



**ACADEMIC SENATE MINUTES**  
**DLC 3 and RHSI 119**  
**Friday, January 22, 2015**

Call to order 2:02 p.m.

Present at today's meeting: Abbott, Baldwin, Carpentier-Alting, Cecil, Chang, Clarke, Craddock, Fernandez, Frisbie, Graves, Greene, Heath, Hirt, Kenny, Kephart, Knudsen, Louie, Read, Reynolds, Roche, Tischler, Turk, Vancil, Varty, Dixon, Farrel

**A. READING AND APPROVAL OF MINUTES**

[Minutes of December 11, 2015](#)

No changes. Approved by consent.

**B. REPORTS FORM COMMITTEES**

- Curriculum: Tech reviews for Spring have begun. The Committee will see how well we are on track with the 3-year course review cycle. Eric Houck is no longer on the Committee—no replacement yet.
- Flex: Has not met since the last Senate meeting..
- Program Review: Has begun working on several projects: (1) seeking input from FT and PT faculty to create a FAQ page for the PR website; (2) taking an inventory of pages in CurricUNET that need links to Help pages; (3) creating those missing Help pages; (4) creating online training or tutorials for assessment and for PR; (5) compiling all that help info into a PR Handbook.
- Budget: VP Funk sent out preliminary info to committee members, including budget assumptions for 2016-17, this in preparation for the next meeting when they will begin discussions to create next year's budget.
- Equivalency: no new applications
- Distance Learning: The January 15 FLEX activities on Canvass and NetTutor were successful. COS is on track to sign on to Canvass in April. Canvass is developing the conversion tools to move from Etudes to Canvass. NetTutor will ensure equity in support services for DL students.

**C. REPORTS FROM SPECIAL COMMITTEES**

- None.

**D. ACTION ITEMS**

1. Institutional Review Board (IRB)

background: Allison presented definitions of IRB, purpose, and composition, ending with a resolution to look into the feasibility of an IRB for COS.

**MOTION** (Graves / Carpentier) to approve the resolution. **DISCUSSION:** There are two options: (1) develop a local IRB, or (2) utilize the IRB at a larger institution. **(APPROVED)**

*Academic Senate Officers:*

*President: Jayne Turk*  
*Secretary: Chris Vancil*  
*At Large: Bill Hirt*

*Vice-President: Steve Reynolds*  
*Past President: Mike Graves*  
*At Large: Dave Clarke*

unanimously) Allison and Sunny volunteered as designees to discuss the proposal with administration.

2. Faculty mentors

Action item removed from agenda. Mentors cannot be assigned to work with new FT faculty until the evaluation committees have been formed. Mentors should not serve on their mentee's evaluation committee.

3. Hiring Committees

**MOTION** (Clarke / Greene) to approve the hiring committee volunteers.

Neil Carpentier —Instructional Support Specialist III, Theater (Technical)

Ed Kephart —Assistant Athletic Trainer

Shirley Louie —Assistant Program Grant Manager –replacing Sunny

Jude Baldwin —Administrative Assistant I, Upward Bound

Shawn Abbott —Administrative Assistant I, Career & Technical Education

Jayne Turk —Academic Advisor, Student Equity

(APPROVED unanimously)

4. Curriculum Committee addition

Action item removed from agenda. No additional members needed at this time.

## E. DISCUSSION ITEMS

1. Accreditation

- The team chair and assistant made a preliminary visit to the campus January 12, including a brief meeting with the Accreditation Steering Committee.
- The visit is scheduled for Feb. 29-Mar. 3.
- Team members will conduct the bulk of the interviews on Tuesday and Wednesday that week. Sheila and the team assistant will create an interview schedule from the list of interviewees that the team members will send to Sheila. Most communication between the College and the team will occur through Sheila and the team assistant.
- The team will hold two open forums when anyone can talk to the team members or ask questions. The forums are open to everyone, including students and community members. Time and location of the forums will be announced later. The forums should also be publicized in local papers.
- The team will be housed at the Best Western Treehouse in Mt. Shasta because it has a conference room where they can work off campus.
- The team's work room on campus will be in the old Life Science building, out of everyone's way and where they can have privacy.
- There are 14 people on the Visiting Team. Steve will send out a list.

2. Jim has been approved for sabbatical for the 2016-17 academic year.

## F. ANNOUNCEMENT

1. Inspired by Bob Rice, Bob Taylor is moving forward developing an agriculture program. Development is in the "discovery" stage.

## G. ADJOURNMENT

2:51 P.M.