

Academic Senate

Regular Meeting

Monday, November 13, 2006
3:00-5:00

Room 1108

Minutes:

Executive Committee members present					
	Cathy Anderson	X	Terry Bailey	X	Candace Byrne
X	Stephen Concklin	X	Lois Cushnie (N/V)	X	Kendall Crenshaw
X	Leo Fong	X	Lenore Frigo	X	Karen Henderson
	Pamela Hanford	X	April Howell	X	Jason Kelly
X	Guy Klitgaard		Ron Marley	X	Susan Meacham
X	Peggy Moore (N/V)	X	Ray Nicholas	X	Frank Nigro

	Randy Reed	X	Terrie Snow	X	Robert Soffian
X	Maureen Stephens	X	Ramón Tello	X	Andrea Williams
	Dave Wright (N/V)				
Other faculty present					
Guests present					
X	Kevin O’Rorke	X	Catherine Jackson	X	Brian Spillane
X	Lucha Ortega				

1. Call to Order: President Frank Nigro called the meeting to order at 3:00.

2. Approval of Minutes – 10/23/06 (1 attachment)

Andrea William moved and Lenore Frigo seconded approval of the minutes. The motion passed.

Susan Meacham provided the following clarification of her report in the October 23, 2006, minutes about Janet Albright’s report to the 10/19/06 Instructional Council:

- Funding for print copies of journals and magazines has decreased. More funding has been available for access to database periodical packages. The LRC cannot customize the packages.
- If a requested print or e-subscription is for an instructor’s personal use or for use among several faculty members within a division, the request should go to the dean of that division and the division may pay for it. (This is how it is

currently done in several divisions and there is no move to change current practice.)

- If a requested subscription is for student and faculty use, Janet recommends checking with the LRC before subscribing because they have over 18,000 titles available through their database packages. (Database searches and listings can be done through the LRC home page.)
- If anyone has questions about library acquisitions in general, Janet can be reached at 225-4973.

3. Reports

a. Report from Instructional Council (Susan Meacham; no attachment)

As of last week, Peggy Moore has invited Susan to attend every Instructional Council meeting, and Susan is happy to do that. Susan reported on the following items:

- Efforts have begun to make most of the campus wireless.
- A 24/7 online help desk will be sponsored by the Chancellor's Office, through a project called Presidium. In order for the contracted company to help students, all help personnel will have auditor status in the online classes. In response to a question about whether these helpers would have access to tests and grades, Frank Nigro reported that auditors do not have such access. The 24/7 help service will be instituted Dec. 1 as a pilot project, about which the Chancellor's Office will solicit feedback.
- Action has begun to increase Fri./Sat. offerings for late starting classes in the spring.
- Catherine Jackson will conduct a survey to identify vocational students for VTEA funding purposes. The more identified vocational students attending the College, the more VTEA funding the College is eligible for.

b. Report on the fall Plenary Session (Lenore Frigo, Ron Marley; no attachment)

Lenore Frigo reported on these highlights from the statewide Senate's fall plenary session:

- A resolution was passed that SLO coordinators should be supported. Frigo pointed out that we at Shasta College are behind the rest of the state, since we do not have an SLO coordinator.
- Another resolution passed on close vote: "The Academic Senate of California Community Colleges oppose the use of IGETC and/or CSU Breadth as the sole basis for the area of emphasis for the associate degree; and . . . support interpretation of Title V that prohibits the use of IGETC and/or CSU GE Breadth as the sole basis for the area of emphasis for the associate degree."

- The plenary also made clear that online classes will be scrutinized more closely during the accreditation process.
- A new teaching institute is to be sponsored by the ASCCC next summer, with a limit of 75 participants.
- Lenore Frigo and Robb Lightfoot will attend the spring plenary. Ray Nicholas will attend the Vocational Leadership Institute in March 2007, and Ron Marley will probably attend the Curriculum Institute in July 2007.

c. Other: Frank Nigro noted that our Senate's January schedule is such that we would meet Jan. 22. He would like to hold a joint Senate/Curriculum meeting on Jan. 29 so that Shaaron Vogel, Area A representative (from Butte College) to the Executive Committee of the state Senate, can be available to meet with both groups and answer questions.

4. Discussion/Action Items

a. Hiring Priorities List (1 attachment): *At our last meeting we reviewed the list developed by the Faculty Hiring Priorities Committee. According to the Faculty Hiring Priorities Procedure we are to make recommendations on it by today. Copies of the data used to create this list have been distributed, and an ad hoc Senate subcommittee was to look at it.*

Frank Nigro reviewed the Senate's role in setting hiring priorities and reminded Senate Executive members of Cathy Anderson's email that explained her review of the criteria the Hiring Priorities Committee used in setting the priorities. Cathy made several suggestions.

In response to her first suggestion, that the Hiring Priorities Committee develop a matrix such that different departments could supply the same types of information in justifying their requests, Kendall Crenshaw pointed out that many types of information would not be appropriate for non-teaching staff, and Frank Nigro concurred, adding that certain PE positions too may require different types of information. Peggy Moore pointed out that there are considerations that are not quantifiable.

Cathy Anderson's second recommendation was to weight the items listed as criteria in the "Shasta College Instructional Council Procedures for Full time Faculty Prioritization."

Her third recommendation was that divisions not prioritize the requests from their divisions.

Fourth, Cathy Anderson noticed that the procedure needed to assure that, since the LRC cannot produce the kinds of data other divisions produce, the procedure

needs to be fair to such non-teaching divisions. This is the same point that came up in the discussion of her first recommendation.

In making her fifth recommendation, she noted that the number of voting members from Student Services was more than from other divisions. She recommended that one dean from Student Services vote on the hiring recommendations. Brian Spillane pointed out that Kevin O'Rorke had proposed deans not voting on positions from their own area, and he said that the Hiring Priorities group may revisit this suggestion. During this discussion, too, Terry Snow pointed out that no Fine Arts dean had been present at the prioritizing meeting and so could not advocate for positions in that area.

Sixth, Cathy Anderson's review also noted that if the number of positions to be hired were known, the ranking may be different, and so she recommended determining the number that the College could hire before settling on the priority list of hires.

Susan Meacham moved that the Senate approve of the hiring priorities list and so inform the Instructional Council. Ramon Tello seconded. The motion passed.

Terry Bailey voiced concern about health programs that need to be expanded, as evidenced by clinical placements in local hospitals by Butte and Siskiyou nursing students, and seemingly high demand programs like x-ray tech.

Discussion followed on how to assure that hires for new programs and expansions of programs are considered along with other possible hires.

Frank Nigro requested discussion on what recommendations the Senate ought to make to Instructional Council with respect to this new procedure for setting hiring priorities. Consensus emerged to support Cathy Anderson's recommendations 1, 2, 4 and 6 above. In addition, the Senate will recommend standardization of justification arguments—the one for the Nutrition position seemed especially well documented—and attendance of the program coordinator when/if the dean for a program requesting a new position is unable to attend. Frank reiterated how well the hiring process worked and how much better supported the arguments for the various positions were than they had been in the past.

b. Late registration policy (Kevin O'Rorke; no attachments): *Kevin O'Rorke would like input on our current practices regarding late registration. Right now, a high number of late registration requests come to him, some of them up to half a semester late. We don't have a formal policy at this point. Kevin will bring a write up with advantages and disadvantages for information and talking points.*

Kevin O'Rorke passed around the form students currently use when they need to appeal for permission to register late and a new, recommended form that would require signatures of instructor of record and dean of the department. Lois Cushnie pointed out that the Scholastic Standards Committee recommended a form identical to the new form O'Rorke presented.

Frank Nigro suggested Executive Committee members take the new form back to their constituents for their input; we will discuss this matter at the next meeting. Kevin will get a digital version of the new form to Frank who will then distribute it to the Senate for consideration.

c. Faculty Development Committee (Candace Byrne; 1 attachment.): *The ad hoc committee on Faculty Development has come up with some recommendations (attached). We will discuss these.*

Candace Byrne reviewed the attachment with the ad hoc committee's recommendations for creating a Faculty Professional Development Committee as a standing subcommittee of the Academic Senate. Discussion focused on questions related to the proposed committee's responsibility to identify possible funding sources, including those available through VTEA and other categoricals. The ad hoc committee proposed investigating such sources of funding in the belief that they may provide opportunities for faculty development that are currently underutilized. Discussion also raised a question about the proposed reassignment for the FDC chair and noted that such reassignments will likely also need to be incorporated into the union contract.

Frank Nigro suggested that Senate Executive Board members inform their constituencies about the recommendations and solicit their feedback; the Senate will continue discussion at the next meeting.

5. Adjournment. Meeting adjourned at 4:45.

6. Next meeting: ***Monday, Nov. 27, in Room 1108.***