recognition that every discipline has different requirements and concerns about AI use. The general takeaway was that “we want AI tools to be available, but we don’t want to encourage students to expand their use of AI.” Wayne requested a recommendation from the Academic Senate to provide guidance for how these three AI tools should be deployed and made available to our students. These AI tools will be available soon to faculty in the apps dashboard, so faculty should explore these to decide how they should be made available to students and the settings that would be needed. Cathy Anderson proposed that we continue our discussion of this by first having area representatives getting feedback from their colleagues. This topic will continue as an action item in upcoming agendas, with the goal of formulating our recommendations by the end of the semester.

e. Low-Cost Textbook (LTC) Threshold - Cheryl Cruse (1 attachment)

- Purpose: Review the ASCCC/OERI guidance establishing \$30 or less as the low-cost threshold for reporting and determine whether the Academic Senate wishes to formally endorse using \$30 as the Low-cost definition. Aligning with the state reduces the number of reporting "codes" and potential confusion.

Cheryl Cruse explained how the ASCCC and OERI now define “low-cost” for textbooks as \$30 or less, but Shasta College currently defines it as \$40 or less. She asked that the Academic Senate consider recommending that we change our definition of “low-cost” to align with the ASCCC/OERI definition. This is primarily a coding and reporting issue because we need to report to the Chancellor’s Office the number of classes that have assigned low-cost textbooks. Scott Yates noted that textbook costs vary greatly and can change at different rates, so having a set minimum would risk being too arbitrary and vague. Carie Rosensteel encouraged faculty to reassess the costs of textbooks that they assign. Robert Waldren reminded everyone that students will shop around and use textbook cost as a deciding factor for which courses and sections to enroll in. Chelsea Hendershot moved to keep the \$40 or less definition for “low-cost” textbooks; seconded by Erick Calderon. Motion failed to carry with four no votes (Cheryl Cruse;

Chase Brown; Robert Waldren; Jennifer Costillo), and three abstentions (Andrew Nail; David Cooper; Lisa Riggs).

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)
    - Develop and update AP/BP 5500 (a workgroup has been established with a goal of fall)
    - Develop suggested guidelines for course syllabi (done)

Chase Brown stated that he will bring the workgroup's recommendations and revisions to Senate for our next 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 College Council is continuing to revise its bylaws, with one consideration being the adoption of a tri-chair model that includes classified staff.
- c. Reports from Standing Subcommittees (Reports are given by the Co-Chairs or members as needed)
  - i. Curriculum Committee (Co-Chairs: Scott Yates, Mike Mari)  
Scott Yates requested any feedback from faculty on their use of Qnet, the new curriculum management system. He noted that there were a significant number of courses that missed the deadline for five-year reviews to be submitted.
  - ii. Scholastic Standards Committee (Co-Chairs: Lenore Watson, Jamie Spielmann)  
Jamie Spielmann reported that a work group is updating the Excused Withdrawal (EW) procedure and the dynamic form for it.
  - iii. Faculty Excellence Committee (Co-Chairs: Valerie Ambrose, Will Breitbach)  
Will Breitbach reported that the committee has been working on Welcome Back Day for Spring.
  - iv. General Education Committee (Co-Chairs: Rebecka Renfer, Stacey Bartlett)  
Lisa Riggs reported that during the committee's latest meeting Public Health courses were reviewed.
  - v. SLO Committee (Co-Chairs: Kimberly Carlson, Will Breitbach)

Kimberly Carlson reported that the committee has created an online course on how to report SLOs that faculty can get flex credit for completing.

- d. Reports from Joint Committees (Reports are given by the Co-Chairs or delegate as needed)
    - i. Student Success Committee (Tri-Chairs: Kate Mahar, vacant, and vacant)  
Heather Wylie reported that the committee has been working on revising the tri-chair model, and she mentioned several current projects, including identifying campus-wide employability skills and developing pedagogical best practices for 8-week courses.
  - e. Professional Development Coordinator (Valerie Ambrose)  
No report.
  - f. Office of Instruction (Mike Mari)  
Mike Mari reported that sabbatical applications are due October 1<sup>st</sup>, and the recommendations from the Faculty Hiring Priorities Committee will be due on October 8<sup>th</sup>.
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: TOP code to CIP code changes; getting faculty input on AI tools availability for students in the apps dashboard; five-year course reviews that are overdue.
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 4:48 p.m.
11. Next Meeting: Monday, October 12, 2026, at 3:00 p.m. in Room 1101

**The Shasta-Tehama Trinity Joint Community College District ("Shasta College") does not discriminate against any person on the basis of race, color, national origin, sex, religious**

preference, age, disability (physical and mental), pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), gender identity, sexual orientation, genetics, military or veteran status or any other characteristic protected by applicable law in admission and access to, or treatment in employment, educational programs or activities at any of its campuses. Shasta College also prohibits harassment on any of these bases, including sexual harassment, as well as sexual assault, domestic violence, dating violence, and stalking.