



FINAL Minutes – PRC

September 18, 12:30-2:00 pm

Zoom: <https://shastacollege-edu.zoom.us/j/86317708219>

**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	x	Rob McCandless - Representing Counseling (at large)
x	Nancy Skaggs - Representing Health & Wellness	x	Andrew Patterson - Representing Visual & Performing Arts
x	Dan Bryant—Representing Industrial Technology		Paul Calkins - Representing Language & Literature
x	Tom Martin - Representing Business & Hospitality	x	Katie Leach - Representing Extended-Education
	VACANT – Representing Education	x	Morgan Hannaford—Representing Science, Technology, Engineering Math, (STEM)
x	Zachary Gifford- 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)		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)
x	Sara Holmes – Representing EWD (non-voting)	x	Iva Gallmeister – Representing Office of Instruction (non-voting)

1. Call to order – 12:31pm
2. Introduction of guests/new members – Katie Leach, Zachary Gifford, and Andrew Patterson’s are new official committee members. Will Breitbach and Kimberly Carlson from SLO Committee.
3. Approval of the agenda – Aaron Maready motioned to approve agenda, Jessica Sarver seconded. No discussion, motion passed.

4. Review/Approve minutes (Sept. 04, 2025) – Carie Rosensteel motioned to approve; Iva Gallmeister seconded. Nancy Skaggs proposed a spelling edit. No further discussion, motion passed.
5. Discussion/action items:
 - a. Second review revised Bylaws – Stacey discussed changes made to Bylaws. Jessica Starver motioned to approve, Carrie Rosensteel seconded. No further discussion, motion passed.
 - b. Second review revised Handbook – Stacey reviewed revisions to Handbook. Handbook will be digital only. Will Breitbach and Carie Rosensteel suggested minor edits. Stacey added an additional spelling edit. Iva Gallmeister motioned to approve, Carie Rosensteel seconded. No further discussion, motion passed.
 - c. Second review revised CIPR template – Stacey discussed significant changes to the template. Carie Rosensteel suggested an edit and asked questions regarding CTE programs, transferability and stacked certificates. Carie Rosensteel motioned to approve, Tom Martin seconded. No further discussion, motion passed.
 - d. Second review Revised CIPR rubric – Stacey discussed significant edits to CIPR rubric. Kudos to Cassie Leal for her edits to the rubric. Roger Gerard motioned to approve, Nancy Skaggs seconded. No further discussion, motion passed.
 - e. Kick-off party: Thursday Sept 18 5:30 pm Crystal's House 3763 Thomason Trail 96002 Gate Code: #4040 (Park on Crystal's side of street)
 - f. Pick Silver Teams! – Crystal (with Carie's assistance) discussed duties of the Gold, Silver and Green teams. Silver team Captain will be member of the Green team. Crystal asked for volunteers for teams. Silver works in November, Green is March/April.
 - g. Other – Crystal will be creating new training videos in the future
6. Parking lot: What makes a "good program"?

Stacey adjourned meeting at 1:37pm.