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.
• 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