

Academic Senate Meeting Minutes

The primary function of the Academic Senate is to make recommendations with respect to academic and professional matters. Academic and Professional matters means the following policy development matters:

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

Consult Collegially means that the district governing board shall develop policies on academic and professional matters through either or both of the following:

- Rely primarily upon the advice and judgment of the academic senate, OR

The governing board, or its designees, and the academic senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

Members – Roll Call by Sign in

<p><u>Sciences(10) (-6)</u> Denise Allen Jeff Cervantez Richard Hughes Julie McKee Jeff Schmidt*</p>	<p><u>Math, Eng, Art & Instr. Suprt (9)</u> Brandi Bailes Tom Bryant Catherine Hendrickson Mark McConnell Snezana Petrovic Patricia Menchaca Patty Quach Sherri Wilson Susana DeLaPena</p>	<p><u>Career Ed & Human Dvlpmnt (6)</u> Reynaldo Bell TL Brink Jim Holbrook Meridyth McLaren Thomas Serrano Gary Williams</p> <p><u>Senators at Large</u> Jonathan Anderson Laurie Green</p>	<p><u>Student Services(6)</u> Debbie Bogh James Grabow Kashaunda Harris Robert McAtee Evan Starnard Violetta Vasquez Mariana Moreno* Ernesto Rivera*</p> <p><u>Part-Time Reps (4)</u> Judy Cannon Yvonne Bastedo Dianne Purves</p>
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Guests: Dr. Wei Zhou, Dr. Kathy Bakhit, , Mike Strong, Sherrie Loewen, Keith Wurtz, David Massingil, Mark Snowwhite

In accordance with the Ralph M. Brown Act and SB 751, minutes of the Crafton Hills College Academic Senate will record the votes of all members as follows: (1) Members recorded as absent are non-voting; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members votes are understood as a vote in the majority.

Items	Recommendation/Discussion/Future Business	Action
Call Meeting To Order	Request was made to add two items to the agenda. CAP for English and ESL course sequencing. Motion must pass by a 2/3 vote.	Motion: to add BSI items to agenda (Holbrook, Brink, MSC)
Statements from the public	David Massingil – board for Inland Leaders Charter School – looking at reopening discussion of a Middle College. Asked to work with college to expand Dual Enrollment opportunities with CHC and Inland Leaders. Referred to the VPI for next steps.	
Administrative Report (5 min)	President Wei spoke about the current state of the funding model for Crafton. Mike will address this in greater deal later on in the agenda. Will be talking to the district about the funding formula. We are moving forward with replacing FT faculty retirees. Math	

	<p>is number one priority. Digital media position has been funded through Strong Workforce. Anthro was also hired. Need to continue to grow FTES so we can hire more faculty. STEM center – still deciding whether we have enough resources to open. Will continue with Athletics – swimming first then see what else we should move toward. Rebecca Warren-Marlatt reported about integrating Basic Skills, Equity and SSSP money. Want to hold a two-day summer retreat to discuss the possibilities. Want to discuss the mission of each program. College will pay faculty who attend – July 12-13</p>	
CTA Report (2nd mtg) (5 min) McLaren	<p>Will be continuing the contract and continuing with negotiations. Canvas change over is still in process. Not sure what will happen but currently appears as if faculty will need to do work during the summer to get online courses ready for fall. Faculty under no obligation to do any school work during the summer without pay. Can choose to do work during summer or wait until we return in the fall.</p>	
Classified Senate Report (1 st mtg)		
Student Senate Report (1 st mtg) Nicole Sarmiento		
Treasurer's Report (1st mtg)		
Senate Business		
AS President &/or President Elect Reports	<p>Denise's last meeting... Provided some reflections and reminders about her time in office. Senate committees make recommendations but decisions must come to the full Senate for consideration. Committees cannot make decisions and act. Reminder that we follow the Brown Act as well as Ed Code and Title 5. Minimum quals for noncredit is coming. Will need to give this serious consideration. We have a participatory governance system and we need to continue to embrace those ideals.</p> <p>Election of Officers</p> <p>President – Mark McConnell as determined by a prior action of this body. Past President – Denise Allen (default) Vice President – nominate Patricia Menchaca – she accepts – Motion: (DeLaPena, McConnell, MSC) Secretary: nominate Meridyth McLaren - Motion: (Williams, DeLaPena, MSC) Treasurer: nominate Julie McKee – accepts Motion: (Hendrickson, Brink, MSC) Historian: nominate Jeff Cervantes – accepts Motion: (Brink, Bailes, MSC)</p> <p>Need to address Professor of the Year – did not do an election this year. Decided to recognize professor emeriti this year and review process during the fall plenary session.</p>	<p>Motion: to have the one willing retiree lead us with a volunteer carrying the other (Gary Reece and Julie McKee) (Wilson, Bailes, MSC 1 nay – Holbrook)</p> <p>Motion: Denise and Patricia to read names (Cervantes, McConnell, MSC – 1 nay Holbrook)</p>
Senators	<p>Need 6 more senators - Nomination for Laurie Green Nominator for Jonathan Anderson</p>	<p>Motion: to accept these two nominations for senators (Allen, McKee, MSC)</p>

	<p>CTE Liaison - Accept Resignation from Jim Holbrook. Recommend Laurie Green to take this position.</p> <p>DUAL Enrollment Liaison – Tom and Patricia were interested in sharing. Senate was asked to bring this item back at the next agenda. May be more effective to select a Liaison and an alternate. Tom was not present to provide his thoughts. Matter was deemed as not urgent.</p> <p>Discussion: who will do this over the summer? Will decisions be made over the summer? Will keep the current dual Liaisons through summer (Tom and Patricia working together)</p>	<p>Motion: Laurie Green (Brink, Purves, MSC)</p> <p>Motion: to continue the Dual Enrollment Liaison position to August agenda (Allen, Bastedo, MSC)</p>
<p>Approval of 5.10.17 Minutes & Voting Record</p>	<p><i>Discussion:</i> would like to include more specific language about DO expenditures such as \$10,000 for food, \$4000 break room supplies, \$1800 cell phone budget– include language about district needing to focus on reduction in their areas.</p> <p>Recommendation to vote the minutes down and bring back in the fall with amendments.</p>	<p>Motion: to approve the minutes and voting record with amendments (Bastedo, Purves, MSF)</p> <p>Motion: to table until fall (Allen, Bastedo, MSC)</p>
<p>AS Committee Reports 1st meeting of the month (5 min): A. District Assembly (Jim) B. Chairs (Julie) C. Honors Steering (Judy) 2nd meeting of the month: (5 min) D. Curriculum (Catherine) E. Basic Skills (Patty) F. Educational Policy (Rich) G. Educational Tech (Jeff) EPI (as needed - Robert)</p>	<p>D. Annual Curriculum Report – report was sent out. E. BSI-</p> <ul style="list-style-type: none"> • BSI recommended committee appointees to serve on the joint plan development committee (for SSSP, Equity and BSI) due to the state on Dec. 15th, 2017. • BSI 16-17 budget report – Why is the left over money going to the tutoring center? Money is available to anyone who has an idea of how to use it. What is the tutoring center using it for? Basic Skills tutoring. Are there enough students to use up the money? Basic skills money needs to be spent on Basic skills books or activities. • Looking at combining three reports - ?Why? This is what is being mandated by the state. Multiple programs with similar purposes – lots of overlap, want to streamline. <p>Added agenda items (as per the first action of the senate)</p> <ul style="list-style-type: none"> • CAP - English is working on researching accelerated programs. Encourage the English department to work with the research department. • ESL - Requesting money to fund a faculty member (Liz Langenfeld) to do some further research on implementing the program. Gary Williams has been asked to write a Viability Report for ESL. <p>Discussion: have we had a discussion about whom shall we serve? We continue to fund programs without having this discussion. Will be looking at the educational master plan to make sure we don't drift. Need to follow the process of how the researcher is selected.</p> <p>F. Final meeting next week G. Final meeting last week – have been tasked with finding a DE coordinator – Denise was offered the position and</p>	<p>Motion: to accept the Basic Skills recommendation to fund CAP research this summer (Allen, DeLa Pena, MSC – 2 nay- Holbrook, McKee)</p> <p>Motion: to approve the ESL research after opening up the position for all TSEL certified certified (Allen, Brink, MSC 1 nay-Holbrook)</p>

	has accepted. – a good example of following adopted processes	
Old Business		
Workforce Readiness PILOT	No change – summer classes being offered. Certificate has been approved (7 courses). Will have flyers about the program. Please take and distribute.	
Non-credit Update	No update	
Budget Plan (Mike)	Further discussion at the District Budget Committee after our emergency meeting. Revised the plan. May put together a SWOT analysis. 2A4 – AS has a viability process. What are the metrics by which programs will be reviewed? Recommendation that the colleges would review. Need to change it to AS. What are the metrics? Who determines the measures. Can remove – will compare to the viability process. Any changes and modifications/recommendation should be emailed to Mike. ?About FON – campus FON is less, District is ok. This is intended to be a college plan that we put together to give to the district about what our plan is going forward. Does not have to be a balanced plan. Need to support our VPFS as he moves forward with this.	
Enrollment Management Update	Evening, weekend College and/or online. Degrees & Certificates – Kathy provided a brief update including a proposal to hold a planning retreat for Enrollment Management this summer.	
New Business		
IEPI Targets (Keith)	State is requiring us to set targets each year. Recommendation to leave the targets the same	Motion: to approved Keith's recommendation for targets (Holbrook, Bailes, MSC)
ACCJC Standard IB6 (Keith)	Other issue is about disaggregation of data. Keith can disaggregate a few areas currently. Faculty need to determine which specific data they may need to make changes in classes and programs/inform instruction. Currently enter information for class as a whole. Does this mean we would have to record each student's score individually? Yes. This is something we are going to have to do. ACCJC is requiring it. Are we going to have to do this for other programs – BSI, SSSP? Yes. Then we should move forward. Will we have to make guesses about a student's ethnicity? No, that will all be done on the back end. Can we use the semester grade as our SLO? How does that inform instruction? When is this required? Could set up a pilot over the summer. Also recommending to not assess student and course every semester. Will reagendaize this item for additional discussion and input in the fall.	Motion: to create a summer outcomes pilot (Holbrook, Allen, MSC)
Strong Workforce Initiative – 1.7 mil	Update on next round funding – proposals for the next round of funding were developed by the CTE faculty. All requests were funded. Laurie Green (AS CTE Liaison) will be attending all meetings related to strong workforce funding.	
Fall CHC Plenary Items	August 10 th 2017 – email any ideas for the meeting to Mark. Use Senate in the subject line – will catch in Mark's filter.	
Announcements		

Transfer luncheon – Thursday at 1:00.
Scholars convocation – Friday – wear regalia – be at PAC at 5:30.
Tutoring center is recruiting.
Patricia expressed her gratitude for allowing her to read the graduate names at graduation.
Jazz concert is next week. Also got some communication from a former CHC student who is ABD – and has done exceptionally well in since graduating and transferring.

Adjourn

Future Business

Future Agenda Items

- Program Viability (summer revise)
- MCHS (Aug 30th)
- Definition of a Program (Plenary)
- Full time Faculty Prioritization (Plenary)
- AS Exec to present policy on Faculty Fund expenditures (Plenary)
- Program Sharing/highlights (plenary)
- International Baccalaureate (Counseling)
- Website Management and Maintenance Plan (Donna)

Future APs and BPs - AP 7211