

# Crafton Hills College

## Academic Senate Minutes

Date: August 14<sup>th</sup>, 2015 (9am-3:30pm)

Next Meeting: August 19<sup>th</sup> 2015

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

<u>Sciences(10)</u>	<u>Math, Eng, Art &amp; Instr. Suprt (9)</u>	<u>Career Ed &amp; Hmn Dvlpmnt(6)</u>	<u>Student Services(5)</u>
Denise Allen-Hoyt	Ryan Bartlett	Reynaldo Bell	Debbie Bogh
Jeff Cervantez	Robert Brown	TL Brink	Daniel Bahner
Richard Hughes	Catherine Hendrickson	Jim Holbrook	Robert McAtee
Julie McKee	Liz Langenfeld	Meridyth McLaren	Evan Sternard
Patricia Menchaca	Jessica McCambly	Diane Pfahler	<u>Part-Time Reps (4)</u>
Ernesto Rivera	Mark McConnell	Gary Williams	Dianne Purves
	Dean Papas	<u>Senators at Large(6)</u>	Yvonne Bastedo
	Snezana Petrovic		
	Jonathan Townsend		

### Guests:

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	Meeting called to order at 9:05 am.	
Statements from the public	Chancellor was awarded a 3% Cost of Living salary increase by the Board at last night's board meeting.	
CTA Report (5 min) McLaren	Listening campaign continuing. Will be highlighting the benefits of membership. Most full time faculty are members but really need to reach out to the part timers. Budget is looking good. Money for hiring of full time faculty is coming from the state and CTA will also start negotiating for a raise. Question about 2016 elections – CTA will need help with campaign.	

Approval of 5.6.15 Minutes & Voting Record		<b>Motion:</b> to approve the minutes and voting record from 5.16.15 (Purves, Bastedo, MSC)
Treasurer's Report	Balance \$1486.30 – need to establish guidelines for spending our “fun” money. Promoting the Faculty 4.0 Scholarship Fund	Recommendation for AS Exec to create guidelines and bring back to senate for review.
AS President's Report	Update on Summer Events: <ul style="list-style-type: none"> <li>• BPs &amp; Aps – All BP's &amp; AP's assigned to a review year. About 10 per year per area.</li> <li>• SLOs on Course Outline of Record (curricunet) – The field has been added.</li> <li>• Course Caps – now on course outlines of record as well.</li> </ul>	Need to clarify process for adding SLOs to the course outlines of record. Will check with Kim Salt on process. Bryan will be asked to provide an update on where we are at for all courses.
10+1	<p>Any area(s)/topic(s) we need to focus on this year - Each 10 +1:</p> <p>10+1 issues/concerns were written on chart paper – under each area.</p> <p>Music, Art, and Theatre and labs based course are concerned that enrollment is driving the course offerings and curriculum. Need to examine Best Practices vs. enrollment requirements. This is impacting courses we are offering, degrees students can complete, and timing of completion. Need to be cautious about thinking in terms of financing programs – some programs are inherently more expensive and will never be able to pay for themselves.</p> <p>Need to make sure department/discipline needs and communications are driving decision making, not politics.</p> <p>Request was made to revisit +/- grading.</p> <p>Need training and development of syllabus, construction and components especially for PT faculty.</p> <p>Want an update on veteran program</p> <p>Need to review student re-entry program and support services</p> <p>Would like an update on how we plan to provide services to all students, including evening and weekend students</p> <p>Explore college prep – Intro to college programs</p> <p>Would like training on OEI policies standards, etc.</p> <p>Need to review PR process to make sure it is providing opportunities for and encouraging quality program review and reflection and creative improvements.</p>	Add unnecessary transfer degrees being created/forced to offer. Add best practice vs. enrollment mismatch. Add the AP/BP on grading to an upcoming agenda for discussion. Website -

	Need to be sure the CHC website and dept pages are accurate and links work.	
Academic Senate Membership	6 - Vacancies: Sciences (4), Student Services (1), Career Ed & Human Dvlp (1), Need a Past-President/Parliamentarian (1 year) – Daniel Bahner has volunteered to serve. Need to be thinking about a President Elect (Fall 17) Need a Historian (Evan Resigned) – Robert Brown is unable to serve. Also have part time vacancies (4)	Add to agenda Part time communication/involvement issues
Buddies	Buddies – Need to revisit this / purpose / etc.(they are not who you are elected to represent). You are elected by and as such, either represent a division rep or the faculty at large. Suggestion to eliminate. Don't want to repeat what happened last year	Need to have a discussion about how to get voices heard. <b>Motion:</b> to eliminate the buddy system for senate (Holbrook, Hendrickson, MSC, 1 abstention) <i>Discussion:</i> None
College Brand (will go over this when Donna H arrives)	Review and make a recommendation to the president on a preferred brand – Donna Hoffman presented information about the college, current accomplishments and upcoming projects. Need to have a brand that represents all that we are doing. Need a brand position to guide marketing. Senators cast their votes for 1 of 4 options.	
Bylaws	15-16 Review/revision recommendations Suggestions for revision were noted on the copies provided. Changes will be made by AS President and brought back for comments and approval on 8/19	
AS Committees	Review/Revise membership and Charges Flexible calendar (should this be added as a Charge to the Chairs) Charges were reviewed. Changes will be made by AS President and brought back for comments and approval on 8/19	
<b>Old Business</b>		
EPI	Update on implementation status – Educational Plan Initiative – Ed plans. Have put together a matriculation plan. Now called 3SP – data shows students are more successful if they go through these steps. State Chancellor has provided money to make sure students do this. Have chosen a vendor to do an electronic ed plan.	Need a presentation on Starfish (which is an early alert program) <b>Motion:</b> recommendation for a task force to be formed with broad faculty representation to provide feedback and guidance for implementation (holbrook, Purves, MSC)

		<i>Discussion:</i> need a presentation
District Allocation	Update – Jose will come next week to AS meeting and present.	
Vote of No Confidence	Have not heard back from Valley on this issue. Follow up statement was delivered to the board. No response from the board. Need to stay unified with Valley. Wait until they meet as a senate and then discuss the next step.	
1. Non-Credit Program 2. International Program 3. MCHS Program	<p>Have to prioritize these three programs – all should be faculty driven.</p> <ol style="list-style-type: none"> <li>1. <u>Non-Credit:</u> Need to have someone develop a plan so we know what is required to implement a quality program</li> <li>2. <u>International Program:</u> The District is very interested in developing an international program at the colleges. The faculty view this as a way to enrich the student body, diversify the student population. To be quality an international program would require a variety of new support services. Need to have someone develop a plan so we know what is required to implement a quality program</li> <li>3. <u>MCHS:</u> Need to have someone develop a plan so we know what is required to implement a quality program</li> </ol>	<p><b>Motion:</b> to advance all three resolutions for discussion at the next senate meeting (Holbrook, Brink, MSC).</p> <p><i>Discussion:</i> funding should not come from the college budgets but rather be funded by the district.</p>
International Baccalaureate	Where are we at with this? – Debbie will present at a future AS meeting.	
Faculty Hiring Prioritization	Where are we at with a plan? Will be given to chairs for further discussion.	
DE Plan	Update – ETC will review in Aug – Updated DE plan has been drafted. Reviews past accomplishments and provides direction on how to align the CHC DE program with the OEI. ETC Meeting day will change to 2 <sup>nd</sup> and 4 <sup>th</sup> Wed at 1 pm.	
<b>New Business</b>		
Future Agenda Items	Canvas LMS review/recommendation	
Announcements	The play Tom Bryant worked on is being made into a movie. Daniel Bahner completed his Ed.D	
Adjourn	Adjourned at 2:44	
<p>Future Business: Audit policy, presentation from bookstore about how they determine prices for supplies, movement to reduce costs – athletics update from the admin. How often should senate meet? Thank you to Police Station.</p>		