



Academic Senate

College of the Siskiyous
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www.siskiyous.edu/academicsenate/

Academic Senate Minutes

Friday, April 8, 2024
2:00 pm in DLC Rm #3

Attendance:

Voting: Tim Frisbie, Jayne Turk, Linda Chrisman, Jennifer Reynolds, Ann Womack, Tyler Knudsen, Andrea Craddock, Mike Tischler, Maria Fernandez, Sherice Bellamy, Lyndi Scholl, Leigh Moore, Adam Groppi, Carly Zeller, Noelle Collier, Michelle Knudsen, Emaly Brann, Wenli Chang, Kirk Thomsen, Kyle Heath, Liz Carlyle, Shannamar Dewey, Sarah Kirby, Jenny Heath, Alison Varty, Dawn Jacobson, Lou Mero

Nonvoting: Valerie Roberts, Charlie Roche, Christina Van Alfen, Kaci Masson, Char Perlas, Patrick Walton, Kim Peacemaker

Convened at: 2:00 pm

1. PUBLIC COMMENT

There will be an optional Flex on April 20. A corrected schedule will be emailed. Please RSVP for record tracking and lunch arrangements. Only one seminar is required for Flex credit.

2. ANNOUNCEMENTS

a) Featured Faculty idea in COS social media – Kaci Masson

Kaci is creating faculty spotlights so students can get to know their instructors before they come to classes. The spotlights be posted on social media. Please email Kaci if you are interested in participating.

b) Senate Exec Elections timeline

i) The deadline for nominations is to be 5:00 pm, the third Tuesday in April (Tuesday, April 16th)

Ann Womack and Ron Slabbinck are proposing running as Co-presidents.

Article 3 Section 3 of the Academic Senate Constitution states that the Executive Committee shall, not may, include a singular President. An amendment to the constitution may be required to allow for Co-presidents.

Any amendments must address multiple issues. Can one president alone speak on behalf of the Senate or are both required? How are disagreements resolved if there are multiple presidents?

Senate President Andrea Craddock has reached out to the ASCCC for guidance but has not heard back.

Jayne Turk has served as election committee chair in past election but cannot serve this year in good conscious if Co-presidents are on the ballot.

The constitution should state that those running for a Senate position should not serve on the election committee.

The idea of having Co-presidents is useful to consider because it is often hard for faculty to give up 10 LHE worth of teaching. Also, collaborating with another person can be really helpful when trying to move work forward. Proposed Co-presidents could switch off President/VP duties with one of them formally serving as President while working toward a change to the constitution. This is a formality that would honor the constitution.

- ii) Elections shall take place on the first Tuesday and Wednesday in May (i.e., May 7th and 8th)

3. APPROVAL OF MINUTES

Jayne Turk moved to approve the March 8, 2024, minutes. Kirk Thomsen seconded. The motion was approved with two abstentions.

4. ACTION ITEMS

- a) Assign faculty to committees and taskforces

- i) Election Committee – Need *three* faculty members

Andrea Craddock, Shannamar Dewey, and Liz Carlyle volunteered.

- ii) Need Chair for Curriculum Committee

Concern was expressed about the release time for this position going away. A stipend is not sufficient, as we are all overloaded. There were no nominees.

- iii) IPB needs two faculty members

Tyler Knudsen will do it if meetings are in the afternoon. Mike Tischler will consider it. Neither firmly committed.

- iv) Instruction Council needs two faculty members – Emaly Brann; Preferably also one LAS faculty member
- v) Flex needs faculty member – Emaly Brann
- vi) OER needs faculty member – Sarah Kirby
- vii) SJEDI needs faculty member – Alison Varty
- viii) Equivalency Committee needs faculty member – Sherice Bellamy
- ix) Student Services Council needs faculty member – Michelle Knudsen
- x) Faculty member volunteers to give college tours or take candidates out to lunch

Tyler Knudsen will give tours. Shannamar Dewey will take candidates to lunch. Leigh Moore will host one person.

Kirk Thomsen moved to approve all committee appointments. Jenny Heath seconded. The motion passed unanimously.

- b) Strategic Enrollment Management (SEM) Plan – Patrick Walton, Mark Fields, & Christina Van Alfen

The plan has evolved through multiple iterations and has become more specific. The major challenges addressed by the plan include the removal of hold harmless and the 40% enrollment drop the college has experienced. The plan needs to consider provisions related to the SCFF and supplemental allocation. The goal is to reach 1,750 FTEs to get out of hold harmless. The plan does not rely on ISAs to reach 1,750 FTEs. The college will still work to get ISAs but does not want to base the foundation of enrollment on them. We are currently exceeding plan goals this year.

An “Areas of Responsibility” section was added to help track and maintain progress. A glossary of acronyms was also added as requested in feedback.

Equity goals were based on groups identified by the Chancellor’s Office. By helping elevate those groups, we will support all students.

The plan will be considered by all senates and other governing bodies before going to the Board for final approval.

The plan says to add BIO degree in 24-25 and an ADT in 25-26. More FT faculty in science disciplines are needed to offer those degrees. Many goals will require resources to meet. This needs to be tied to the resource allocation process.

We also don’t have plans to add a local BIO degree. We would need to have an ADT before a local degree. The local BIO degree will be removed from the plan.

This has received feedback from Senate Exec multiple times. The SEM Committee made adjustments based on that feedback.

The SEM Plan is not set in stone and can be modified.

How does DE fit into this? Is there an assumption that everything relates to DE or do we need to call it out? Should goals specify if degrees are online? – This will be addressed in Educational Master Plan (balance of DE and in-person course offerings). Over half of our FTEs are DE, so we should be thinking about that in terms of all the goals including equity.

At one point we were at 2,500 FTEs without ISAs, which is not necessarily achievable now. We need to do more to start capturing our local HS students.

The plan includes smaller targets which will help us be flexible and agile. We can keep pushing bars up as we hit them.

The document needs to be checked for accessibility before publishing.

The equity goals are out of place and not well-integrated into the plan.

Jayne Turk's sabbatical, which would have created an FTE-generating program, was denied by the Board, so she will be voting no.

Kirk Thomsen moved to approve the SEM Plan. Sherice Bellamy seconded. The motion failed with 9 abstentions, 2 nays, and 10 yeas.

c) Updated EEO Plan – Kristi Wilson & Dr. Char Perlas

Kirk Thomsen moved to table approval of the EEO Plan. Jayne Turk seconded.

Senate Exec commented on the definition section and asked for some context for providing them. Exec also noted that comments related to the FA's refusal to consider a hard to fill salary schedule for the nursing program were factually inaccurate. The FA proposed three options to increase salaries, took out ads in the paper to help save the program, etc. This represents a false narrative. The statement will be removed.

There was confusion related interpretation of the data in Table 4 (employee demographics by EEO category) in plan component 9 (page 34 out of 64). The table could be interpreted as saying that only 25% of faculty are white rather than the correct interpretation that white faculty make up 25% of COS employees.

The motion to table passed unanimously.

d) Updated Workforce Hiring Guide – Dr. Char Perlas

The document has been updated to include 10 total changes recommended by Senate Exec. Those changes included hiring committee composition and procedures and corrected employee versus contractor language.

It was suggested that minimum qualification screening include expected degree completion date so that candidates who haven't finished their degree can be directed to the equivalency process.

Is there a policy/guideline about non-tenured faculty serving on committees? Non-tenured faculty could feel pressured if asked by their supervisor. That's why it's important that committee appointments come through the Senate. The document does specify that appointments come through the Academic Senate.

Should interim faculty be on hiring committees? The document doesn't specify. Language specifying whether contract and/or regular are eligible to serve on hirings committees should be added.

Jayne Turk moved to approve the guide. Kirk Thomsen seconded. The motion passed unanimously.

e) Updated Local Decision-Making Handbook – Dr. Char Perlas

There were changes to verbiage to make sure it referenced local committees and referenced to Title 5. A typo regarding membership on Instruction Council (should be 6 faculty rather than 4) was corrected.

Jayne Turk moved to approve the handbook. Mike Tischler seconded. The motion passed unanimously.

f) Land Acknowledgement Statement – Dr. Char Perlas

This is the result of collaborations with our local tribal communities. Gratitude was expressed for Leigh Moore's outreach efforts.

The webpage with the Land Acknowledgement Statement also includes resources and events. The college wants to be more active in how we communicate and collaborate with tribal organizations. Efforts are underway to develop Karuk language courses. Native American history will be on the schedule for fall.

Do we need to have "Please note"? It could just be the last paragraph. The phrase will be removed.

Jayne Turk moved to approve the statements. Shannamar Dewey seconded. The motion passed unanimously.

g) SLO Assessment Plan – Ann Womack & Liz Carlyle

The Assessment Plan reflects the process and guidelines we have been using this year.

The plan needs to address how we handle assessment in discipline with no FT faculty.

There were a couple of minor typos that need to be corrected.

Jayne Turk moved to approve the Assessment Plan. Kirk Thomsen seconded. The motion passed unanimously.

- h) Clarify on the Equivalency AP that only tenure-track faculty can do equivalency (not interim faculty)

Interim faculty were being asked to evaluate equivalency for applicants for the positions that they would be applying for. The AP should be modified to state that only tenure-track faculty will evaluate equivalency applications.

Jayne Turk moved to approve the change to the Equivalency AP. Mike Tischler seconded. The motion passed unanimously.

- i) Criteria for including course in GE category
 - i) Faculty included in each GE category

If you teach a course in the GE area, you will be included in the group to determine which courses should be included in the area.

A decision tree for determining if course should be included in a GE area was reviewed. Criteria include if the course is in the IGETC category, CSU category, and SLO alignment (as determined by a simple majority of the discipline faculty).

Inclusion of a course in GE area impacts enrollment. Standalone courses that don't map to any programs or GE area are problematic. Historically, standalone courses could be floated to determine interest in a program.

At the February meeting, the Senate asked Senate Exec to develop rules for determining if course is in a GE category. These rules streamline what Curriculum Committee has already approved.

Jayne Turk moved to approve the criteria. Kirk Thomsen seconded. The motion passed unanimously.

5. DISCUSSION ITEMS

- a) Status of Nursing Program – Hallie Coppi

In the Senate Exec discussion about the SEM, questions came up about the nursing program. Dr. Fields suggested we invite Dean Coppi to a Senate meeting to give an update. Dean Coppi originally agreed to come but then declined. She will attend the meeting on May 8. They are in the middle of a hiring process and have upcoming meetings with Fairchild and other groups.

Our program is on pause. We are still accredited but are lacking required faculty and other staff.

Does the Board need to act to re-open the program since they had to take action to put the program on pause?

Hiring LVN instructors – Dawn Jacobson completed her master and can teach LVN to RN courses. An 8-week CNA course is planned for this this summer. A local PT instructor is teaching Medical Terminology. Both offered sections filled. We will continue offering LVN courses.

The plan is to apply for re-opening the LVN to RN program next fall. This would allow the program would re-start in summer 2025.

The nursing coordinator position has been filled (Stephanie Richardson).

We still have all our clinical partners willing to work with us.

The Nursing Advisory Committee meeting is April 24.

6. COMMITTEE REPORTS

- a) Curriculum Committee – There are funds available to attending Curriculum Institute if anyone is interested.
- b) Distance Learning – One instructor has completed the Design Academy and two more are process. There are 17 trained POQR reviewers now, with another working on completing training. Success rates have increased in badged courses. There may be an optional Flex activity in May. There is excitement about direction we are headed in. PopeTech is being paid for by Chancellor's office. The committee is looking at software that would help remediate pdfs and is trying to figure out where to find funding. There was a suggestion that EEO funds could be used.
- c) Flex – The committee is reviewing proposals. Patrice is working on activities for mandatory fall Flex days with the goal of developing a mandatory day with sessions offered in the AM and PM so faculty can choose which to attend.
- d) IPB – Last Friday, RARs from Academic Affairs were ranked. Administrative Services is next.
- e) SJEDI – The Accessibility Capability Maturity Model kickoff event went well. There will be follow-up events in-person.
- f) OER – Will stipends be available over the summer for converting courses to OER? Yes, Ron is working on it.
- g) Instruction Council – Thanks for all who worked on improving the Strategic Enrollment Plan. The committee is wrapping up looking at APs/BPs.

h) SLO Committee

i) Student Services Committee – The committee just completed Chapter 5 of Policies and Procedures. Those will be going where they need to for approval.

7. GOOD FOR THE ORDER

It is time again for the Police Academy wet lab. The activity helps students learn how to do DUI testing. They are looking for 4 volunteers on April 25. Please email Lou Mero if interested in participating.

8. ADJOURNMENT

Adjourned at: 3:52 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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