



Final MINUTES – PRC

September 04, 12:30-2:00 pm

Zoom: <https://shastacollege-edu.zoom.us/j/88580380637>

Meeting ID: 938 6264 0507 Password: Hilton

**PRC Fall meeting dates: 1ST &
3RD Thursday 12:30-2:00**

- 1. Sept 04**
- 2. Sept 18 (PRC Kick-off Party)**
- 3. Oct 02**
- 4. Oct 16**
- 5. Nov 06**
- 6. Nov 20**
- 7. Dec 04**

Voting Members			
x	Roger Gerard- Earth & Environment	x	Aaron Maready - Public Safety
x	Carie Rosensteel - Representing Academic Senate		Rob McCandless - Representing Counseling (at large)
x	Nancy Skaggs - Representing Health & Wellness		VACANT - Representing Visual & Performing Arts
x	Dan Bryant—Representing Industrial Technology	x	Paul Calkins - Representing Language & Literature
x	Tom Martin - Representing Business & Hospitality		VACANT - Representing Extended-Education
	VACANT – Representing Education	x	Morgan Hannaford—Representing Science, Technology, Engineering Math, (STEM)
	VACANT - Representing People, Culture & Society	x	Quorum: YES (8 voting members)
Student Membership			
x	Jessica Sarver - CTE Student		VACANT - GE Student
Administration Membership			
x	Stacey Bartlett - Co-chair, Representing Administration (non-voting)	x	Mark Klever - Representing Administration (non-voting) -
Other Membership			
x	Crystal Hilton - Faculty Co-Chair (at large), People Culture Society (non-voting)	x	Cassie Leal – Representing Research (non-voting)
	Sara Holmes – Representing EWD (non-voting)	x	Iva Gallmeister – Representing Office of Instruction (non-voting)

1. Call to order – 12:30pm
2. Introduction of guests/new members – Introductions of committee members and guests: Kimberly Carlson – SLO coordinator, Ron Zimmerman, Zachary Gifford, and Andrew Patterson.
3. Approval of the agenda – Carie Rosensteel motioned to approve agenda, Paul seconded. No discussion, motion passed.

4. Review/Approve minutes (April 24, 2025) – Carie Rosensteel motioned to approve with amendment to spelling; Aaron Maready seconded. No further discussion, motion passed.
5. Discussion/action items:
 - a. **Timelines** – Crystal presented timeline review. Overview of gold, green and silver team duties.
 - b. **First review revised Bylaws** – Stacey presented review of By-law edits.
 - c. **First review revised Handbook** – Stacey presented review of Handbook edits. The Handbook will be fully digitally available on PRC webpage only.
 - d. **First review revised CIPR template** – Cassie and Crystal presented on CIPR template streamlining. Stacey provides overview of simplifications and elimination of redundancies as well as the addition of Accreditation Standards.
 - e. **First review Revised CIPR rubric** – Stacey gives kudos to Cassie (and Crystal) for her edits of the rubric making it more user friendly and clear.
 - f. **Voluntary Discontinuance: CL.3452 Digital Art & Design** – Stacey provided background on discontinuance and provided review of document. Andrew Patterson and the Art Department brought forth the discontinuance. Andrew discussed considerations for discontinuation of CL. Art department wanted to focus on fine art. Paul Caulkins motioned to approve; Tom Martin seconded. No further discussion, motion passed.
 - g. **Kick-off party:** Thursday Sept 18 5pm Crystal's House 3763 Thomason Trail 96002 Gate Code: #4040 (Park on Crystal's side of street) – Crystal discussed kick-off social.
 - h. **Other** - none

6. Parking lot: What makes a “good program”?

Stacey talked about the nature of PRC.

Crystal mentioned Katie Leach is a member but she's unsure of her position at this time.

Stacey adjourned meeting at 1:36pm.