

Crafton Hills College

Academic Senate Minutes

Date: Feb 3rd, 2016 (3:00pm-4:45pm)
Next Meeting: Feb 17th, 2016
Time:3:00p.m. – 4:00p.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

<u>Sciences(10)</u> Denise Allen-Hoyt Brandi Bailes Jeff Cervantez Richard Hughes Julie McKee Patricia Menchaca Ernesto Rivera -3	<u>Math, Eng, Art & Instr. Suprt (9)</u> Tom Bryant Catherine Hendrickson Liz Langenfeld Mark McConnell Dean Papas Snezana Petrovic Jeff Schmidt -2	<u>Career Ed & Hmn Dvlpmnt(6)</u> Reynaldo Bell TL Brink Jim Holbrook Meridyth McLaren Gary Williams -1 <u>Senators at Large(5)</u> Diane Pfahler Sherri Wilson	<u>Student Services(5)</u> Debbie Bogh Robert McAtee Mariana Moreno Evan Sternard -1 <u>Part-Time Reps (4)</u> Dianne Purves Yvonne Bastedo
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Guests: George Miller (AS clerical support)

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	AS President Denise Allen called the meeting to order at 3:04 pm	
Statements from the public	None	
Administrative Report (5 min)	None	
CTA Report (2 nd mtg) (5 min) McLaren		

Classified Senate Report (1st mtg) (3 min)	None	
Student Senate Report (1st mtg) (3 min)	None	
Treasurer's Report (1st mtg)	Balance stands at \$1433.13. Will have forms at the next meeting for faculty to contribute to this fund.	
Senate Business		
AS President's Report	<p>Board meeting presentation -</p> <p>A. Requested more information about auditing. Larry Aycock was waiting for feedback from the Academic Senates. Was delayed due to the Churn. Will be submitted this week for signatures and then forwarded to TESS for computer support. Looking at a startup of Fall 16.</p> <p>B. Board meeting tomorrow. Going over budget priorities. CHC and SBVC Academic Senates have asked the board make it a priority to increase the number of full time faculty.</p> <p>C. Board has formed an AdHoc committee on Student Success to gain a better understanding about student success initiatives.</p> <p>D. Gary Williams presented the resolution for Daniel Banner to the board. Was well received. Also presented information about college hour, DE courses and the tablet initiative.</p>	
AS Senators	<p>Seats open for 5 more</p> <p>Past-President or President-Elect Position</p> <p>Laurie Mann interested in serving on Senate.</p> <p>Also have 2 part time seats available.</p>	
Approval of 1.20.16 Minutes & Voting Record		<p>Motion: to approve the minutes and voting record from 12/16/15 (Purves, Langenfeld, MSC 2 abstentions Wilson, Bastedo)</p> <p>Motion: to approve the minutes and voting record from 1/20/2016 (Bastedo, Bogh, MSC)</p>

<p>AS Committee Reports 1st meeting of the month (5 min): A. District Assembly (Jim) B. Chairs (Mark) C. Honors Steering (Debbie) 2nd meeting of the month: (5 min) D. Curriculum (Robert M) E. Basic Skills (Patricia) F. Educational Policy (Rich) G. Educational Technology (Denise) Other Reports (as needed) SSEEM (1st meeting - Dean) EPI (Robert) SSSP (as needed) Student Equity (as needed)</p>	<p>A. Chancellor attended. Will be attending the Academic Senate meeting on March 2nd. DA members discussed flexible calendar, and were given an update on budget and FTEs and PPR process.</p> <p>B. Will meet on Friday. Any requests to be put on the agenda should go to Mark McConnell.</p> <p>C. Did an orientation and meet and greet. Students can enroll in honors all year. No longer have a math requirement.</p> <p>SSEEM - money available to fund projects. Request was sent out via email to faculty requesting proposals.</p>	
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Old Business

International Non-Credit MCHS	Exec reworked these. Have also been sent to Valley to review. Suggestion to Remove Sp16 from resolution.	Motion: to approve all 3 resolutions (Bogh, Bailles MSC)
Brick for Daniel	<p style="text-align: center;">IN MEMORY OF DR.DANIEL BAHNER “MAY LIFE TREAT YOU WELL”</p> Change memory to honor Memorial for Daniel Bahner - February 11th 4:00 pm in the road runner cafe.	Motion: to approve (Brink, Cervantes, MSC)
Non-Credit Committee (Follow up to Dec 16 th agenda item)	Follow up on Recommendation to add a Non-Credit committee as a standing committee of the Academic Senate Valley's committee is on hold until the non credit coordinator is hired. Do we need one before we determine if we want it?	Motion: to postpone establishment of the committee. (Bailes, Purves, MSC)

New Business

Advancement in Rank Assistant Professor to Associate Professor	Breanna Andrews, Patricia Manchaca, Dean Papas	Motion: to confer advancement in rank on all listed faculty to Associate Professor (Williams, Purves, MSC)
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Bookstore Markup Policies	Questions about how prices are determined on supplies (specifically art), access cards and textbooks. Also questions about increasing rental programs. Why book buy back is so low? Mark up for supplies is 25-35%. Textbooks are 25%. The system automatically calculates this. Do give an ASB discount of 5% for the first 5 weeks of the semester. Buy back is 50% of the original amount if the book is being used from. Discussion included kits, bundles, what is a supply and what is a textbook, cost to rent. Request for a list of math books available for rent.	
EPI	Overview of Starfish (Retention Solutions) Presented information about that the program is, what it does for students and how faculty can use the system.	

Announcements

Announcements: Valley AS is looking at OEI and Canvas today. Have asked for funding to have two more @One classes. Also requesting someone on campus to do closed captioning. Student Kaitlyn Howard - putting together a Feminist Club - feministatcrafton@gmail.com. Guests coming from Japan - will be doing performances on campus. Add Alma interviews to the agenda. Basic skills approved 10 faculty stipends for reading. Contact Patricia Menchaca for more information. Hoping to establish a veterans' counseling area, will invite a presenter to come and provide more information for faculty on the next flex day. Can also do the Safe Spaces Training on flex day.

Adjourn Meet was adjourned at 5:01

Future Business

Future Agenda Items	Posting Policy (Feb 17) Prioritizing a list for projects (bond \$) (Feb 17) AS Exec to develop policy on Faculty Fund expenditures Chancellor to Present to AS (March 2nd) Course Caps (with Chairs) Student Death Policy (with Ed Policy) Flexible Calendar (1 st meeting in March) BP's & APs Open Educational Resources and affordability act International Baccalaureate (Debbie) How do we make sure all voices (PT & FT) are heard and are represented? Senate Meetings (is twice a month adequate?) Update on what is being done to support re-entry students CHC Website updates (Kristi to address)
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BP & AP Review Cycle:
[Click here to view CCLC Policies & Procedures](#)
 Nov: AP4021, AP4022, BP4026, AP4026
 Dec: BP4060, AP4060, BP4225, AP4225, BP4231, AP4231
 Jan: BP4300, AP4300, AP5011, AP5012
 Feb: BP5015, AP5015, BP5035, AP5035, BP5052, AP5052
 Mar: BP5140, AP5140, BP5205

