

**Crafton Hills College**  
**Academic Senate**  
**2009-2010 Committee Charges**

***Curriculum***

- Review and approve curriculum as submitted in a timely manner.
- Develop a procedure for the approval of courses for general education.
- Work with the Curriculum Committee at San Bernardino Valley College to ensure appropriate courses are equated.
- Work with discipline faculty to evaluate the currency of discipline-specific majors.
- Provide continued training to faculty in the process of writing curriculum, CurricuNet, and Title 5 changes.
- Provide training to committee members on the course approval and on stand alone courses

***Educational Policy***

- Investigate and make recommendations regarding a statement regarding faculty rights and responsibilities regarding dropping students from classes.
- Investigate and make recommendations regarding the issue of replacing unsatisfactory grades in repeatable courses.
- Investigate and make a recommendation regarding a transfer of credit agreement with Christian Community College.
- Work with Academic Exceptions Committee to identify frequently encountered problems, then investigate and make recommendations regarding changes in policy or procedure to address these problems.
- Investigate issues of a sunset policy on the no-repeat policy for courses due to the changing content of the certain courses.

### ***Personnel Interests***

- Plan and execute the Classified Appreciation Luncheon
- Conduct “Professor of the Year” and “Classified Staff of the Year” balloting.
- Investigate and make recommendations regarding the ability counselors and librarians to participate fully in committee work and professional development opportunities.
- Investigate and make recommendations regarding strategies to increase involvement of part-time faculty
- Create a means to collect and disseminate faculty research and project (new)
- Investigate a new faculty mentoring program
- Create/complete an online faculty picture page

### ***Scholarship***

- Create a plan to increase the number of completed scholarship applications, including scholarship application workshops for students.
- Determine scholarship recipients according to identified criteria.

### ***Student Interests***

- Make a recommendation to the College President regarding a commencement speaker.
- Investigate and make recommendations regarding availability of college support services during evening and weekend hours.
- Work with Director of Student Life to identify opportunities for faculty involvement in new and existing student life programs

### ***Educational Technology***

- Review and approve DE instructors and courses.
- Continue to evaluate process by which online instructors and courses are evaluated and revise as necessary.
- Offer recommendations to the Academic Senate and administration toward the goal of continued growth of the college's online program.
- Update/revise Distributed Ed Plans
- Develop and provide content for a DE Portal
- Address accreditation recommendations

### ***Chairs Council***

- Work with the VPI on issues regarding instruction.
- Continue to evaluate scheduling practices and make revisions as necessary.
- Participate in prioritizing annual planning request and make recommendations to annual planning, program review and resource allocation processes as necessary.
- Investigate and make recommendations regarding a statement of best practices in constructing syllabi.

### ***Honors Steering Council***

- Investigate, develop and oversee the implementation of a fully functional honors program

### ***Executive Committee***

- Oversee the function, role and charges of all academic senate committees
- Facilitate the assignment of issues to senate committees
- Provide leadership in concert with other campus constituents

- Manage and provide recommendations and direction in regard to senate reports and resolutions
- Assign an academic executive representative for designated campus committees