

**Academic Senate  
Executive Committee Meeting  
Monday, May 14, 2007  
3:00-4:45 p.m.  
Room 1108**

**Minutes:**

| <b>Executive Committee members present</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              | <b>X</b> | Lenore Frigo        | <b>X</b> | Karen Henderson      |
|  | Pamela Hanford        |          | Jason Kelly         | <b>X</b> | Guy Klitgaard        |
|  | <b>Ron Marley</b>     | <b>X</b> | <b>Erin Martin</b>  | <b>X</b> | <b>Susan Meacham</b> |
| <b>X</b>                                   | Doug Milhous          | <b>X</b> | William Cochran     | <b>X</b> | Ray Nicholas         |
| <b>X</b>                                   | Frank Nigro           | <b>X</b> | Terrie Snow         | <b>X</b> | Robert Soffian       |
|  | Maureen Stephens      | <b>X</b> | Ramón Tello         | <b>X</b> | Andrea Williams      |
|  | Dave Wright (N/V)     |          |                     |          |                      |
| <b>Other faculty present</b>               |                       |          |                     |          |                      |

|          |                   |          |   |          |              |
|----------|-------------------|----------|---|----------|--------------|
| <b>X</b> | Robb Lightfoot    | <b>X</b> | Carolyn Singh [for<br>Maureen Stephens] |          |              |
| Guests   |                   |          |   |          |              |
| <b>X</b> | Catherine Jackson | <b>X</b> | Keith Brookshaw                         | <b>X</b> | Lucha Ortega |

#### 1. Call to Order

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

#### 2. Approval of Minutes – 4/23/07 (1 attachment)

Ray Nichols moved to approve; Robert Soffian seconded. The minutes were approved as distributed.

#### 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.

There being no members of the public attending, the meeting moved to the Reports section of the agenda.

#### 4. Reports

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

Susan reported on agenda items from the Instructional Council meeting the week before last. The first item: Lucha Ortega will be spearheading an enrollment management committee that will emphasize increasing enrollment and retention. Dr. Ortega reported that this ongoing committee will set targets and strategies for improving access, retention and success, strategies specific to Shasta College and based on data related to our constituencies' needs. This group will make recommendations to appropriate College groups. Frank asked that anyone interested in serving on this to contact him or Lucha.

A second IC item reiterated establishing a committee that will assure consistency between program reviews across campus and connect hiring priorities to program review. Frank noted that the Senate group working on program reviews, with the addition of Jeroen Dragten, will merge with a group from IC and work to assure

appropriate use of the data and recommendations generated from program reviews.

A third item: there is state-wide discussion of the placement exams used in California community colleges, and our placement instruments will be revisited in line with these state-wide efforts in assessment and placement.

b. Report from the Senate President (Frank Nigro)

This meeting, our president interjected his report items as discussion followed reports from Instructional Council and on the State Senate Plenary meeting.

c. Report from Senate Plenary Session (Lenore Frigo, Robb Lightfoot)

Robb Lightfoot thanked the Senate for the opportunity to attend, since he is interested in becoming more involved in Senate matters, curriculum in particular. He noted his attendance on a breakout session on curriculum, which focused on why courses were offered in the format in which they are offered, e.g., credit, non-credit, community education. He also attended a breakout session on leadership, which centered on the need to develop leadership for the community colleges and what different colleges do to encourage leadership. Mark Lieu, state Senate VP, in his position statement noted four issues of pressing interest to the State Senate: basic skills; orientation, assessment, and placement; visibility and support for non-credit courses; and turnover of senior leadership in the system. Lenore reported on breakouts she attended, in particular one on Title 5 changes that will disallow the GE major. A second breakout session revealed that information competency is becoming a competency to be infused in the curriculum, even in basic skills classes.

## 5. Discussion/Action Items

a. Tenure Review Committees for 2007-2008 (Frank Nigro; 1 attachment): *We need to approve the Tenure Review Committees proposed for next year.*

Frank referred executive board members to the distributed list of tenure review committees' composition. Susan Meacham moved, and Lenore Frigo seconded approval of the list. The motion carried.

b. Retreat Rights certification (Frank Nigro; no attachments): *The committee evaluating Kevin O'Rorke's retreat rights application in the area of Education gave their approval. In turn, as per our policy, Senate needs to verify that the procedure was followed and approve the recommendation.*

Frank read the committee's opinion that Kevin O'Rorke met requirements for retreat rights. Frank attested that the proper procedures were followed, and he would so inform Human Resources of this certification.

c. Academic Honesty Policy (Cathy Anderson, Doug Milhous, Candace Byrne; 1 attachment): *The policy has once again been revised to reflect Senate concerns and our discussion.*

In reviewing the attached document, “Academic Honesty Violation Procedure Recommended for Faculty,” the Executive Board determined to delete the option “I have dropped the student from the course” from the Academic Honesty Violation Form. In addition, the underlined clause in the following statement (from the first paragraph of the document) was added: “If an instructor determines that a student has committed an act of dishonesty in his/her course, as described either under the Code of Conduct in Board Policy 5500 or in his/her first-day handout, then it is recommended that, after the instructor notifies the student of the action he/she has taken, the instructor fill out the instructor portion of the Academic Honesty Violation Form and submit the original of this form to the Dean of Students and Support Programs and a copy of the form to his/her division dean.” Candace Byrne moved to approve the recommended policy and Ramon Tello seconded the motion. The motion passed.

d. Program Review update (Ron Marley; no attachments): *Two meetings ago we appointed several Senate members to work on Program Review issues. We will get an update on this and on some new developments.*

Vice President, Academic, William Cochran agreed to oversee the efforts to assure appropriate readings and responses to program reviews. This effort is detailed above in Susan Meacham’s report from Instructional Council.

e. Computer Literacy (Frank Nigro; 1 attachment): *Last fall Frank called together a group tasked with defining “computer literacy” so that we could begin to explore establishing a computer literacy graduation requirement, as recommended in the last accreditation report. Attached is what came out of this along with some suggestions on how it might be satisfied. Once Senate approves this, we will send it on to General Ed to explore how it might be implemented.*

Frank reviewed the document “Definition of ‘Computer Literacy,’” and he commented that he thought the group who worked on this document had come to as much agreement as possible in creating the document. After agreeing to some corrections (addition of “to” to the first sentence; substitution in #5 of “portable storage devices” for “memory sticks”; and substitution of “skills demonstration” for the phrase “a hands-on exam” in the fourth bulleted statement on p. 2), the Executive Board approved this document. Frank will make the corrections, and he and Doug Milhous will review it one more time before passing to the General Education Committee.

f. Math/English Requirements recommendation (Frank Nigro; 1 attachment): *Last fall Frank called together a Math/English Requirements Implementation Team to*

*make recommendations to the College in preparation for the new requirements that will go into effect in fall 2009. Attached are the recommendations of this team.*

Frank reviewed the recommendations. Ray Nicholas moved and Doug Milhous seconded approval of the recommendations. The motion carried.

g. Recommended Hiring List in support of Online Instruction (Lenore Frigo; 1 attachment forthcoming): *Lenore will speak to the issue of support for online classes and present us with a proposal.*

Discussion centered on which functions are more administrative; general agreement emerged that a faculty leader would be best suited to oversee these improvements to instruction. William Cochran pointed out that administrative oversight of online courses has been assigned to Tom Orr. Andrea Williams moved approval of these recommendations, and Candace Byrne seconded this motion. The motion passed.

7. Adjournment: The meeting was adjourned at 4:50.

8. Next meeting: ***Monday, August 27, 2007, in Room TBA***