

*approved 10/05/05*

Academic Senate

## **Open Meeting**

Monday, Nov. 14, 2005 \* 3:00-5:00 \* Room 1119

### **MINUTES**

<b>Executive Committee members present</b>					
<b>x</b>	<b>Cathy Anderson</b>		<b>Toby Bodeen</b>	<b>x</b>	<b>Carolyn Borg</b>
	Dave Bush		Candace Byrne	<b>x</b>	Stephen Concklin
<b>x</b>	Kendall Crenshaw		Jeff Cummings (N/V)	<b>x</b>	Divan Fard
<b>x</b>	Kevin Fox	<b>x</b>	Karen Henderson		Pamela Hanford
<b>x</b>	April Howell	<b>x</b>	Gary Lewis (N/V)	<b>x</b>	<b>Sue Loring (N/V)</b>
<b>x</b>	Warren Lytle	<b>x</b>	<b>Ron Marley</b>	<b>x</b>	Susan Meacham
<b>x</b>	Frank Nigro		Alan Spivey	<b>x</b>	Chuck Spotts
	Maureen Stephens	<b>x</b>	Terry Turner		Laura Valvatne

<b>x</b>	Andrea Williams		Dave Wright (N/V)		
<b>Other faculty present</b>					
<b>x</b>	Roger Gerard				
<b>Guests present</b>					
<b>x</b>	Brian Spillane	<b>x</b>	Doug Meline	<b>x</b>	Don Gray

1. Call to Order: Meeting was called to order at 3:05.

2. Approval of Minutes –10/24/05 (1 Attachment): Warren Lytle moved approval. Kendall Crenshaw seconded. The motion carried unanimously.

### 3. Reports

#### a. Plenary Session – Frank Nigro (No Attachment)

Time did not allow for this report.

#### b. Registration Debriefing- Lucha Ortega (1 Attachment):

Lucha reminded us that online registration was piloted this summer, and there have been questions about what will be changed or modified. She reviewed a quite comprehensive online registration debriefing, showing what improvements to the process have been made and which we're still working on. Don Gray was available to help answer questions on this (Gary introduced Dr. Gray to the Senate).

A big concern this semester was that students were being dropped from course because they haven't paid their fees. This has been changed so that after the second Friday of the semester, if students haven't paid, they will be send a note saying that their records/transcripts will be held until they pay, but they will not be dropped. Fees are payable at the time of registration: they become late after the second week. Everyone who has an email account on file with the college can register online. Students will all have registration dates with online registration, just like they do face to face. So, if they try to register early, they will be asked to

come back later. We'll have both online and face to face registration open at the same time so that students will have a choice. However, telephone registration is now history. Students may register for a maximum of 18 units online, unless they have previously met with a counselor who has approved a higher number.

There was a question about when we'll be able to do census online. Don noted that next year we'll be piloting roster management.

Lucha asked us to forward her any further suggestions we might have.

#### 4. Discussion/Action Items

a. Technology Planning-Doug Meline (No Attachment): *Doug Meline will discuss the role of the Academic Senate in Technology Planning.*

Doug reviewed a very detailed plan for a Technology Planning Task Force and used a PowerPoint presentation to do so. He has recently presented this plan to Cabinet. According to our current Strategic Plan, we need to come up with a Technology Plan by December 2006. Doug thinks we can come up with a plan before then.

Under the plan there will be a Technology Planning Committee whose goal is to create a Technology Plan for the campus. Within this committee will be three subcommittees. The first of these is the Instructional Technologies Work Group that will work on instructional issues. The second subcommittee, the Technology Infrastructure Group, will deal with everything from our servers to telephony. There will also be an Enterprise Systems Work Group. These three subcommittees will develop their own objectives, gather info, and this info would be used to determine the overall Technology Plan.

Cathy asked that Program Review be made more prominent on the overall task force's goals.

There was a question about how members will be selected. Gary and Lucha are handling appointments. If you have a desire to be on one of the committees, contact Gary or Lucha.

b. Distance Education Committee-Frank Nigro (No Attachment): *Discussion of the possibility that this could become a standing subcommittee of the Senate.*

Cathy and Frank have been batting around the idea of making the Distance Ed Committee (DEC) a standing committee of the Senate, like Curriculum, Matriculation, General Education, and Scholastic Standards. The DEC has been

operating for about four years now. Currently, the Senate and the President recognize DEC's advice and decisions relating to distance education.

Frank noted several reasons why moving the DEC to standing subcommittee status. According to data from Extended Ed, distance ed courses accounted for over 4,000 students in Spring 2005 and more now. This equates to about 22% of our FTEs. Frank argued that it's such a big part of what we do that Senate should be more involved with it. Frank surveyed schools across the state through the California Virtual Campus listserve and found that of the schools that do have a DEC (or equivalent), half of them placed it under the Senate; the other half had it under Curriculum. Frank noted that becoming a standing subcommittee of the Senate would give our DEC greater clout and would hopefully ensure the committee will continue on.

Cathy noted several possible problems with changing the DEC's status. For one, the DEC has lots of committee members who are not faculty members (it is divided roughly equally among faculty, staff, and administrators). A Senate subcommittee should be predominately faculty. Also, if the DEC were a subcommittee to the Senate, it could discuss issues like office hours for online instructors and contract issues, but it could not make recommendations on this.

No one expressed strong feelings about the issue one way or the other. Frank noted he would have to discuss this further with the DEC.

c. Standardized Syllabi-Brian Spillane et.al.(1 Attachment) : *Further discussion, with a vote at the next meeting.*

Cathy asked if we had any more feedback on this suggested template. Kendall noted that we need to get some wording on this about how instructors notify students of the last day to withdraw from a class. Ultimately, it was just decided to leave this the way it is.

Since there are no proposed changes, Cathy asked us to "just sit on this" till the next meeting when we'll vote on this.

d. Student Fee Hold Proposal-Lucha Ortega (1 Attachment): *Lucha will present a proposal.*

This item was not discussed, though some of the issues were covered in Lucha's report on online registration.

e. Possible Sabbatical Committee (No Attachment): *Possible joint committee with the Faculty Association to look at the future of sabbaticals.*

This issue of our current three-year drought in sabbaticals came up on the faculty listserve where it generated much discussion. Liz Waterbury posted on the listserve that Faculty Association would set up a committee to look at the issue. Cathy responded that we should form a joint Senate/Faculty Association committee. Professional development is a Senate issue; however, some of the discussion of sabbaticals could involve the contract which would necessitate a joint committee with the Faculty Association .

Working off a resolution on sabbaticals recently adopted by the state Academic Senate, Chuck moved that the Senate insist that our sabbatical rights be retained and supported. Frank seconded the motion. The motion carried unanimously.

Discussion moved to the joint Senate/Faculty Association subcommittee. Dick Fiske, Stephen Concklin, and Terry Turner volunteered to be on this committee. Stephen will initially chair it. Cathy led the Senate to create a rough outline of this committee's charge. It was decided the committee will research other colleges still doing sabbaticals and see how they're funding them. It will read our contract and see what our sabbatical rights are. Finally, it will research the position paper that the state Senate is writing. Cathy asked that we have a preliminary report by March from the subcommittee.

Gary noted that faculty salaries are very low at Shasta College. This has had a bearing on why we don't have sabbaticals now when other schools do.

Cathy put forward the idea of a faculty exchange sabbatical, which would cost us very little or nothing. It would involve faculty at our college simply doing exchanges with faculty at other colleges.

f. Program Review (2 links): *We need to modify the program review procedure to incorporate SLOs.*

Cathy asked us to visit the following links: <http://www3.shastacollege.edu/instruction/curriculum/curriculum%20images/Prog%20Rev%20-%20Academic.pdf>

<http://www3.shastacollege.edu/instruction/curriculum/curriculum%20images/Prog%20Rev%20-%20Vocational%20.pdf>

We did not have time to visit this issue, but Cathy noted that she'd really like us to get SLOs and the full institutional needs incorporated into our program reviews.

## 5. Other

A. Roger Gerard reviewed the Hospitality Management certificates he is proposing. The proposals had been forwarded by Curriculum Council, which has already approved them. Roger answered various questions about the certificates.

Ron Marley moved approval; Kevin Fox seconded. The motion carried unanimously.

6. Adjournment: Meeting was adjourned at 5:05.

7. Next Meeting: 3:00 pm, November 28 in Room 1119