

# Crafton Hills College

## Academic Senate Minutes

Date: Nov 18, 2015 (3:00pm-4:45pm)

Next Meeting: Dec 2nd 2015

Time: 3:00p.m. – 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<br>Brandi Bailes<br>Jeff Cervantez<br>Richard Hughes<br>Julie McKee<br>Patricia Menchaca<br>Ernesto Rivera<br>-3 | Tom Bryant<br>Catherine Hendrickson<br>Liz Langenfeld<br>Jessica McCambly<br>Mark McConnell<br>Dean Papas<br>Snezana Petrovic<br>Jeff Schmidt<br>-1 | Reynaldo Bell<br>TL Brink<br>Jim Holbrook<br>Meridyth McLaren<br>Gary Williams<br>-1<br><u>Senators at Large(5)</u> | Debbie Bogh<br>Daniel Bahner<br>Robert McAtee<br>Mariana Moreno<br>Evan Sternard<br><u>Part-Time Reps (4)</u><br>Dianne Purves<br>Yvonne Bastedo<br>Alicia Hallex |

### 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 |
|--|---|--------|
| <b>Call Meeting To Order</b>               | Meeting called to order by AS President Denise Allen Hoyt at 3:03 pm  |        |
| <b>Statements from the public</b>          |   |        |
| <b>Administrative Report (5 min) Bryan</b> | <p>Course Caps and Courses being offered on the HS campuses – Course cap document was distributed. Classes taught at High Schools can now be closed to general enrollment.</p> <p>Mike Strong reported on Ed Master Plan company– apologized for not including academic senate in the discussion about what to do with the one time monies. Will count this as a lesson learned and not make the same oversight in the future. The company with work with the campuses with the current Ed Master Plans.</p> <p>Where is the “lesson learned” documented?</p> <p>Churn – have learned a lot with this move. Move date has been pushed back to January. Distributed a document outlining the process. Any comments or suggestions can be sent to Mike by Dec. 2<sup>nd</sup>. Any requests for special assistance (help with packing, to</p> |        |

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|   | see the new office) call Heather Chittenden – she will coordinate. Contact Rebecca Pompa for keys to offices.  |   |
| <b>CTA Report (2<sup>nd</sup> mtg) (5 min) McLaren</b>  | Luncheon today – request to have the answers to the questions asked at the CTA luncheons provided as a written response – such as changes in sick leave counting at retirement and whether classified who are teaching get both stipends.  |   |
| Classified Senate Report (1 <sup>st</sup> mtg) (3 min)  |  |   |
| Student Senate Report (1 <sup>st</sup> mtg) (3 min)   |  |   |
| Treasurer's Report (1st mtg)  |  |   |
| <b>Senate Business</b>  |  |   |
| AS President's Report   | Resolutions From Fall Plenary – reviewed which resolutions passed and which did not. It was a good conference, good workshops. Several resolutions related to the Baccalaureate degrees.<br>Nov Statement to the Board – distributed to AS members and important passages noted.<br>New SBCCD trustee appointed- Ann Vericel – a faculty member at U of R.   |   |
| AS Senators   | Seats open for 5 more  |   |
| Approval of 11.4.15 Minutes & Voting Record   | Motion: to approve the minutes and voting record (Bailes, Holbrook, MSC 1 abstention - Hughes)   | Add Mexican to female conductor.  |
| <b>AS Committee Reports</b><br>1st meeting of the month (5 min):<br>A. District Assembly (Jim)<br>B. Chairs (Mark)<br>C. Honors Steering (Debbie)<br><b>2<sup>nd</sup> meeting of the month: (5 min)</b><br><b>D. Curriculum (Robert M)</b><br><b>E. Basic Skills (Patricia)</b><br><b>F. Educational Policy (Rich)</b><br><b>G. Educational Technology (Denise)</b><br>Other Reports (as needed)<br>SSEEM (1 <sup>st</sup> meeting - Dean)<br>EPI (Robert)<br>SSSP<br>Student Equity | D. A request was forwarded to the Board to create a new discipline. This did not come to senate as it is not part of the adopted process. In the future, requests for new disciplines will be forwarded to the Academic Senate for approval prior to being forwarded to the Board.<br>E. Thanks to all who are on or who have served on the BS committee. Have come a long way.<br>F. Have worked through a few APs and BPs.<br>G. OEI update. Approved Instructors. | G – will be agendized for the next meeting                              |
| <b>Old Business</b>   |  |   |
| Flexible Calendar (John Stanskis)   | Distributed the letter that was given to the board. Answered questions about the flexible calendar. State does not differentiate between flex and inservice, but our contract does. CTA will distribute a survey to find out areas of concern. Will plan some professional development to answer questions/clarify. Need final decision by April.  |   |
| Student Equity Plan   | Requires Senate Action<br>Rebecca Warren-Marlatt reported. Distributed the proposed budget.<br>Discussion: political concerns – need to request release time for a position, not a person. Many groups not being addressed need to have some flexibility in terms of funding particular groups of students – particularly undocumented students. Well  | Motion: to approve the plan with the new budget (Holbrook, Purves, MSC) |

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|   | written plan. Appreciate the detail and the transparency of the budget. We need a “lessons learned” clearing house. We do not want to lose all of the institutional learning we have gathered.  |  |
| Campus Posting Policy   | Review and submit comments prior to Dec 2 <sup>nd</sup> meeting   |  |
| Distance Education Plan (Denise)  | Review and submit comments prior to Dec 2 <sup>nd</sup> meeting   |  |
| <b>New Business</b>   |   |  |
| Enrollment Management (Bryan)   | Update on Plan and Concurrent enrollment courses<br>Bryan will follow up with this in Dec.  |  |
| Churn update (Mike)   |   |  |
| Master Planning and Facilities planning (Cheryl then Alma group)  | They Alma group canceled at 2:30pm.   |  |
| <b>Future Business</b>  |   |  |
| Announcements – issue with the lack of access to Dean’s secretaries. Is a safety issue but is creating a sense of disconnect, Dr. Marshall is aware of the problem. Hamlet – December 4 <sup>th</sup> . Student, John Sisk, (Jack Randall) wrote music for a film being shown. Numbers of concert and show attendance in the last 5 years – 2500! |   |  |
| Adjourn   |   |  |
| <b>Future Business</b>  |   |  |
| Future Agenda Items   | AS Exec to develop policy on Faculty Fund expenditures<br>ACCJC Follow up report (Dec Agenda)<br>Student Death Policy (with Ed Policy)<br>Course Caps (Dec Agenda)<br>BP’s & APs<br>Open Educational Resources and affordability act<br>Bookstore Markup Policies (Mike?)<br>International Baccalaureate (Debbie)<br>How do we make sure all voices (PT & FT) are heard and are represented?<br>Senate Meetings (is twice a month adequate?)<br>Update on what is being done to support reentry students<br>CHC Website updates (Kristi to address) |  |
| BP & AP Review Cycle:<br><a href="#">Click here to view CCLC Policies &amp; Procedures</a><br>Nov: AP4021, AP4022, BP4026, AP4026<br>Dec: BP4060, AP4060, BP4225, AP4225, BP4231, AP4231<br>Jan: BP4300, AP4300, AP5011, AP5012<br>Feb: BP5015, AP5015, BP5035, AP5035, BP5052, AP5052<br>Mar: BP5140, AP5140, BP5205                             |   |  |