

Academic Senate

Executive Committee Meeting

Monday, February 26, 2007
3:00-5:00

Room 1108

Minutes:

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

	Dave Wright (N/V)	X	Erin Martin		
Other faculty present					
X	Sue Loring	X	Dave Bush	X	Carolyn Borg
Guests present					

Agenda:

1. Call to Order

Frank Nigro called the meeting to order at 3:00 p.m.

2. Approval of Minutes – 2/12/07 (1 attachment)

Candace Byrne, secretary, noted that Rosie Finmand's name needs to be added in section 3a as one of the contact persons organizing the visit of eighth graders to Shasta College. Andrea Williams moved and Terry Bailey seconded approval of the 2/12/07 minutes with this change. The motion passed.

3. Opportunity for public comment

a. 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. Speakers are limited to three minutes.

4. Reports

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

Susan reported on three items:

(1) Doug Meline reported on a list for replacement of faculty computers. Susan passed list around.

(2) Susan was asked to request that Senate update procedures for both vocational program reviews, last updated in 1997, and for academic program reviews, last updated in 2001. Cathy Anderson reported that this request is coming from Institutional Effectiveness Committee, which is forming a strategic plan process that will use program reviews to plan and budget. Frank will consult with Peggy

Moore, Catherine Jackson and Cathy Anderson and come to next Senate meeting with a clear direction in which to proceed.

(3) Finalists for Vice President, Academic, will be interviewed today.

b. Other:

Frank Nigro reported that elections for new division representatives should be done this month. However, the new organizational structure will necessitate new configurations of representatives. Frank will get the names and numbers of faculty in new divisions in order to ascertain this configuration. Elections for president, vice president, and secretary will be held in the end of March.

Sue Loring reported on a new approach in student services—a developmental model, with each student assigned to a counselor who stays with that student throughout his/her Shasta College career. To accommodate this model, counselors will have fewer drop-in appointments and more ½ hour appointments with specific students.

5. Discussion/Action Items

a. Math graduation requirements change (Dave Bush; no attachments): *Starting Fall 2009 Math 102 or the equivalent will be required across the state for anyone getting an associate's degree. General Ed has approved making 102 or its equivalent the requirement for the AS degree, but has approved transfer level math as the requirement for the AA degree.*

Dave Bush asked how to implement the decision by the General Education Committee. Frank proposed that all general education changes go through that GE Committee, then to Curriculum, and then to Senate. If they go to Curriculum or Senate first, they should be referred to the General Education Committee. Curriculum will work to implement all math and English changes required for fall of 2009 (Engl 1A for AA and AS, transfer level math for AA, and intermediate algebra for AS).

b. "Conditional Enrollment" (Kevin O'Rourke, Sue Loring; no attachments): *Our current policy allows students to conditionally enroll in any course for which they have not met the prerequisite as long as they bring in appropriate documentation (transcripts) within 10 days from the time they registered. Ideally, once the 10 days have passed, A&R will drop any student who has not brought in proof of meeting the prerequisite. However, A&R does not have a sufficient computer program to accurately track these students nor adequate staffing to monitor these students, so they end up dropping them a lot later than the actual policy states. Inevitably, students believe they have gotten away with it and are surprised when we drop them (sometimes in mid semester) and they refer back to this policy that cites they were going to be dropped in 10 days. Kevin and Sue would like to propose that all students be required to provide unofficial transcripts and get*

clearance from a counselor before they are allowed to register for a course when the system is showing lack of prerequisite.

The Executive Board agreed with Sue Loring's suggested revision of the college catalogue to remove the references to conditional enrollment. Students will be required to provide evidence of meeting prerequisites prior to registering. Frank noted his appreciation for Student Services new attention to policies like this.

c. Support for online courses (Lenore Frigo; no attachments): *Lenore currently chairs the Distance Education Committee and would like to get a sense of where faculty are on the issue of support for online classes. This will be an initial discussion of the issue.*

Lenore Frigo reported that nearly 25% of the college's enrollment is in online courses as of this semester and that accreditation will examine online course offerings more closely. The Distance Education Committee needs input from Senate regarding how distance education is being supported, how standards in f2f and online courses compare—all the big questions.

In discussion, questions about Section 508 compliance (access to online courses for students with disabilities) emerged, and there was agreement that we need more consistency in compliance.

Lenore pointed out that student evaluation of teaching is now done online; however, faculty peer evaluation is very time-consuming and requires some practice and competence.

Discussion raised the issue of how to help more students be successful online: perhaps through tutorial support or through pre-/co-requisite instruction on taking courses online.

Two suggestions emerged: one, that the DEC develop a prioritized list of support personnel needed to make online courses the best they can be, and two, that the DEC survey students enrolled in online classes to ascertain whether they would enroll in f2f classes or require online courses.

d. Faculty Development Committee (All; no attachments): *A continuation of the discussion.*

Frank reviewed his meeting with President Lewis, who reiterated support for faculty development yet stated concern about a centralized faculty development committee. President Lewis's idea is to disburse monies through divisions and have divisions make decisions regarding criteria for funding.

Some executive board members reiterated the support they found in their divisions for the proposed Faculty Professional Development Committee, rather than a decentralized model. Consensus emerged that Frank continue to work with the Board of Trustees so that it will "rely primarily" on the Senate's recommendations for faculty development issues, as the Senate motion directed in the last meeting. Frank will also approach faculty who stated particular interest in

faculty development to gauge their interest in leading faculty professional development work.

6. Other: Susan Meacham reminded faculty that next week is the deadline for Excellent Educator Award nominations.

7. Adjournment: Frank adjourned the meeting at 4:50.

8. Next meeting: ***Monday, March 12 , 2007, in Room 1108***