



## **Academic Senate**

College of the Siskiyous

800 College Avenue, Weed, CA 96094

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

## **Academic Senate Executive Council Minutes**

Friday, March 1, 2024

11:00 am – 12:00 pm in DLC Rm #3

### **Attendance:**

Patrice Thatcher-Stephens, Andrea Craddock, Jayne Turk, Christina Van Alfen, Tyler Knudsen, Jude

**Convened at:** 11:00 am

### **1) OPEN SESSION**

### **2) OPPORTUNITY FOR PUBLIC COMMENT**

### **3) APPROVAL OF MINUTES**

The minutes from the February 23, 2024 meeting were unanimously approved pending the addition of the definition for efficiency, which is cost of faculty / staff and supplies divided by FTEs.

### **4) DISCUSSION AND ACTION ITEMS**

#### **a) Update on Bookstore Textbook Submissions – Christina Van Alfen**

Christina worked with Sara to incorporate feedback provided by Senate Exec into the textbook adoption spreadsheet.

Sara will include directions how to note changes in the spreadsheet in the first page of the workbook and in her email to faculty.

Sara checks enrollment regularly before the class begins. The bookstore is asking for faculty to estimate the percentage of students who will be buying books to guide the number of copies to order. Expertise from bookstore manager and historical data may still be useful in making these decisions, however the enrollment landscape has changed so much it might not be valuable.

The bookstore needs to be included in course add emails to make sure they are on the spreadsheet. Sara also checks the schedule. If a course is missing, faculty should add it and highlight it in yellow.

For newly hired faculty, the classes will be on the schedule, but we won't have candidates until after the book adoption due date. Sara can follow up with Deans to get information from new hires. New hires should be paid for work that occurs before they are on contract in August including identifying textbooks.

There was a suggestion that it would be helpful if the spreadsheet had links so faculty could see an image of the textbook. In the new software, there will be a visual of the textbook. There isn't time to implement this for textbook adoptions for summer and fall.

In her email to faculty, Sara will let faculty know that they don't need to reply over break but still send a reminder over break.

Faculty will be notified by May 3 if a selected textbook isn't available.

There was suggestion to send the final reminder as a meeting invite so it ends up on people's calendars.

Andrea will reach out to Deans about summer and fall schedules. Faculty need to know what classes they are teaching so they can plan their textbooks.

A place on the spreadsheet to note eBook requests will be added. An addition, new columns will be added to note if the textbook is OER and a place for a hyperlink.

The spreadsheet will make it easier to generate the list of ZTC courses each semester.

If instructors make edits after the due date, it could get confusing, so it was suggested that the spreadsheet be locked after final date. Faculty will need to reach out directly to the bookstore with changes.

Regarding copies and on-demand printing of OER – the library can't print longer books due to constraints. There is a spiral binder available in the library. The bookstore might be better able to handle this since they have more student workers. The library gets a lot of requests for paper-based version of online books. The bookstore will need to gauge costs per copy. Some books, including the art history book, require a higher quality color printer.

Christina has encouraged the Deans to ask faculty who have stopped using the bookstore to reconsider. Some students rely on book vouchers that can only be used at the bookstore.

Some OER are easy to get hardcopies of, but other are more challenging. It would be helpful for faculty to understand where the dividing line is so we can plan for that.

Will the bookstore be ordering graduation cords as they have in previous years or is that up to the faculty? Christina will check with Sara.

This will be a discussion item at the Senate meeting.

b) Academic and Career Pathways (Guided Pathways)

The Counseling office and Curriculum Committee helped revise the proposed pathways. The new groupings are modeled after Bakersfield College.

We need to clean up our degree offerings based on the courses we're able to offer. Mark Fields will be coming to the Academic Senate to discuss this issue.

Can degrees live in more than one pathway? This might be an appropriate option for EMS, Paramedic, ADHS, Communication Studies (many courses double count for general education requirements).

The STEM pathway could be remade science and math since we don't offer any technology or engineering degrees.

c) Use of AI for Academic Purposes

A statement about the use of AI in the workplace was added. Other small modifications were suggested.

d) Criteria for including course in GE category

Andrea created a decision tree to be used in determining if a course should be included in a GE area. It was commented that the decision tree does not take into account course sequencing or breadth. Only the first class in a sequence should be used for GE.

i) Faculty members included in each GE category

It would be helpful to have objective criteria for determining who to include in discussions for each GE area. There may be a need to include part-time faculty.

Senate Exec will develop criteria and bring to Senate.

## 5) OFFICER REPORTS

a) President

i) Academic Senate Agenda for March 8

b) Vice-President

c) Secretary

d) At-Large

**Adjourned at:** 12:15 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

It is the policy of College of the Siskiyous not to discriminate on the basis of race, color national origin, sex or disability in its educational programs and its employment practices.

(<https://www.siskiyous.edu/humanresources/nondiscrimination.htm> and  
<https://www.siskiyous.edu/mainfiles/titleIX.htm>)