

Academic Senate

**Executive Meeting**

Monday, Dec. 5, 2005 \* 3:00-5:00 \* Room 2206

**MINUTES**

<b>Executive Committee members present</b>					
<b>x</b>	<b>Cathy Anderson</b>		<b>Toby Bodeen</b>		<b>Carolyn Borg</b>
	Dave Bush	<b>x</b>	Candace Byrne	<b>x</b>	Stephen Concklin
	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		Gary Lewis (N/V)		<b>Sue Loring (N/V)</b>
<b>x</b>	Warren Lytle		<b>Ron Marley</b>	<b>x</b>	Susan Meacham
<b>x</b>	Frank Nigro		Alan Spivey		Chuck Spotts
<b>x</b>	Maureen Stephens	<b>x</b>	Terry Turner	<b>x</b>	Laura Valvatne
	Andrea Williams		Dave Wright (N/V)		

<b>Other faculty present</b>					
<b>Guests present</b>					

1. Call to Order: Meeting was called to order at 3:05. This meeting was held in Room 2206, which is equipped with approximately 30 computer workstations.

2. Approval of Minutes –11/14/05 (1 Attachment): Frank Nigro moved approval; Warren Lytle seconded. The motion carried unanimously.

### 3. Reports

a. Plenary Session – Frank Nigro (No Attachment): Frank reported on the Nov. 3-5 state Senate Plenary Session that he attended as a presenter and delegate. Some of the more salient resolutions he voted on included the modification to the Math/English requirements; Compton College; sabbaticals and staff development; and academic honesty. On our Senate webpage, he has created a link to the state Senate site showing which resolutions passed. We can access it at <http://www3.shastacollege.edu/senate/Fall2005Resolutions.pdf>.

b. Cathy reviewed the General Ed Committee's proposals regarding the math classes. The state will almost certainly be raising the math requirement for the degree to at least Intermediate Algebra, which here is Math 102. The Math Department would like to raise the math requirement for the AA degree (not the AS degree, which includes all the vocational classes) to a transfer level math class (anything which has Math 102 as a prereq). So, vocational classes would not be affected, except by the forthcoming state requirement to raise the math requirement to Math 102.

### 4. Discussion/Action Items

a. Standardized Syllabi-Terry Turner (No Attachment): *There have been no changes since the last meeting.*

Cathy has received no further comments or feedback on this. Divan Fard moved that we approve the document. Kevin Fox seconded the motion. The motion carried unanimously.

b. Overview of Flex Day-Cathy (No Attachment): *Planning the sessions for Flex Day.*

Cathy wrote down the Flex Day schedule for spring on the whiteboard. From 8-9:30 a.m. there will be the President's address, as usual. From 9:45 to 12:00 on Flex Day there will be an SLO presentation led by Cathy's SLO subcommittee. This presentation will explain to the entire faculty how to create individual course SLOs as well as assessment tools. She hopes that instructors will be able to walk away from the session able to create SLOs for their courses. From noon to 1:00 p.m., the Faculty Association will host lunch, and from 1-2:30, the different division reps will conduct breakout sessions on SLOs. During these breakout sessions, the division reps will organize their faculty in whatever way they choose to begin completing the course SLOs. Thus, the breakout sessions will mainly be organizational meetings that we can lead any way we want to. After 2:30 we will have division and department meetings.

c. SLO Work (Bring a college catalog): *Opening folders and starting documents that will be needed on Flex Day.*

Cathy gave the division reps a small task to do prior to the January Flex Day. Cathy directed everyone to go to the I-drive on their computers and directed us to the:

Student Learning Outcomes folder;  
"AA AS Degree Assignments" file

She showed us how to create folders on the I drive for each of the degrees. Then, she showed us how to create folders for each course. This needs to be done for all courses before the next Flex Day. The Senate began working on creating folders for the degrees and courses.

d. Other

1) Scholastic Standards business (2 attachments): In recent semesters Scholastic Standards has seen a sharp increase in the number of students who request to pay their fees late. Scholastic Standards is recommending that such cases be sent to the deans. The Senate discussed whether we agree with Scholastic Standards that these appeals should not be heard by Scholastic Standards Committee because they're not academic issues.

Frank Nigro moved that the Senate agrees with Scholastic Standards that student late registration fee petitions are not academic matters, and that therefore the Scholastic Standards Committee should not be hearing these cases. Terry Turner seconded the motion. The motion carried unanimously.

Cathy will send note to Don Gray asking that he look at the proposal by Scholastic Standards on how to deal with such cases.

2) Industrial Technology Certificate (1 attachment): Warren Lytle moved approval of this certificate; Susan Meacham seconded. The motion carried unanimously.

3) Fire Technology extension request on Program Review: Fire Technology is requesting a Program Review extension. Cathy noted we only grant these under extraordinary circumstances. The circumstances in this case are that we have a brand new fire chief who has spent the whole semester writing and rewriting their curricula. There simply hasn't been time to do the Program Review. Kevin Fox moved we grant the extension but that the next review will be due on schedule in 4 years' time. April Howell seconded. The motion carried unanimously.

5. Other: none.

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

7. Next Meeting: 3:00 pm, December 12 in Room 1119.