

Academic Senate

## Executive Committee Meeting

Monday, Mar. 26, 2007

3:00-4:45 p.m.

Room 1108

### Minutes:

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

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# 1. Call to Order

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

## 2. Approval of Minutes – 3/12/07 (1 attachment)

Susan Meacham moved and Ray Nicholas seconded approval of the minutes from the 3/12/07 meeting. Susan Meacham pointed out a correction on sec. 5A, VATEA funds. Correction was noted and minutes were approved with the correction.

## 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.

No person came forward to comment.

## 4. Reports

### a. Report from Instructional Council (Susan Meacham)

IT people are moving ahead with purchase of computers for faculty.  
 Lenore Frigo has been selected to coordinate SLO efforts on campus and will receive 40% reassignment for these efforts.  
 FTESs have been calculated as down 10.1% from enrollments last year. This calculation was coupled with a discussion of class size in online classes and the conclusion that the College lacks an enrollment management plan for online classes.  
 Senate members questioned how many late starting classes there are that may raise enrollments and also whether enrollments are always calculated the same way.

### b. Report from the Senate President (Frank Nigro)

Frank reminded executive board members that our next meeting will occur on the first day back from spring break. He expects a full agenda and will get materials out to members this Thursday.  
 Frank also commented on data required for program reviews. He has been asked to put together a team that would develop a set of common data for program reviews.

Frank is also looking to standardize what information is used to determine hiring priorities. Frank will be putting together a team to work on these criteria as well.

c. Senate representative and officer elections (1 attachment): *As a reminder, we will be electing new officers at the April 9 meeting. Division representatives, please arrange for representative elections in your respective divisions.*

Frank reminded executive board members to be sure their divisions elect new representatives for next year. Next meeting will also see the election of new Senate officers. At-large elections will be held this week by ballot using Survey Monkey.

## 5. Discussion/Action Items

a. Senate officer reassigned time (Frank Nigro; 1 attachment): *Two surveys done statewide indicate that Shasta College offers a relatively low amount of reassigned time for officers on the Senate and Senate-related committees. Officers on the Shasta College Senate have been keeping track of their hours since November. Frank will present the attached data and propose increasing reassigned time for certain officer positions.*

Frank discussed data on the attachment demonstrating that other rural California community colleges' Senates work with considerably more reassigned time than does Shasta College. He proposes asking for 120% reassignment, to be distributed 60% to Senate president, 20% split between vice president and secretary, 30% for Curriculum chair, and 10% for Matriculation chair.

Cathy Anderson moved that Frank officially request reassigned time 60% for president, 30% for Curriculum chair, 10% for Matriculation chair, 10% for vice president, 10% for secretary and an additional 10% for the Senate representative to Instructional Council—a total of 130% reassignment. Stephen Concklin seconded the motion. The motion carried.

b. Program Review timetable (Frank Nigro; 1 attachment forthcoming): *We need to approve the Program Review timetable.*

Frank reviewed the program review schedule prepared by Caryn Bailey to reflect the reorganization of divisions. Frank suggested one change to the document: moving Basic Skills/Reading/ESL so that it is again reviewed in 2011/12. Cathy Anderson will talk to math basic skills instructors and Leo Fong will talk to English basic skills faculty to gauge their response to the proposed change.

c. Fall Flex Day (Frank Nigro; no attachments): *At some point HR will ask for representatives to help plan Flex Day. Any volunteers?*

Frank will send out an email soliciting volunteers to work with Pat Demo to design the fall flex day.

6. Adjournment

The meeting was adjourned at 4:00 pm.

7. Next meeting: ***Monday, April 9, 2007, in Room 1108***