



**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