

# Crafton Hills College

## Academic Senate Minutes

Date: Oct 4<sup>th</sup>, 2017 (3:00pm-5:00pm)

Next Meeting: Oct 18th 2017

Time: 3:00 – 5:00p.m.

Location: LRC 226

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

<b>SINS(11) (-7)</b> Denise Allen Jeff Cervantez Richard Hughes Julie McKee	<b>Math, Eng, Art &amp; Instr. Suprt (9)</b> Brandi Bailes Tom Bryant Catherine Hendrickson Mark McConnell Snezana Petrovic Patricia Menchaca Patty Quach Sherri Wilson Susana DeLaPena	<b>Career Ed &amp; Hmn Dvlpmnt(6)</b> Reynaldo Bell TL Brink Jim Holbrook Meridyth McLaren Thomas Serrano Gary Williams <b>Senators at Large(+7)</b> Jonathan Anderson Laurie Green Mariana Moreno	<b>Student Services(6)</b> Debbie Bogh James Grabow Kashaunda Harris Robert McAtee Evan Sternard Violetta Vasquez  <b>Part-Time Reps</b> Vonnie Bastedo Judy Cannon Tina Gimple
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Guests: Rebecca Warren Marlatt, Michelle Riggs, Mike Strong, Kathy Gibson, Renee, Ben Gamboa, Georgina Nunez, Keith Wurtz

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
<b>Call Meeting To Order</b>	Meeting called to order by AS President, Mark McConnell at 3:02 pm.	
<b>Statements from the public (5 mins)</b>	None	
<b>Administrative Report (5 mins)</b>	None	
CTA Report (2 <sup>nd</sup> mtg) (5 min) McLaren		
<b>Classified Senate Report (1<sup>st</sup> mtg)</b> (5 mins)	Looking at guided pathways – what they are, what they aren't, focus and importance of classified role. Upcoming – decisions by district about how SSSP money should be spent. Want to have further discussion about it.	
<b>Student Senate Report (1<sup>st</sup> mtg)</b> <b>Georgina Nunez (5 mins)</b>	Oct 20 <sup>th</sup> – High School Senior Day. Looking for tour guides – anyone interested should contact Ericka	

	Paddock. Career Fair – Oct 25 <sup>th</sup> will also have a taco truck. Sober Fest November 15 <sup>th</sup> .	
<b>Treasurer’s Report (1st mtg) (1 min)</b>	\$1794.55 balance	
<b>Senate Business</b>		
Approval of 9.20.17 minutes and voting record	Motion: to approve presented minutes and voting record (Hoyt, Bailes, MSC 4 abstentions – Bastedo, Bogh, Harris, Grabow, Vasquez	
AS President’s Report (10 min)	<p>President Mark McConnell reported:</p> <p>2018 Summer and Fall registration begins on April 18. Calendar committee discussions included a recommendation on taking the entire week of Thanksgiving off. Also looking at a 16 week flexible calendar.</p> <p>Have started to put times on agenda items. Want to have a more efficient agenda. Need to start having handouts available before the meeting. Need to have minutes available from the AS standing committees.</p> <p>Richard Galope has asked to attend the next Senate meeting to discuss a reorg. Appears to have some 10+1 issues – he is presenting at Valley today.</p> <p>Chancellor cancelled to attend today’s meeting – will reschedule for December.</p> <p>Need a classified person and 3 faculty for the strong Workforce Ad Hoc Committee.</p> <p>DA looking at Honorary and Post Humus degrees – currently no policy in place - we need to figure out if we want a policy. Is this a 4000 area policy? If so, it would come to us. Either way, it should.</p> <p>Issue with not having a finals schedule. Was started as a pilot – but have continued. No review of data, to determine if we should continue.</p>	Add finals to a future agenda.
<b>AS Committee Reports</b> 1st meeting of the month (3 min): <b>A. District Assembly (TL)</b> <b>B. Chairs (Sherri)</b> <b>C. Honors Steering (Judy)</b> <b>D. Noncredit (Denise)</b> 2 <sup>nd</sup> meeting of the month: (5 min) E. Curriculum (Brandi.) F. Basic Skills (Patricia) G. Educational Policy (Rich) H. Educational Technology (Denise) Other Reports SSEEM (as needed) EPI (Robert)	<p>A. Chancellor was not at the DA meeting. We have spring break when we do because of a Valley program – need to start looking at the bigger picture. Keep doing what we have always done.</p> <p>B. Recommendation to include some consistency for short term classes. Also looked at blocks. Attempted to put together a 2 year schedule. Did not get passed one semester since it took so long. Recommending to keep all days the same.</p> <p>C. No changes</p> <p>D. Noncredit meeting day and time: 1<sup>st</sup> &amp; 3<sup>rd</sup> Tues 1-2:30. CNTL 109A Did not meet yesterday because of Flex Da</p> <p>Members: Denise Allen (Chair), Jonathan Anderson, Tom Bryant, Debbie Bogh, Jodi Hanley, Liz Langenfeld, Mark McConnell, Sherri Wilson</p>	Moreno: to approve the meeting days and times, members and charges for the noncredit committee (Holbrook, Bastedo, MSC

	<p>Charge: “The noncredit committee is authorized by the Academic Senate to define the structures and processes required in order to implement a quality, fully supported noncredit program”</p> <p>Discussion: working on a plan to have consistency across the campus. Working on a plan to take over two forests – to have to take Crafton Hills College trainings and classes.</p>	
<b>New Business</b>		
MCHS (Meridyth) (10 mins)	Postponed to next meeting	
Zero Cost Textbook (Keith) (5 mins)	<p>There were two grant opportunities. Submitted one, but didn't get it. We were not able to apply for the one this year (since we didn't get the other one). Still have interested faculty – don't want to lose that momentum. Interested faculty should contact Keith about next steps. If a faculty member is using free texts and resources for a class, the information needs to be posted on the website for the students. Does not using a textbook count as free? It could. Will send out a survey about open resource use.</p>	
Pathways Grant (Keith) (5 mins)	<p>Only need to do 3 things to get the grant.</p> <ol style="list-style-type: none"> <li>1. Team has to attend a workshop. October 20<sup>th</sup></li> <li>2. Self-Assessment – have to make sure planning supports the process</li> <li>3. Work Plan – will use the information from sessions this summer as a starting point.</li> </ol> <p>What does the funding provide for? Will get a more specific answer after the work plan. Hoping to get someone to help us once we establish the pathways we want. They would support our development. Draft will come to our next AS meeting.</p>	
IEPI	<p>Went through an IEPI visit at the district level. The visiting team does a fact finding interview, will provide recommendations for how to improve in areas we have identified as needing help with. President Zhou identified areas he felt needed to be addressed. Original Brain Trust report had a lot of good idea in it about how to help Crafton with growth and budget. The recommendations were District and site level.</p> <p>The teams are good for making strategy recommendations. Process has been approved by Classified Senate as well. Will hopefully help with movement on the funding model.</p> <p>Issue with the fact that we don't listen to experts. Issue when the focus is on money, not on quality. Need a clear, marketing process which points out how good we are. We should not be cutting sections and classes while the district has a surplus. Need to convey this information to the board as well. The board is not working for us. We have to</p>	<p><b>Resend Brain Trust report.</b></p> <p><b>Motion: to have Wei continue with the request (Hoyt, de la Pena, 1 abstention – Holbrook)</b></p>

	<p>convince them.</p> <p>One suggestion was to ask the state to increase the FTES funding rate. We have made no effort to push this forward.</p> <p>Is there a cost to this help? No, they will actually give money to us – but we have to do the work.</p> <p>Is this process effective? Does the district have to do anything with the information? Not necessarily. Currently, our message isn't being heard. This will be another avenue for them to hear it. The board may need to hear it from someone else.</p> <p>The recommendations come from colleagues currently in the field – not paid consultants. This should hold weight with the bodies that need to make the changes.</p>	
<b>Old Business</b>		
<p>ESL Viability (5 mins)</p>	<p>Item Continued from the 9-20-17 AS meeting</p> <p>Consider approval with recommendations as forwarded by the English Dept.</p> <p>Thanks to the ORP for presenting the data about the need for an ESL program.</p> <p><i>Discussion:</i> well written, people have done excellent work. Not much hope that the financial piece will come through. Also do not want ESL course, positions, etc. to usurp our current faculty position prioritization process or courses currently being offered.</p>	<p>Motion: to approve ESL report with recommendations from the English Department and research office (Allen, Holbrook, MSC)</p>
<p>Resolution on Collegial Consultation (5 mins)</p>	<p>2<sup>nd</sup> reading – debate, vote and action on resoluion and any recommended revisions</p> <p>No requests for changes from Valley or Crafton.</p> <p>Discussion: we have done this before and have not had good results. Why continue with this process when it doesn't work? What is the alternative? The resolution documents our continued attempts to get the board to work with us.</p> <p>We need to let the Board Meeting know that the AS reps are available to answer any academic and professional questions they have on any agenda items.</p> <p>This was a response to an event that happened at a board meeting. To not respond lets what happened, happen with no consequence. The board does not respond to resolutions. We need to start having members attend the meeting and to ask questions. We need to do both. Forwarded the resolution and then show up at Board Meetings.</p> <p>Behavior at board was possibly a response to another body's comments – could we recommend they don't silence everyone because of one person's comments?</p> <p>No reason we can't do both.</p>	<p>Motion: to approve F17.03 (Allen, Bailes, MSC 2 nay – Holbrook, Bogh, 2 abstentions – Bastedo, Green</p>

	<p>Need to highlight the accreditation component.</p> <p>Recommend that all full time and part time faculty are invited to the board meeting when this resolution is being presented to the board. Meeting is Wed. Oct 13<sup>th</sup> at 4:30.</p> <p>Need to use stronger language – not may have done something, but rather you HAVE done damage.</p> <p>Need to point out their specific erregious behaviors.</p> <p>Would like to have a unified front on this issue when it goes before the board.</p>	
PPR Process: planning cycle (10 mins)	<p>Processes for program review:</p> <p>Recommended Change: Planning and Program Review Cycle. Item Continued from the 9-20-17 AS meeting</p> <p>Discussion: how do we address making changes to the resource allocation model? Need to discuss this issues as well.</p>	<p>Motion: to approve the recommendation for a two year cycle (Allen, Bogh, MSC 3-nay - Bell, Laurie, Holbrook)</p>
Resolution on Dual Enrollment (10 mins)	<p>2<sup>nd</sup> reading – debate, vote and action on resolution and any recommended revisions</p> <p>The resolution was reviewed. Suggestions for changes were reviewed.</p> <p><i>Discussion:</i> why called concurrent enrollment rather than dual enrollment. What it is called in SB288. This is the law we are following. This would be the equivalent to non dual enrollment in AB388. What does withdraw support mean? Refuse to teach? Admin has right of assignment – can compel faculty to teach the classes. We have been asking for information for a year and we didn't get it until we started the resolution process.</p> <p>We want a clear process/plan for DUAL enrollment. This is what this resolution is attempting to achieve. When are the DUAL enrollment meetings? Doodle poll did not go to chairs. Will contact Joanna about getting the information sent out to chairs. Standing committee – Tuesday 1:00</p> <p>Holbrook voted against resolution because we are not well defined.</p>	<p>Motion: to approve the change to the 3<sup>rd</sup> whereas (Wilson, Green, MSC 4 nay – Bastedo, de la Pena, Holbrook, Bell)</p> <p>Motion: change what to who in 4<sup>th</sup> whereas (Brink, Green, MSC – 1 nay Holbrook)</p> <p>Motion: for second reading (Allen, de la Pena, MSC, 6 nay Bogh, Bell, Green, Holbrook, Bastedo, Grabow, 4 abstentions – Bryant, Anderson, Vazquez, Harris)</p>
Resolution on STEM (15 mins)	<p>2<sup>nd</sup> reading – debate, vote and action on resoluion and any recommended revisions</p> <p>A lot of changes to the original resolution. Recommend for a second reading and a third, to further review the changes.</p> <p>Request for clarification about who discontinued the STEM program, and why? and did it follow the</p>	<p>Motion: to move to an additional 3<sup>rd</sup> reading (Allen, Green, MSC)</p>

	<p>discontinuance process?</p> <p>Have had meetings about how to figure this out. Will hopefully have more information by the next AS meeting.</p>	
College Hour (15 mins)	<p>Pros and Cons – Chairs have forwarded a recommendation to senate to eliminate the college hour on Mon &amp; Wed.</p> <p>Need to address this because it is crucial for enrollment. Impacts how many classes students can take.</p> <p>Any information from student senate? Has a survey been sent out to students? No</p> <p>Need to get feedback from student about start times of evening classes. 6 or 7?</p> <p>Anyone interested in speaking in favor of keeping the college hour? Noone spoke up</p> <p>Discussion: often start something and then stop before it has a change to succeed. We never really defined what college hour was supposed to be for. There was never an evaluative process to see if it was effective.</p>	<p>Motion: to make a recommendation to Crafton Counsel to decouple college hour (Allen, Anderson, MSC – 1 nay, Holbrook, 1 abstention-Green)</p> <p>Add evening class start time discussion to future agenda</p>
<b>Other Business</b>		
Announcements - Leading from the Middle Academy flyer, Have the DACA club		
Adjourn	Meeting adjourned at 5pm	
<b>Future Business</b>		
Future Agenda Items	<p>Calendar (16 week and Thanksgiving)</p> <p>Discussion about and prioritization of committees</p> <p>Amazon (proposal) (October 18)</p> <p>University of LaVerne (October 18)</p> <p>PPR Web Tool updates</p> <p>Program Viability (summer revise)</p> <p>Definition of a Program</p> <p>Full time Faculty Prioritization (fall)</p> <p>Common Assessment Initiative (fall)</p> <p>CAP (Calif Acceleration Project)</p> <p>Multiple Measures Project Update (fall)</p> <p>PPR Process</p> <p>Puente Proposal (Susana)</p> <p>Registration and Web Advisor</p> <p>EPI Update</p> <p>International Baccalaureate (Debbie B)</p>	
<b>BPs</b>	<b>APs</b>	
<p>4101-Independent Study</p> <p>4102-Career and Technical Programs</p> <p>4103-Work Experience</p> <p>4110-Honary Degrees</p> <p>4240-Academic Renewal</p> <p>5020-Nonresident Tuition</p> <p>5040-Student Records, Directory</p>	<p>4101-Independent Study</p> <p>4102-Career and Technical Programs</p> <p>4103-Work Experience</p> <p>4110-Honoray Degrees</p> <p>4227-Repeatable Courses</p> <p>4228-Course Repetition – Significant Lapse of Time</p> <p>4229-Course Repetition – Variable Units</p> <p>4240-Academic Renewal</p> <p>5020-Nonresident Tuition</p> <p>5040-Student Records, Directory Information, and Privacy</p>	

<p>Information, and Privacy</p> <p>5050-Student Success and Support Program</p> <p>5075-Course Adds, Drops, and Withdrawals</p> <p>5150-Extended Opportunity Programs and Services</p>	<p>5045-Student Records - Challenging Content and Access Log</p> <p>5050-Student Success and Support Program</p> <p>5075-Course Adds, Drops, and Withdrawals</p> <p>5150-Extended Opportunity Programs and Services</p>