



Academic Senate
College of the Siskiyous
800 College Avenue
Weed, CA 96094
www.siskiyous.edu/academicsenate/

ACADEMIC SENATE MINUTES

Friday, March 17, 2023

11:30 a.m. in DLC Rm #3

Convened at 11:30

Voting: Carly Zeller, Chris Vancil, Sherice Bellamy, Liz Carlyle, Ann Womack, Emaly Brann, Kirk Thomsen, Michelle Knudsen, Liz Jungermann, Leigh Moore, Shirley Louie, Tyler Knudsen, Patrice Thatcher-Stephens, Kyle Heath, Maria Fernandez, Andrea Craddock, Alison Varty, Ed Kephart, Lyndi Scholl, Jude Baldwin, Ron Slabbinck, Mike Tischler, Jenny Heath

Non-voting: Connie Duffle, Ronnie Rivera, Christina Van Alfen, Charlie Roche, Mark Fields, JT Tarantino, Patrick Walton

A. PUBLIC COMMENT

The Child Development, Family, and Education program did a student location review and will be adding videoconferencing back to their course offerings (especially Weed to Yreka) based on needs identified in the review. Safety at the Yreka campus is an issue.

Deans should be reaching out regarding CQIPs, which will be reviewed in the April in IPB meetings. There may be a request that the deadline be pushed out.

The Senate President reminded those in attendance to be kind and supportive of each other.

B. ANNOUNCEMENTS

1. Congratulations to Ann Womack and Carly Zeller for receiving tenure!
2. LAEP (Learning Aligned Employment Program) – Christina Van Alfen
LEAP provides opportunities for 100% paid internships for on campus research work so long as it's related to the student's ED plan. Please contact Christina with ideas and questions.
3. Senate Exec Nominations deadline is the 3rd Tuesday in April (April 18th)

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The deadline for nominations is three days before the Senate meeting on April 21. The Senate Presidents is elected to a two-year term, so current President Andrea Craddock will serve again next year. The current Senate Exec are all willing to stay on, and anyone can run against them.

C. APPROVAL OF MINUTES

Kirk Thomsen moved to approve the February 15 minutes. Jude Baldwin seconded. The minutes were unanimously approved.

D. ACTION ITEMS

1. Approve ILO/General Education Learning Outcome (GELO) Assessment Calendar – JT Tarantino
 - Kirk Thomsen moved to approve the ILOs and GELO assessment calendar. Maria Fernandez seconded.
 - This is the second version following feedback from Senate Exec on ILOs and assessments. The ILOs were originally generated in the Guided Pathways Pillar 4 committee.
 - ILOs beginning with “demonstrate effective” are not measurable. The wording of the ILOs needs to be worked on to ensure the ILOs are measurable and interpretable by students.
 - Several changes to the wording of the ILOs were suggested.
 - Kirk Thomsen amended his motion and moved to form a taskforce to revise the wording of the ILOs. Liz Carlyle seconded. The motion was unanimously approved.
 - Maria Fernandez, Liz Carlyle, and Leigh Moore will be on the taskforce.
 - There may be a need to expand the taskforce beyond faculty. The taskforce will reach out if they feel additional input is necessary.

2. Injury and Illness Prevention Plan (IIPP) – Veronica Rivera
Date and name of VPAA are the only changes to the IIPP. Kirk Thomsen moved to approve the changes to the plan. Ron Slabbinck seconded. The motion was unanimously approved.

3. Faculty Diversity Internship Program (FDIP) handbook – Alison Varty
 - The FDIP brings diverse interns into online classes. The interns have faculty mentors. They receive training during the fall semester and work as EIAs in classes in the spring semester.
 - A faculty coordinator for this program will be needed. Alison is serving as faculty coordinator this spring to help launch the program as part of her sabbatical.

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- Since the fall semester: the program has been funded using equal opportunity employment funds; feedback from various bodies was considered; and a guidebook for faculty and interns was developed.
 - Once interested faculty who are willing to serve as mentors have been identified, the coordinator will help recruit interns by reaching out to 4-year colleges and universities in our region.
 - The program is focused mostly on bringing interns into online classes with some opportunity for in-person interaction between mentors and interns.
 - Interns need to be part way through attaining their minimum qualifications to teach (a master's degree for LAS disciplines) to be eligible. This is difficult for CTE disciplines because minimum qualifications include years of experience. The guidebook only focuses on degrees as minimum qualifications.
 - K-12 counseling students, who need hours as part of their degree programs, would be eligible to participate in the FDIP.
 - Kirk Thomsen moved to approve the guidebook. Patrice Thatcher-Stephens seconded. The guidebook was unanimously approved.
4. College Diversity Statement – Ron Slabbinck
- Kirk Thomsen moved to approve the diversity statement. Ann Womack seconded.
 - The statement was born out of 2.5 years of work primarily by the SJEDI committee including a 2-day retreat with a consultant.
 - SJEDI worked to create a statement that is not naïve to the challenges and is forward looking and non-threatening.
 - The committee took the statement to local tribal representatives to ensure language is respectful and honoring of those communities and the college's relationship with those communities.
 - The statement is Document is making its way through the various campus committees, and SJEDI will present the final report and statement at the April board meeting for approval.
 - The statement will be presented on the college's website and will be part of the description of the college on job postings.
 - The Karuk Tribe asked to not be included because our campuses are not on their ancestral lands. Concern was expressed about how some may perceive the omission of the Karuk tribe from the statement as the College's decision or oversight, not the Tribe's decision. Karuk leadership suggested the same of other tribes who historically resided on lands where COS campuses are now located. It was suggested that the committee reach out to the other tribes ask if they want to be included.
 - Is there a plan to assess progress toward these goals? Progress will be evidenced by students coming here, staying here, and completing here.

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When students feel like they belong, they are more likely to succeed. The SJEDI committee is looking at the Peralta online equity rubric and considering different data metrics that could be used for assessment of DEI goals.

- It was suggested that the last two sentences be removed because they are repetitive. It was clarified that those sentences were intentionally added for emphasis. It was also suggested that the reference to the shortened college name “Siskiyou” be removed unless it is used later.
 - The motion was amended to table a vote on the statement until revisions have been made. The amended motion was unanimously approved.
5. AP 4105 on Distance Education (Updated with Title V Language) – Maria Fernandez
- Kirk Thomsen moved to approve revisions to AP/BP 4105. Liz Carlyle seconded.
 - Title V changes were approved and codified in Nov. 2022. We are required to update our APs and BPs accordingly.
 - The workgroup of the DE committee our AP and BP 4105.
 - The language in the AP and BP mirrors Title V updates, which are law for online courses.
 - Updates included a definition of “accessible”, guidelines for regular and substantive interaction, addition of an equity statement, a definition of how time is calculated for online courses, and guidelines for publication of course information (required technology platforms, devices, and applications need to be in the catalog).
 - The updated definition for regular and substantive interaction is the most important change. We need to ensure that the interaction actual occurring, and it needs to be a visible part of our courses.
 - The motion to approve the changes to AP/BP 4105 passed unanimously.
6. Update of AP 5011 (Special Admits of Non-High School Graduates) –
- Do students under the age of 16 need to get extra permission to take a course? This practice has been suspended the last few years due to the pandemic.
 - A motion was made to continue with the current process that does not consult faculty or counselors.
 - In some courses there is potentially objectionable content for 9–15-year-old students. There may also be potential safety issues in some courses.
 - The motion was amended to follow the process and leave the form the same other than removal of the signature at the bottom. A list of classes that are not appropriate for students under 15 will be created. The list needs to be finalized before registration begins.

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- The motion passed unanimously.
7. Credit for Prior Learning Applications / AP 4235. Identify which courses will accept documentation / assessment for.
 - For credit by documentation, students will receive a P/NP grade. For credit by assessment, students will have the option of N/NP or receiving a letter grade. P/NP classes are degree eligible per Title V.
 - To earn CPL, student must be enrolled in 6 units.
 - A form will be developed to ask faculty if CPL is appropriate for their courses. This will be completed by May.
 - AP scores are separate from the CPL process because credit for AP is an automatic process outlined in Title V. Credit by AP exam should be removed as an option on the form.
 - Add room for more signatures for when there are multiple faculty members who teach the class.
 - It's important to not lose sight of spirit of CPL, which can open doors for students.
 - If there are no FT faculty in the discipline, then the discipline doesn't offer CPL.
 - The old CPL form on the registration webpage needs to be removed.
 - It is noted on transcripts when units were earned by CPL. Students need to be aware some colleges won't accept CPL.
 - Patrice Thatcher-Stephens moved to approve the AP, faculty forms, and student form with modifications. The motion passed with one abstention.
 8. Assign Members to Committees and Taskforces
 - Enrollment Management Committee – Leigh Moore
 - Marketing Committee – LAS faculty member? – Jayne Turk
 - SLO Committee Chair(s) – Liz Carlyle and Ann Womack

Kirk Thomsen moved to approve all appointments. Ed Kephart seconded. The motion passed unanimously.

E. DISCUSSION ITEMS

1. Baccalaureate program in Paramedicine - Kirk Thomsen
2. Security issues on the Yreka campus

F. COMMITTEE REPORTS

1. Curriculum Committee
2. Distance Learning
3. Flex: Notes from the March 10, 2023 meeting
 - **Proposals and Analyses** were assessed and emails sent to submitters

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- **Spring Mandatory Flex January 27:** No one disagreed with Patrice when she said she thought it was ok.
- **Spring Optional Flex:** SLO's recorded and updated reminders will go out
- **New Faculty mentoring:** Mentors need to review Flex Requirements with their mentees. Especially, note that Flex credit cannot accrue on contract days.
- **Changing Flex Days in 24-25 calendar:** It seems best to have one Flex Day in August and another in October. Two at the start of semester is difficult. VP Fields said that the calendar gets put together, then we negotiate, and that's when changes can be made. Anticipate for 24-25
- **Increasing Flex Days, Notes from FA:**
 1. Our current negotiated number of contract days for most faculty is 175
 2. That number includes Flex Days
 3. If we increase Flex Days, we decrease teaching days.
 4. We could increase contract days, and also increase Flex Days.
- **Preapproved Activities**
 1. Current Preapproved Flex Activities:
 2. Approved Flex Audio/Visual Materials List-max one day Flex Credit- 1 Day Max/Analysis Only
 3. Preapproved Books for Flex- 1 Day Max/Analysis Only
 4. OEI Trainings -No max/No info re whether Proposal Required
 5. "Professional Development Portal"-No max/No info re whether Proposal Required
- **Proposed Preapproved Activities with Analysis Only**
 1. Regularly Attended Professional conferences -Max 2 days
Suggestions by discipline...
 2. Ask areas to submit and we add to list
 3. ASCCC-max 2 days
 - a. Plenary
 - b. Regional Meetings
 - c. Institutes
 4. ACJCC Visits or training-Max 2 days (Submitted by Patrice Thatcher-Stephens)
- 4. **IPB:** IPB has not meet since Friday, February 17th when Dave Vigo was still our VPAS. We were supposed to meet on Friday, March 10th but the campus was closed due to severe weather. At our last IPB meeting, we discussed the Budget Calendar that Dave Vigo created (see attached). There was a lot of questions about this budget calendar, particularly when we should submit CQIPs for new faculty members since this deadline has shifted a lot in the past. In addition, as part of this Budget Calendar, CQIPs should be submitted now (in the month of March) because they are supposed to be reviewed in April. (Submitted by Andrea Craddock)

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5. SJEDI
6. OER: The OER Workgroup has spent their Spring meetings brainstorming ideas for spending the \$20k all colleges received as Phase 1 of the \$115 million the state has invested in promoting ZTC pathways across the community college system. Phase 1 funds are for initial planning of ZTC pathways and require submitting a plan to create at least one ZTC degree at the college by December 2024; Phase 3 funds will go towards implementing the plan. Working with VP Mark Fields, the general plan is to invest our \$20k in:
 - Hiring faculty to coordinate creation of the plan, either one person or a team of people. The plan is due at the end of June. Stipends will be provided for all work. If you're interested, please let Jude or Mark know! (More details will be forthcoming soon)
 - Faculty stipends for:
 1. researching OER options for possible future adoption
 2. adopting OER (i.e. funding to start switching some or all of a class to using OER materials)
 3. professional development
 4. current OER adopters to improve their courses
 - Accessibility needs for OER classes and materials
 - Exploring print-on-demand for paper copies of OER textbooks
 - Piloting class sets of print copies of OER material
7. Instruction Council
 - Approval of Diversity Statement
 1. The Instruction Council voted to Approve.
 - AP4255 and AP/BP4250 Probation /Dismissal: Sub Committee
 1. Oversight will remain with both Academic Affairs and Student Services.
 2. A subcommittee of these areas will be formed to update AP's and BP
 3. Liz Carlyle volunteered to represent teaching faculty.
 - AP/BP4042 Program and Curriculum Development
 1. The Instruction Council voted to Approve with edits. (Submitted by Patrice Thatcher-Stephens)

G. GOOD FOR THE ORDER

Liz Carlyle volunteered to be a name reader at graduation.

H. ADJOURNMENT – 1:18 PM

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<https://www.siskiyous.edu/humanresources/nondiscrimination.htm>
 and <https://www.siskiyous.edu/mainfiles/titleIX.htm>

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