



ACADEMIC SENATE MINUTES
DLC 3 and RHSI 119
Friday, October 16, 2015

A. READING AND APPROVAL OF MINUTES

[Minutes of September 18, 2015](#)

M/S JHeath/Clarke/Approved

B. REPORTS FORM COMMITTEES

- Curriculum: Need someone to replace Maria
- Flex: They have approved some individual requests.
- Program Review: Resource requests were extracted, compiled into a list, and shared with Instruction Council. There are still a couple of peer reviews that need to be completed.
- Equivalency: One application to be reviewed
- Budget: no report

C. REPORTS FROM SPECIAL COMMITTEES

- Distance Education: Members—P Thatcher-Stephens, S Abbott, M White, N Shepard, F Cortese, J Gilmore, T Frisbie. (1) Mission Statement approved. (2) Website in development for the committee. (3) Created a to-do-list. (4) Statewide movement to Canvas as LMS; standardizing will have some benefits, such as statewide course exchange.
- **MOTION** (Gilmore / Ismael APPROVED unanimously) to approve the mission statement. Discussion: Will there be a training requirement to use Canvas? Not decided yet. Will faculty be compensated for extra time for training, and how? DE Committee is working on a policy to ensure equitable training/support for all DE faculty.

D. ACTION ITEMS

none

E. DISCUSSION ITEMS

1. Hiring process fixes
 - Job description creation: Experience of the Counselor hiring committee—they made changes to the job description, but none of those changes were incorporated into the brochure that went out.
 - Ed K. shared that it would have been nice to have been notified sooner that he had the position rather than so close to the start of the semester.

Academic Senate Officers:
President: Sean Abel
Secretary: Steve Reynolds
At Large: Bill Hirt

Vice-President: Cheryl Coppin
Past President: Jerry Pompa
At Large: Sean Kenny

- Concerns regarding EEO discussed, esp. EEO training. Webinars are OK, but local training would be helpful, with opportunities to discuss and to apply state regulations to local process.
 - Video campus tour idea discussed. It should simulate an in-person tour for applicants who Skype their interview.
 - Tours: faculty members should tour faculty applicants.
 - Rejection letters should be sent in a more timely fashion, sensitive to applicants.
 - For adjunct applicants: a letter of notification that the College has received their application. Communication!
 - Automate. HR should create an online application process.
 - Lunches with finalists.
2. Flex ideas for preapproved activities
 - ASCCC events, institutes, plenaries.
 - Program Review work: negotiating dedicated flex day/s
 - Online training in online pedagogy and best practices
 - Webinars
 - Accreditation training, team training, participation on visiting teams
 - EEO training
 3. Thanksgiving / Student invitations: Invitation were sent to students. Who is interested in hosting students for Thanksgiving?
 4. Campus Connection ideas? (ran out of time)

F. NEW BUSINESS

1. Course cancellations: If you have received a message that a course you proposed for Spring was removed from the schedule, or if you were asked to provide a rationale to your dean or VP to keep a course on the schedule, contact Jayne.
2. Reminder: Complete the Ellucian survey.
3. Faculty evaluation idea: student surveys can be automated.
4. FTEs brief report:
 - ISAs: 868
 - Fall to fall comparison: -61
 - transfers: CSUs 14 compared to FRC 44, Shasta 319