

# Shasta College

## College Council Annual Report

### 2025–2026 Academic Year

#### Overview

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College Council continued to support the district in several areas throughout the 2025–26 academic year. The Council engaged in significant planning work, including the development of a new Strategic Educational Master Plan (SEMP) that merges the Strategic Plan and Educational Master Plan into a single six-year framework. The group continued to strengthen a data-informed culture through the launch of the Shasta Data Hub and the transition from Tableau to Power BI for institutional data. Accreditation alignment remained a central focus, and the Council reviewed and approved a substantial number of Board Policies and Administrative Procedures. As in prior years, the Council maintained its standing “Sharing Success Stories” agenda item to recognize achievements across students, staff, and community partners. A detailed summary of the Council’s work is as follows.

#### Governance Work

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| Items                           | Action                                            | Details                                                                                                                                                                                                                                                                                               |
|---------------------------------|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Key Planning Documents          | Created, reviewed, approved, forwarded for action | Strategic Educational Master Plan (SEMP) – Draft<br>Educational Master Plan Goals<br>2025–28 Strategic Plan Update<br>2025–28 Student Equity Plan<br>2025–26 Tentative Budget<br>2025–26 Final Budget<br>Annual Plan Funding Process<br>Annual Planning Forms (due 3/30/26)<br>AI Taskforce Formation |
| Board Policies                  | Reviewed and Approved                             | See table in Appendix                                                                                                                                                                                                                                                                                 |
| Administrative Procedures       | Reviewed and Approved                             | See table in Appendix                                                                                                                                                                                                                                                                                 |
| 2025–26 Ranked Funding Requests | Reviewed and Discussed                            | Enhancements to the approval process were made this year.                                                                                                                                                                                                                                             |

#### Success Stories

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The Council maintained its standing “Sharing Success Stories” agenda item, highlighting achievements from students, staff, and faculty throughout the year. Examples include:

- Library grand opening was celebrated; the facility is busier than before the pandemic.
- Tehama Campus approved for Center Status by the Board of Governors; once 1,000 FTS is reached, approximately \$2 million in additional funding will be generated.
- Gateway to College (GtC) received national recognition.

- College Job Fair relocated to campus gym, drawing approximately 800 job seekers and dozens of employer booths – Moving the event to the Shasta College main campus increased attendance.
- Society of American Foresters granted candidacy status to the AGNR program.
- Research team launched the Shasta Data Hub, providing automated, individualized institutional data to all campus employees via the Shasta Portal.
- Student Return on Investment (ROI) reported at 13 months – Students recoup all out-of-pocket attendance expenses within 13 months of completing their program.
- First SCI\*FI alumni hired as the new Transfer Center Coordinator.
- New physics faculty member hired, beginning spring 2026.
- Shasta College began offering Mandarin Chinese courses; German courses are in development.
- New alternate academic probation language – "pause, notice, and restart" – approved
- Student Welcome Days served an estimated 400 students.
- Resource Fair and Club Kickoff (Spooky Spirit Day) drew 180–200 students with approximately 25 booths.
- FFA Field Day hosted approximately 600–700 students; Harvest Fest featured a strong auction.
- Farm dorm renovations completed; students were temporarily relocated and returned to improved facilities.
- District audit completed with no findings.

## Continuous Improvement

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- Accreditation readiness – Regular updates provided; District working toward "Highly Developed" rating across all ~30 ACCJC standards using a new rubric.
- Institutional data system transition – Moved from Tableau to Power BI; all campus employees now have access to an online, automated data portal via the Shasta Data Hub icon in the Shasta Portal.
- Strategic Educational Master Plan (SEMP) developed – Merges Strategic Plan and Educational Master Plan into a six-year framework with a North Star goal, 70% completion rate target, performance floors, and aspirational goals for each metric.
  - Educational Master Plan (EMP) workgroup formed and completed the plan. Activities included – Environmental scan, stakeholder survey, in-person and Zoom collaboration sessions, draft goals, drafting a plan, and receiving campus-wide feedback.
- AI Taskforce formed – Developed an action plan.
- Basic Needs Center expanded programming – Tiered support system developed, "Share the Love" fundraiser in February, and collaboration with the Foundation for donations to support food insecurity
- 2025–28 Student Equity Plan completed and submitted to the Board.
- Annual planning templates aligned with accreditation standards; plans were due March 30, 2026.

- BP/AP workflow presentation provided to College Council to improve transparency around policy revision processes

## Appendix: Board Policies & Administrative Procedures – 2025–26

The following Board Policies (BPs) and Administrative Procedures (APs) were reviewed during the 2025–26 academic year.

### Reviewed – Information Only

| Policy / Procedure                                                           | Status                                   |
|------------------------------------------------------------------------------|------------------------------------------|
| BP 4020 – Program and Curriculum Development                                 | Update, Legally Required                 |
| AP 4225 – Course Repetition                                                  | Revised, Legally Required                |
| AP 4255 – Academic Pause and Restart                                         | Revised, Legally Required                |
| BP 6300 – Fiscal Management                                                  | Confirmation, Legally Required           |
| BP 6307 – Debt Issuance and Management                                       | Confirmation, Legally Required           |
| AP 6307 – Debt Issuance and Management                                       | Confirmation, Legally Required           |
| AP 6320 – Investments                                                        | Confirmation, Legally Required           |
| AP 5050 – Student Success and Support Program                                | Revised, Legally Required                |
| AP 5300 – Student Equity                                                     | Revised, Legally Required                |
| AP 5400 – Student Organizations                                              | Confirmation, Legally Advised            |
| AP 5500 – Standards of Conduct                                               | Confirmation, Legally Required           |
| BP 6100 – Delegation of Authority, Business and Fiscal Affairs               | Confirmation, Legally Required           |
| AP 6150 – Designation of Authorized Signatures for Warrants                  | Confirmation, Legally Required           |
| BP 6320 – Investments                                                        | Confirmation, Legally Required           |
| BP 6330 – Purchasing                                                         | Confirmation, Legally Required           |
| AP 6370 – Contracts – Personal Services                                      | Confirmation, Legally Required           |
| BP 6400 – Financial Audits                                                   | Confirmation, Legally Required           |
| AP 6400 – Financial Audits                                                   | Confirmation, Legally Required           |
| AP 7400 – Employee Travel                                                    | Update, Legally Advised                  |
| AP 5040 – Student Records, Directory Information, and Privacy                | Update, Legally Required                 |
| BP 5130 – Financial Aid                                                      | Update, Legally Required                 |
| BP 7250 – Educational Administrators                                         | Revised, Legally Required                |
| AP 3420 – Equal Employment Opportunity                                       | Update, Legally Required                 |
| BP 6200 – Budget Preparation                                                 | Update, Legally Required                 |
| BP 4010 – Academic Calendar                                                  | Revised, Legally Required                |
| BP 4025 – Philosophy and Criteria for Associate Degree and General Education | Revised, Legally Required                |
| BP 4100 – Graduation Requirements for Degrees and Certificates               | Revised, Legally Required                |
| BP 4250 – Academic Notice, Pause, and Restart                                | Revised, Legally Required                |
| AP 4250 – Academic Notice                                                    | Revised, Legally Required                |
| AP 6322 – Employee Indemnity Bonds                                           | Confirmation, Suggested as Good Practice |
| BP 6450 – Wireless or Cellular Telephone Use                                 | Update, Legally Advised                  |
| BP 6500 – Property Management                                                | Confirmation, Legally Required           |
| BP 6540 – Insurance                                                          | Confirmation, Legally Required           |
| BP 6550 – Disposal of Property                                               | Confirmation, Legally Required           |
| AP 6600 – Capitol Construction                                               | Confirmation, Legally Required           |
| BP 6740 – Citizens Bond Oversight Committee                                  | Confirmation, Legally Advised            |
| AP 6740 – Citizens Bond Oversight Committee                                  | Confirmation, Optional                   |
| BP 6800 – Occupational Safety                                                | Update, Legally Required                 |
| AP 5012 – International Students                                             | Revised, Legally Required                |

## Reviewed and Approved

| Policy / Procedure                                                       | Status                              |
|--------------------------------------------------------------------------|-------------------------------------|
| AP 5013 – Students in the Military/Veterans Benefits                     | Revised, Legally Required           |
| BP 5013 – Students in the Military/Veterans Benefits                     | Revised, Legally Required           |
| BP 5012 – International Students                                         | Revised, Local                      |
| AP 5020 – Non-Resident Tuition                                           | Revised, Legally Required           |
| BP 5020 – Non-Resident Tuition                                           | Confirmation, Legally Required      |
| AP 5035 – Withholding of Student Records                                 | Revised, Legally Required           |
| BP 5035 – Withholding of Student Records                                 | Confirmation, Legally Advised       |
| AP 5045 – Student Records – Challenging Content and Access Log           | Revised, Legally Required           |
| AP 5140 – Disabled Student Programs and Services                         | Revised, Legally Required           |
| BP 5140 – Disabled Student Programs and Services                         | Revised, Legally Required           |
| AP 5150 – Extended Opportunity Programs and Services                     | Revised, Legally Required           |
| BP 5150 – Extended Opportunity Programs and Services                     | Revised, Legally Required           |
| AP 5700 – Athletics                                                      | Revised, Legally Advised            |
| BP 5700 – Athletics                                                      | Revised, Legally Required           |
| AP 5800 – Prevention of Identity Theft in Student Financial Transactions | Updated, Legally Required           |
| BP 5800 – Prevention of Identity Theft in Student Financial Transactions | Updated, Legally Required           |
| BP 5010 – Admissions and Concurrent Enrollment                           | Revised, Legally Required           |
| AP 5010 – Admissions                                                     | Revised, Legally Required           |
| BP 5050 – Student Success and Support Program                            | Update, Legally Required            |
| AP 5055 – Enrollment Priorities                                          | Revised, Suggested as Good Practice |
| BP 5055 – Enrollment Priorities                                          | Confirmation, Legally Required      |
| BP 5300 – Student Equity                                                 | Revised, Legally Required           |
| AP 3720 – Computer and Network Use                                       | Revised, Legally Advised            |
| BP 5400 – Student Organizations                                          | Update, Legally Required            |
| BP 5500 – Standards of Conduct                                           | Revised, Legally Required           |
| BP 5510 – Off-Campus Student Organizations                               | Revised, Legally Required           |
| AP 5510 – Off-Campus Student Organizations                               | Revised, Legally Required           |
| AP 5520 – Student Discipline                                             | Revised, Legally Required           |
| AP 5530 – Student Rights and Grievances                                  | Revised, Legally Advised            |
| BP 2305 – Annual Organization Meeting                                    | Revised, Other                      |
| BP 2315 – Closed Sessions                                                | Revised, Legally Required           |
| AP 2320 – Special and Emergency Meetings                                 | Revised, Legally Required           |
| BP 2340 – Agendas                                                        | Revised, Suggested as Good Practice |
| AP 3415 – Immigration Enforcement Activities                             | Revised, Legally Required           |
| AP 3501 – Campus Security and Access                                     | Revised, Legally Required           |
| AP 3516 – Registered Sex Offender Information                            | Revised, Legally Required           |
| AP 3540 – Sexual and Other Assaults on Campus and in Campus Programs     | No information                      |
| BP 3550 – Drug Free Environment and Drug Prevention Program              | Revised, Legally Required           |
| AP 3550 – Drug Free Environment and Drug Prevention Program              | Revised, Legally Required           |
| AP 5203 – Lactation Accommodation                                        | New, Legally Required               |
| AP 3430 – Prohibition of Harassment                                      | Revised, Legally Required           |
| BP 3433 – Prohibition of Sexual Harassment Under Title IX                | Revised, Legally Required           |
| AP 3435 – Discrimination and Harassment Complaints and Investigations    | Revised, Legally Required           |

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|---------------------------------------------------------------|-------------------------------------|
| BP 7210 – Academic Employees                                  | Revised, Other                      |
| BP 7230 – Classified Employees                                | Revised, Legally Required           |
| BP 7260 – Classified Supervisors and Managers                 | Revised, Legally Required           |
| BP 7600 – Campus Safety Officers                              | Revised, Legally Required           |
| AP 7600 – Campus Safety Officers                              | Revised, Legally Advised            |
| AP 3436 – Hazing                                              | New, Legally Required               |
| BP 3500 – Campus Safety                                       | Revised, Legally Required           |
| AP 3500 – Campus Safety                                       | Revised, Legally Required           |
| AP 3510 – Workplace Violence Prevention                       | Revised, Legally Required           |
| BP 5040 – Student Records, Directory Information, and Privacy | Revised, Legally Required           |
| AP 5130 – Financial Aid                                       | Revised, Legally Required           |
| AP 6365 – Contracts – Accessibility of Information Technology | Revised, Legally Required           |
| AP 7348 – Accommodations                                      | Revised, Suggested as Good Practice |
| BP 5030 – Fees                                                | Revised, Legally Required           |
| AP 5030 – Fees                                                | Revised, Legally Required           |
| AP 6310 – Accounting                                          | Revised, Suggested as Good Practice |
| AP 6311 – Cash Management                                     | Revised, Local                      |
| AP 6315 – Warrants                                            | Revised, Suggested as Good Practice |
| AP 6325 – Payroll                                             | Revised, Suggested as Good Practice |
| AP 6330 – Purchasing                                          | Revised, Suggested as Good Practice |
| AP 6350 – Contracts – Construction                            | Revised, Legally Advised            |
| AP 3433 – Prohibition of Sexual Harassment Under Title IX     | Revised, Legally Required           |
| AP 3434 – Responding to Harassment Under Title IX             | Revised, Legally Required           |
| AP 5031 – Instructional Materials and Fees                    | Revised, Legally Required           |
| AP 7126 – Applicant Background Checks                         | New, Legally Advised                |

### 1<sup>st</sup> Reading – 04/21/26 Meeting

| Policy / Procedure                        | Status                          |
|-------------------------------------------|---------------------------------|
| AP 3775 – Artificial Intelligence (AI)    | New, Suggested as Good Practice |
| AP 3900 – Time, Speech, Place, and Manner | Revised, Legally Advised        |

*Notes compiled from College Council minutes: May 6, 2025 – April 21, 2026*