

Academic Senate
Open Meeting
Monday, August 28, 2006
3:00-5:00

Room 1108

Minutes:

Executive Committee members present					
x	Cathy Anderson (N/V)	x	Terry Bailey	x	Candace Byrne
x	Stephen Concklin		Lois Cushnie (N/V)	x	Kendall Crenshaw
x	Leo Fong	x	Lenore Frigo	x	Karen Henderson
x	Pamela Hanford		April Howell	x	Jason Kelly
		x	Ron Marley		Erin Martin
x	Susan Meacham	x	Peggy Moore	x	Ray Nicholas
x	Frank Nigro	x	Terrie Snow	x	Robert Soffian
	Alan Spivey	x	Chuck Spotts	x	Maureen Stephens

x	Ramón Tello	x	Andrea Williams		Dave Wright (N/V)
Other faculty present					
x	Diane Schweigert (sub. For April Howell)	x	Elin Klaseen		
Guests present					
x	Brian Spillane	x	Lucha Ortega	x	Kevin O’Rorke
x	Joan Bosworth				

1. Call to Order: The meeting was called to order at 3:00 p.m.

2. Approval of Minutes – (1 Attachment): Kendall Crenshaw moved approval of the minutes from the Senate meeting on May 8, 2006. Susan Meacham seconded. The minutes were approved unanimously.

3. Reports

a. Report from Instructional Council (No attachment): Senate Vice President Susan Meacham has agreed to be the Senate’s liaison to the Instructional Council. Susan reported that she attended her first meeting on Thursday, August 24, and was well pleased with the positive discussions there. Instructional Council meets on Thursdays, and she will be attending meetings on the first and third Thursdays. (Meetings on second and fourth Thursdays can then include discussion of confidential, personnel matters.) Among topics discussed were solving problems with registration for online classes; reviewing procedures for evaluating tenured faculty, with an eye towards making procedures more uniform across divisions; and revising the timelines for schedule preparation.

b. Introduction of new Senate representatives: All members present introduced themselves.

4. Discussion/Action Items

a. Institutional Tenure Review Committee (No attachment): *Dave Bush has agreed to continue serving on this committee. We need to formally confirm his appointment.*

Chuck Spotts moved to confirm Dave Bush's service on the Institutional Tenure Review Committee. Robert Soffian seconded the motion. The motion passed unanimously.

b. Tenure Review Committees (1 attachment): *We need to approve the new tenure review committees for Linda Thomas (Nursing) and John Livingston (Equipment Operations), as well as a change to Heather Wylie's committee (Sociology).*

Susan Meacham moved to accept the TRC members listed on the attachment for John Livingston. Ron Marley seconded. The motion passed unanimously.

Terrie Snow moved to accept the TRC members listed on the attachment for Linda Thomas. Chuck Spotts seconded. The motion passed unanimously. In addition, Terrie Snow moved and Ron Marley seconded to add "first contract" in the last column of the row for Linda Thomas on the attachment. The motion passed unanimously.

Laura Valvatne is unable to serve on Heather Wylie's TRC. Ramón Tello moved and Cathy Anderson seconded to accept Chris Kutras as a member of Heather Wylie's TRC. The motion passed unanimously.

c. Program Reviews for Dance and Humanities (Review Academic Program Review Procedure at <http://www3.shastacollege.edu/instruction/curriculum/curriculum%20home.htm#Program%20Review>): *Program Reviews for Dance and Humanities have been prepared. The Program Review procedure does not appear to have been followed, and the Dean of ACE is asking for an extension until Nov. 15.*

The Program Reviews for the dance and the humanities programs, due last spring, were turned in during the summer. Frank reviewed the Academic Program Review Procedure at <http://www3.shastacollege.edu/instruction/curriculum/curriculum%20home.htm#Program%20Review>, and he pointed out that faculty members need to serve on PRs. Ron Johnson, Dean of Arts, Communication and Education, has requested an extension until Nov. 15 so that faculty can be involved in the PRs of both programs.

Discussion followed. Frank pointed out that there are no full-time faculty currently teaching dance, though f-t music and theater faculty teach humanities courses. The absence of f-t faculty members in the specific areas of dance and humanities make it difficult to involve faculty in reviews of these programs. Two possible solutions emerged. First, Frank—as did Cathy Anderson, Senate President before him—has been requesting stipends for adjuncts who participate

in program reviews. This request has not yet been granted because of concerns that the stipend would violate the 60% rule.

A second possibility might be to rearrange PRs for Arts, Communication and Education division programs such that dance is included in the PR of music and theater and such that humanities is included in the PR for art—or some such rearrangement, as that division sees fit.

When discussion returned to the PRs of dance and humanities that had been submitted, Cathy Anderson moved and Ron Marley seconded to reject these PRs for humanities and dance. The motion passed unanimously. Next, Cathy Anderson moved to give dance and humanities an extension to Dec. 15 to redo their Program Reviews, with faculty input, provided the Dean give notice to the Senate by 9/11/06 about who will serve on the review teams, what the meeting dates are, and what the timeline is for completion of the program reviews. Kendall Crenshaw seconded. The motion was passed unanimously.

d. Ad hoc subcommittee on faculty professional development (Candace Byrne; no attachment): *We need to get this ad hoc subcommittee up and running again and begin planning for a standing Faculty Development subcommittee of the Senate. We need to give the ad hoc subcommittee direction, suggestions, and timelines.* Candace Byrne spoke of the need to revitalize this ad hoc committee, which is charged with setting up a permanent Faculty Senate subcommittee on professional development. The time is auspicious for faculty development: the statewide Senate now urges local senates to involve themselves, our interim Academic Vice President is committed to faculty development, and funding is available. Chuck Spotts, Maureen Stephens, Ron Marley, and Frank Nigro agreed to serve. In addition, Candace will work with Kendall Crenshaw to identify a representative to the committee from counseling. The ad hoc committee agreed to make recommendations to the Senate, by the November 27th meeting, regarding composition and roles/responsibilities for a professional development committee that would be a permanent standing committee of the Faculty Senate.

e. Role of Curriculum Council (Ron Marley; no attachment): *Ron would like to open up discussion on the mission of Curriculum Council, which is a standing subcommittee of the Senate. What does Curriculum do and how might we strengthen its role?*

Ron Marley spoke in his role as co-chair of the Curriculum Council. He said he knows what the CC does and wonders what CC should be doing. Currently, Ron defines their role as dotting i's and filling in blocks. Ron thinks the CC has an opportunity to look at curriculum with respect to the mission of the college, for example, integrating SLOs into CC work. He raised the questions, What is the mission of Curriculum Council, and how should the Council execute its mission? He suggested the Senate review standing subcommittees just as

divisions review programs. Discussion on the CC (and perhaps the other Senate standing committees) will continue. To aid this discussion with respect to Curriculum Council, Frank asked Senate Executive Committee members to review the CC website: <http://www3.shastacollege.edu/instruction/curriculum/curriculum%20home.htm>.

f. Class schedule language on adding classes (No attachment): *Page 8 of this semester's class schedule notes that "After the first **two** class meetings, approval by the instructor is required to add a class." On page 2, however, it says, "Late registration - Instructor signature required after the **first** class meeting." Obviously this needs to be made consistent, but which statement do we want to change?*

The fall class schedule gives students contradictory information about when an instructor's signature is required to add a class. The schedule indicates both that the instructor's signature is required after the first class and that the instructor's signature is required only after the second class meeting (p. 2, 5, and 8 of the fall schedule of classes). Kevin O'Rourke, Dean of Enrollment Management, stated his desire to implement the policy that faculty desire and to revise future semester schedules so that the stated policy is consistent.

Much discussion followed, beginning with review of the Senate's position on this question during a meeting last December. Minutes from the meeting indicate that the Senate Executive Board members at that meeting were evenly divided between requiring a signature after the first class meeting and requiring it after the second class meeting, so no clear direction was given. The policy requiring instructor's signature after the first class meeting (p. 2 in the fall schedule of classes) arose in response to this discussion. However, the earlier policy, which required instructor signature only after two class meetings, remained on other pages in the fall schedule.

Kendall Crenshaw suggested that the policy state **hours** of class rather than number of class meetings, since some class meetings can equate to hours, even weeks of curriculum covered. Later discussion indicated this might be an impractical solution, since each potential add would involve someone hand counting the number of hours a class had met in order to determine whether or not a signature was required.

Opinions were expressed both for requiring instructor signature after the first meeting and for requiring it after the second meeting. Some were concerned that students would have difficulty finding instructors or feel intimidated, and they therefore favored requiring the signature after two class meetings. Others were concerned to assure that students receive first day handouts and complete homework assigned for the second class meeting, and the favored requiring the

signature after one class meeting to give them a chance to connect with the student wishing to add. Yet others reiterated that if an instructor's signature is not required until after the second meeting, in many instances students would have missed 12-18 hours or two full weeks of class.

Frank asked Senate Executive Board members to check with the faculty in their divisions. He agreed to send Senate Executive Board members the wording to use in polling division members regarding the time frame for requiring instructor signatures to add a class. Senate Executive Board members will then poll their division members so that the Senate can formulate a recommendation and vote on it at the September 11, 2006, meeting.

6. Adjournment: The meeting was adjourned at 4:37.

7. Next Meeting: 3:00 pm, **Monday, September 11, 2006.**