

Crafton Hills College

Academic Senate Agenda & Minutes

Date: August 15th, 2014

Next Meeting: Aug 21st

Time: 9:00 – 3:00 p.m.

Location: Yucaipa Community Center

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

Career Ed & Human Dvlpmnt

TL Brink
Jim Holbrook
Meridyth McLaren

Senators at Large

Rey Bell (absent)
Patricia Menchaca

Math, Eng & Instr. Suprt

Kathleen Gibson
Catherine Hendrickson
Dean Papas
Scott Rippy (absent)
Sherri Wilson
Gary Williams

Arts and Sciences

Breanna Andrews
Denise Allen-Hoyt
Robert Brown
Richard Hughes
Jessica McCambly
Mark McConnell
Julie McKee (Sabbatical)
Snezana Petrovic (absent)
Diane Purvis (PT rep)

Student Services

Debbie Bogh
Mariana Moreno
Kim McCormick

Guests: Larry Aycock, Daniel Bahner, Jeff Cervantes, Robert McAtee, Jim Urbanovich

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		
Statements from the public		
Minutes 5.7.14	Review and Approve <i>Discussion:</i> clarified no votes, will work on refining process for this year.	Motion: Approval of the minutes from AS meeting on 5/7/2014 (Holbrook, Bogh, MSC)
AP & BP updates (Jim Holbrook) Update on what has been done this summer and next steps <ul style="list-style-type: none"> • AP & BP 4070 (Aug 25 deadline) • AP & BP 4040 (Aug 25 deadline) • AP 4020, BP 4025, AP 4025, AP 4050 (Nov 14 deadline) 	Report: AP/BP 4070 - still seem to be struggling with process. There is an established process, but not always following. Any suggestions for changes need to be submitted in writing on the established form. Our changes typically involved removing specific department, amounts, etc. so as not to be able to accommodate future procedural changes. Suggestion to make the changes in the form today and forward to Valley. <i>Discussion:</i> none	Motion: To approve BP 4070 with changes (Holbrook, Mariano, MSC)

	<p>Report: AP 4070 - some concern about striking Instructor Approval – it was removed early in the document because it is stated later under procedures. All of the operational procedures for implementation have not been established.</p> <p><i>Discussion:</i> need to have all campus staff input on this issue. Has implications for faculty but also classified, management. Suggestion to have someone who teaches online in this discussion. Next step: Notify to Valley AS of our approved motion</p> <hr/> <p>Report AP/BP 4040 - policy has been cut and pasted from various policies from other colleges. Needs to be reviewed very carefully. Can approve the BP and not the AP.</p> <p><i>Discussion:</i> send to Ed Policy for intense review. Some confusion about what we are supposed to do with the information. There are multiple examples, are we supposed to pick our favorite? Write a cohesive policy with the provided info? This is a problematic one. Ed Policy did submit a revised one. Where is it? District has it. How many times will it need to be rewritten? Needs to be done by Nov. 14th.</p> <p>Need to make sure that the process for providing feedback is clear and rules are followed. Should have an example.</p> <p>Forward AP 4040 to Ed Policy for input and review</p>	<p>Motion: To approve AP 4070 as amended (Holbrook, McConnell, MSC)</p> <hr/> <p>Motion: to approve BP 4040 (Wilson, Purvis, MSC)</p>
Academic Senate Membership and Buddies	<p>Report: Academic Senate Vacancies: Arts & Sciences (3*), Student Services (1), Career Ed & Human Dvlp (1)</p> <p>Need a sub-treasurer for F14</p> <p><i>Discussion:</i> none</p> <hr/> <p>Need a resolution for a Professor Emeritus for JoAnn Jones – Gary Williams will write Agendize for review and approval on 9.3.14</p> <hr/> <p>Need to have an interim Treasurer. Patricia Menchaca will serve as interium treasurer for the Fall 14</p>	<p>Motion: to accept Daniel Bahner, Jeff Cervantes, Robert McAtee, Patricia Menchaca and Jim Urbanovich as senators for the 2014-2015 academic year (Purvis, Holbrook, MSC)</p> <hr/> <p>No Action</p> <hr/> <p>No Action</p>
Bylaws	<p>Review/highlight areas that need to be revised/updated for 14-15</p> <p>Recommendations for changes were made.</p> <p>Agendize for review and approval on 9.3.14</p>	No Action
10+1: Any area(s)/topic(s) we need to focus on this year	<p>Reviewed areas.</p> <p>Need to continue to pay attention to curriculum. The process can still be very slow. The system is set up so that one person can halt the entire process by not responding. Suggestion to send a few senators to the curriculum and leadership conferences. Need to check with President Marshall about funding.</p> <p>How do we create a new program? Still working on the program viability document which includes creation and deletion.</p>	No Action

<p>AS Committees: Review/Revise membership and Charges</p>	<p>Flex calendar (should this be added as a Charge to the Chairs – Program Viability as well) Charges and tasks for committees can only come from the Senate. Recommendations that come out of committee work and can only be made to the Senate. Groups reviewed committee charges/membership. Suggestions for changes need to be given to Denise.</p>	<p>Forward to AS Committee for review and input. Agendize for review and approval on 9.17.14</p>
<p>Basic Skills Committee: Should we add this as a new standing committee of the Academic Senate</p>	<p>Report: Basic skills committee - most colleges have this as a senate committee. Clearly a 10+1 issue – should not be run by admin. Recommendation to have the Basic Skills Committee be a standing committee of the Academic Senate. Discussion about what is going on with the SSEEMM committee. Should have Kirsten Colvey join in the conversation to give the reason for the original merge. <i>Discussion:</i> need to pull it out because the original purpose is different than Student Success. BSI should have a coordinator – don't know who it is now. Concerns will be presented to the SSEEMM committee. Volunteers for the committee were recorded. Dean and Daniel will coordinate the first meeting time.</p>	<p>Motion: Basic Skills be a standing committee of the Academic Senate (Holbrook, Menchaca, MSC)</p>
<p>EPI Pilot: Review – provide input and direction</p>	<p>Report: EPI Pilot – Education Planning Initiative <i>Discussion:</i> No financial or time commitment. It is a good thing for counseling.</p>	<p>Motion: to support the EPI pilot (Menchaca, Wilson, MSC, 1 abstention – Holbrook)</p>
<p>Final Exam Schedule – Spring term</p>	<p>Add to Sept Agenda</p>	<p>No Action</p>
<p>Professional Development: This is a 10+1 issue – how will the AS be involved?</p>	<p>Report: Dean Papas is the new Professional Development Coordinator. Can send suggestions and feedback to Dean. Need to add Professional Development to an AS agenda for the 2nd meeting in September.</p>	<p>No Action</p>
<p>Staff Appreciation Luncheon</p>	<p>Report: The Office of the President – has volunteered to assume responsibility for the staff appreciation luncheon <i>Discussion:</i> Would now include faculty and staff appreciation.</p>	<p>Motion: to give the classified luncheon to the Office of the President (McLaren, McCambly, MSC).</p>
<p>4.0 Scholars Fund: How can we Promote faculty contributions?</p>	<p>Report: 4.0 Scholarship through the Foundation worked well last year. Recommendation to keep the same process for the scholarship fund. Is it common practice for faculty to pay money for campus events? <i>Discussion:</i> Add faculty dues to Sept agenda. Need to change “reviewed in Spring” to February.</p>	<p>Motion: To set up two separate funds (Wilson, Purvis, MSC 1 nay – Holbrook)</p>
<p>Faculty Fund – Policies and Procedures</p>	<p>Need a committee to develop guidelines for the use of these funds. AS Exec to Draft a policy</p>	<p>No Action</p>
<p>Update on Bachelor's Degree Pilot and Common Assessment Initiative Pilot program</p>	<p>We supported the President's and gave her the go ahead to explore viable options for CHC – Common Assessment Initiative Pilot program</p>	<p>No Action</p>

Procedure for Establishing and Modifying Course Caps		Motion: To approve the policy as revised (Sherry Wilson, Mark McConnell, MSC)
SLOs on the course outlines of record	Report: SLO on course outline of record. -	Add to the 9.3.14 agenda
Accreditation Visit	Report: Accreditation team visit agenda for September	No Action
Program Viability	Report: Chairs will continue their work on this	No Action
Other	<i>Discussion:</i> Need to make this a standing item in the budget.	Motion: to supply up to \$100 for the welcome back BBQ (Brown, Hughes, MSC)
Announcements	<p>Live Music at the Redlands Winery. Friday August 22nd – recap of the Turnit In presentation. McConnell: Asking AS to donate to Wurmbrand scholarship fund in lieu of flowers- McConnell Common core meeting- McConnell Prof Development back to school BBQ – Friday August 22nd at the CHC aquatic center – can swim 11:30-1:00.</p> <p>Items requested to be on future agendas: IB credit, need to change the term graduating with Honors to graduating with distinction, catalog rights, tmc reciprocity issues - how would that be applied at Crafton, need to look at Associate Degree applicable not in compliance with Title 5. District administration issues.</p>	No Action
Adjourn		Meeting adjourned at 3:08 pm.
Future Business A. AP 7250 B. Credit/Non-Credit classes C. Tablet Initiative D. International Baccalaureate E. Preview of the Electronic Ed Plan Tool F. CA virtual college Presentation (Trelisa)		
Mission Statement To advance the education and success of students in a quality learning environment.	Vision Statement To be the premier community college for public safety and health services careers and transfer preparation.	Institutional Values Creativity, inclusiveness, excellence, and learning-centeredness.