



Academic Senate

College of the Siskiyous

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<https://www.siskiyous.edu/academicsenate/>

Academic Senate Executive Council Minutes

Friday, February 2, 2024

11:00 am – 12:00 pm in DLC Rm #3

Attendance:

Char Perlas, Liz Carlyle, Andrea Craddock, Ann Womack, Jayne Turk, Sara, Montgomery, AJ Sikora, Tyler Knudsen, Patrice Thatcher-Stephens, Christina Van Alfen

Convened at: 11:02 am

1. OPEN SESSION

2. OPPORTUNITY FOR PUBLIC COMMENT

3. APPROVAL OF MINUTES

Minutes from the December 1, 2023 meeting were unanimously approved.

4. DISCUSSION AND ACTION ITEMS

a) Workforce Hiring Guide – Dr. Char Perlas

The hiring guide can be accessed via mySiskiyous.

Most changes are due to need to shift duties to the hiring chairs to reduce workload in HR. This is necessary due to high turnover and lack of staff in HR.

Checklists in the guide are meant to help streamline the process.

Page 8, section 1.2 says that faculty job descriptions written by hiring committee, but this isn't reflected in the process as described. It should be listed as part of the hiring committee duties.

Scoring paper screening – The current scoring system works by totaling each candidate's score across all the screeners. This is a problem when some members of the committee tend to give a lot of points and others don't. The individuals who give more points get more weight in the decision. Ranked choice voting would remove this potential bias. It

was noted by other Exec members that this hasn't been an issue on committees they have served on. There was thoughtful discussion and clear top candidates favored by all committee members. Committee could be given discretion to creating rankings however they choose. How many committees has this impacted? Would rank choice have changed the outcome? We need to be able to quantify differences in the rankings and provide justification.

Add criteria for when to call failed search including if all candidates were ranked last by least one committee member.

Committee makeup (page 12): Do not separate discipline versus non-discipline faculty. CSEA and ASM representatives should not be required because their inclusion dilutes faculty votes. Faculty do not serve on CSEA or ASM committees, so they should not be on faculty committees unless there is a compelling reason.

Page 16 – need to incorporate impact of screening for minimum qualifications and equivalency on the timeline. It may be helpful to add rolling screening for min qual and equivalency.

FT faculty should have the opportunity to be involved in the process for hiring PT faculty.

Hiring committee chair schedules interviews under the current plan. Clarify that this won't be hiring committee chair since voting member of committee should not have outside contact with candidates.

b) Bookstore discussion – Sara Montgomery

Communication between faculty and the bookstore needs to be improved.

There has been frustration around the textbook adoption process. An electronic textbook adoption software platform is on list for IT to implement, but this will likely take several semesters.

RedShelf versus VitalSource – Both offer digital textbook titles. We have been using VitalSource, but downside is that it is more expensive and has a higher learning curve versus RedShelf. RedShelf is more affordable but has a more restricted range of publishers, and a less intuitive interface. Faculty chose VitalSource after extensive discussions and research because with RedShelf students automatically get charged and would need to opt out. Faculty prefer to continue using VitalSource over RedShelf.

Faculty are frustrated with how textbook adoption information is requested and submitted and would prefer individual emails that listed book previous book, asking if you want to continue using it. This would help improve the timeliness of providing information to the bookstore.

The bookstore can't be held responsible if books aren't available if faculty don't respond to the bookstore in a timely manner.

Textbook adoption deadlines could be put on the academic calendar.

The textbook adoption due date for spring 2024 was when faculty were off contract. More communication would be helpful, including reminder emails.

Faculty want reassurance that textbook adoption requests will be honored.

Deans could help ensure faculty have submitted their textbook requests.

Can the bookstore please send textbook information from previous semester? AJ and Sara have been shown the email that Ryan used to send and are trying to find a way to do this while waiting for IT to implement software. Student workers will help create customized emails once they get another computer to work on.

Suggestion to create a shared master spreadsheet to send to faculty in a blanket email. Faculty can find their information from the previous semester and check a box to indicate that they would like to continuing the same book(s). The spreadsheet would also be shared with the deans, so they can track who has completed their textbook adoptions.

For summer and fall, the bookstore will work on a textbook adoption timeline that corresponds with the schedule development timeline.

Suggestion to create a small taskforce with a faculty member, bookstore representative, and someone involved with schedule development to help work on these processes.

- c) Update on DL Ongoing Professional Requirements
- d) Assessment Philosophy Statement – Ann Womack and Liz Carlyle
- e) AI Policy for Academic Purposes
- f) Taskforces on GE categories

5. OFFICER REPORTS

- a) President
 - i) Academic Senate agenda
- b) Vice-President
- c) Secretary
- d) At-Large

Adjourned at: 12:01 pm

Academic Senate Officers:

President: Andrea Craddock

Secretary: Ann Womack

At Large: Tyler Knudsen

Vice-President: Patrice Thatcher

At-Large: Jayne Turk

Past President: Ron Slabbinck

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