

Academic Senate

Open Meeting

Monday, Dec. 11, 2006

3:00-4:45 p.m.

Room 1108

Minutes:

Executive Committee members present					
X	Cathy Anderson	X	Terry Bailey		Candace Byrne
X	Stephen Concklin		Lois Cushnie (N/V)	X	Kendall Crenshaw
X	Leo Fong	X	Lenore Frigo	X	Karen Henderson
	Pamela Hanford		April Howell		Jason Kelly
	Guy Klitgaard		Ron Marley	X	Susan Meacham
	Peggy Moore (N/V)	X	Ray Nicholas	X	Frank Nigro
X	Randy Reed	X	Terrie Snow	X	Robert Soffian
X	Maureen Stephens	X	Ramón Tello	X	Andrea Williams
	Dave Wright (N/V)				

Other faculty present					
X	Toby Bodeen				
Guests present					
X	Kevin O’Rorke	X	Catherine Jackson	X	Brian Spillane
X	Lucha Ortega	X	Tom Orr	X	Gary Lewis

1. Call to Order: Meeting was called to order at 3:05 once a quorum was reached.
2. Approval of Minutes – 11/9/06 (1 attachment)
Moved by Robert Soffian, seconded by Lenore Frigo. The motion carried unanimously.
3. Reports

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

Some recent topics at IC were sabbaticals and professional development funds and the new waitlist policy. Emphasis was on the proposed restructuring of the divisions (see handout with disciplines and current/proposed divisions). Susan suggested that if we don’t like the proposed organization, we should come up with a viable counter proposal. She noted also that part of the rationale for the proposed reorganization was that basic skills courses need to be more carefully regulated (tied to increased funding), so they should be together, and that the new organization would have vocational programs consolidated into only two divisions (useful for managing VTEA funds). Peggy Moore wants to discuss the new organization at upcoming division meetings. Senate division reps should discuss the proposed reorganization with their constituents. Susan noted that except for the Health Occupations, there is no moving of offices planned with the reorganization.

Frank Nigro’s application for the Hayward Award has been forwarded. Next semester there will be applications for this year’s Excellent Educator award.

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

Ron was not able to be at the meeting.

c. Other?

4. Discussion/Action Items

a. Human Resources position + Cabinet composition (1 attachment): *Gary Lewis will be recommending to the Board of Trustees at the December 13th meeting that the Director of Human Resources positions be re-titled and reclassified. He will also want to make some changes in regards to the make-up of the President's Cabinet. He would like to discuss these changes with Senate and will be presenting his rationale (attached).*

This issue will be back on the Senate agenda for our next meeting, so discuss it with your constituents.

Reclassification of HR director to Associate VP: Gary Lewis discussed a handout/attachment, including data about how other CC's pay their top administrators, noting that Shasta College is below the median, and that moving the HR director position to a VP level would put it in line with rest of state, to help encourage a stronger applicant pool for future hires—it would be most efficient to raise the salary now, so that when a vacancy opens up, the higher salary can actually be advertised immediately. For Gary, this is partly about fairness. Members of the Senate noted that if the justification for increasing the HR salary is to match the state median level, then the same principle should (but currently is not) be applied to faculty salaries as well. Cathy Anderson questioned whether the HR job description justifies the raise in salary/status or whether the job description should be rewritten to reflect the increase. This area does not need Senate approval.

Reclassifying positions as Educational Administrator (VP Admin. Services, VP of Technology, VP of HR): Gary discussed moving two VP positions into Educational Administrator status. A key issue here is that status means there will be the *possibility* of retreat rights. Discussion emphasized that it is only the possibility of retreat rights and that a screening process, similar to typical hiring processes, needs to occur first. This issue is a “mutually agreed upon” area that requires Senate approval.

Other questions: Frank opened the floor to other questions for Gary. One question concerned the proposed reorganization of divisions on campus. Gary said that he didn't want to comment as he hasn't received a report from Peggy/IC. He did emphasize the role of newly increased funding for basic skills (as relevant to workforce development) requiring more careful documentation of the noncredit basic skills classes and activities.

b. Late registration policy (1 attachment): *Kevin O'Rourke has asked for input on our current practices regarding late registration. At the last meeting he presented a new form/procedure. We need to indicate our approval of this.*

Frank noted and shared with the Senate an older (Fall 05) Senate-approved revision of the late registration form for students. It somehow had never been implemented. Since Kevin's new version is parallel in content to the approved (Fall 05) version, we didn't need to formally approve his revision. Kevin plans to bring the new form/process to IC and ask them for recommendations on timeline for implementation and trouble shooting.

c. Wait list procedure for students (1 attachment): *Tom Orr will sunshine the new draft wait list procedure for students. You may wish to review the Oct. 9 minutes for our previous discussion of this issue. The document is a draft of what will be given to students. A different version of this will go to the faculty once it is developed. Tom's looking for input.*

On the 10/9 meeting we approved a pilot program on the waitlist. Tom shared a document that was written to explain the waitlist procedures to students, based on the approved document (which was revised to address comments/suggestions from the 10/9 Senate meeting). In January a faculty version of this document will be available.

d. Proposed revised timeline for Dance/Humanities Program Review (1 attachment): *At our August 28 meeting we approved extending the timeline for the Dance and Humanities program reviews. Since then, Dennis DeRoss has become interim Dean of ACE, and because the administrative change has interrupted the timeline we had previously approved, he is requesting approval for a further extension.*

Susan Meacham move to accept the new timeline; Andrea Williams seconded. The motion carried unanimously.

e. Faculty Development Committee (Candace Byrne; 1 attachment.): *The ad hoc committee on Faculty Development has come up with some recommendations (attached). We discussed this at the last meeting. Are we ready to vote on it?*

Candace was absent so we postponed discussion on this topic.

As a side note, Frank noted that the Sabbatical Committee is appointed by Faculty Association, but should be under Senate purview as well. He has asked Dean Munroe to allow Senate input on the Sabbatical Committee (this might be something that should be formalized in the contract language).

f. Automotive Engine Performance/Smog Technician Certificate Removal (2 attachments): *SINR would like us to remove this procedure. According to the Procedure for Program Assessment (<http://www3.shastacollege.edu/senate/ProgramAssessmentProcedure.pdf>) we need to make a recommendation on this. See the flowchart on page 6 of the .pdf file and see the box marked “voluntary discontinuance.” Curriculum approved removal of this program on Dec. 4*

Andrea Williams moved approving the removal of this certificate; Lenore Frigo seconded. The motion carried unanimously.

g. Virtual Assistant Certificate (1 attachment): *Curriculum approved this new certificate on Dec. 4. We need to weigh in on it as well.*

Cathy Anderson moved approval of this new certificate; Robert Soffian seconded. The motion carried unanimously.

h. Update on Senate activities (No attachments): *Frank Nigro will review some activities that he and Senate have been working on this year, including the computer competency requirement, preparations for the Math/English requirement, and SLOs.*

Frank distributed a handout with updates and noted that all tasks/committees are open for participation. Please contact him if you are interested.

5. Other?

Frank thanked everyone for making this a good and enjoyable first semester as Senate President.

6. Adjournment: Meeting was adjourned at 4:45.

7. Next meeting: **Monday, January 22, 2007, in Room 1108.**