

Crafton Hills College

Academic Senate Agenda & Minutes

Date: February 6, 2013

Time: 3:00 – 4:45 p.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

Career Ed & Human Dvlpmnt

TL Brink
 Ken Bryson
 Jim Holbrook
 JoAnn Jones
 Meridyth McLaren
 Diane Pfahler

Math, Eng & Instr. Suprt

Catherine Hendrickson
 Dean Papas
 Scott Rippy
 Laura Walker
 Sherri Wilson
 Gary Williams

Arts and Sciences

Denise Allen-Hoyt
 Robert Brown
 Steve Helleman
 Richard Hughes
 Marina Kozanova
 Jessica McCambly
 Mark McConnell (sabtcl)
 Julie McKee
 Bob O'Toole
 Snezana Petrovic

Student Services

Debbie Bogh
 Judy Giacona
 Damaris Matthews
 Mariana Moreno
 Kim McCormick

Guests: Kathy Gibson, Robert McAtee

TOPIC	DISCUSSION	FURTHER ACTION
Call Meeting To Order	3:06 pm	
Administrative Report (20 min)	Mike Strong reported: 1. Prioritizing of the building projects. Will have about 140 million. Construction plan - Looking to build the 4 new buildings and do the Level 1 renovations on other buildings. PAC on hold for now. City of Yucaipa is interested in contributing some money to PAC in return for use of the space. Hoping for some bid savings to help with money for the PAC, coupled with city money – could do some of the renovations.	
Treasurer's Report (1 st mtg of month) (2 min) McKee	The balance stands at \$2493.77	
CTA Report (5 min) McLaren		
Classified Senate Report (3 min) Mealey	none	
Student Senate Report (3 min) Razo	Club Rush – Feb 20 th High school visitation day – March 1 st	

<p>AS President's Report (10 min) Allen</p> <ul style="list-style-type: none"> A. Budget committee report B. Score Card (1-30-13) C. Repeatability D. Prof of the Year E. Classified Luncheon F. Volunteers needed <ul style="list-style-type: none"> o Scholarship review 	<ul style="list-style-type: none"> A. Going to look at the allocation model B. Will not be available until March 2th. C. Reminder to faculty to go into curriunet and remove the repeatability part. Our responsibility as faculty. D. Full time faculty winners – TL Brink, Meridyth McLaren. Part time – Diane Purves E. Faculty need to bring food again. Watch for notices. F. Need volunteers -TL Brink, Robert McAtee, Kathy Gibson, Mariana Moreno, Steve Hellerman volunteered G. Board selected a new board member – Joseph Williams. Will be installed in March. H. Committee assignments - have been completed. Need to make certain that we don't schedule faculty to a committee that conflicts with their teaching schedule. That would put us in violation of the contract, so please let exec know if this is occurring. <p>Questions: Is AS the only one who appoints to committees? Yes, with the exception of the Safety Committees (campus and district).</p>	<p>Score card will go on a future agenda.</p>
<p>Approval of Minutes (3 min) Allen</p>	<p>Minutes from 12/5/12 and 1/16/13 Motion: To approve 12/5/12 (Holbrook, Bogh, MSC) Motion: To approve 1/16/13 (Holbrook, Brink, MSC)</p>	
<p>Committee Reports 1st meeting of the month:</p> <ul style="list-style-type: none"> A. District Assembly () B. Chairs (Julie McKee) C. Honors Steering (TL) <p>2nd Meeting of the month:</p> <ul style="list-style-type: none"> D. Curriculum (Hendrickson) <ul style="list-style-type: none"> a. List of transfer degrees E. Ed Policy (Hughes) F. ETC (McLaren) 	<ul style="list-style-type: none"> A. Any questions or concerns can be sent to Kim McCormick or Jim Holbrook to be forwarded to DA. Faculty members have a rep who should be sending info. B. Met on Jan 18th. Campus safety speakers are available. Scheduling differences between 2 campuses. Some concerns about the program. Looking at implementing in spring. Sticky Friday is February 15th. We are doing summer school. Two 5 week sessions – between 25-30 courses. Upcoming trainings for SLOs and best practices for syllabi construction. Suggestion to pass syllabi info on to Ed Policy. C. Feb 22nd – Honor's event. 	<p>Printed Schedule, Summer</p>
<p>Old Business</p> <ul style="list-style-type: none"> A. Code of Ethics – 2nd reading B. Capital improvements project updates (Mike Strong) C. Student Success Initiative – report from SS committee. – (S.Wilson) 	<ul style="list-style-type: none"> A. Motion: To approve (Brink, Rippy, MSC) <i>Discussion:</i> What is due notice? B. See admin report C. Well attended workshop. Great opportunity for instructional and student services to work together. Looking at finding creative ways to accomplish the tasks set forth by the initiative. Were minutes taken? Yes, can send them out, but they are a collection of all ideas. Will bring them to senate when they are compiled. Perhaps reimplement faculty advisors to help with ed plans. Coordination with counseling will be key to making it successful. Request to add people from the exceptions committee to the SS Initiative. <p>Also attended a conference looking at building leaders at the community college in relation to Student Success.</p>	

New Business
(20 min)

- A. Recommendation that the AS send flowers to the College President in memory of her family / reimburse the cost associated with this
- B. Recommendation that up to \$100.00 be encumbered for the Academic Senate President to use at his/her discretion for professional courtesies that may occur in the future.
- C. Advancement in Rank
- D. Resource 25 and Summer/Fall Schedule of class
- E. MOU with Uof Redlands
- F. Process for evaluating the appropriateness of placing Pre-reqs on Courses (Wurtz)
- G. Grants (Childers)
- H. Resolution for Grant approval process (Allen-Hoyt)

- A. **Motion:** The AS send flowers to the College President in memory of her family / reimburse the cost associated with this (Holbrook, Brink, MSC)
- B. **Motion:** Recommendation that up to \$100.00 be encumbered for the Academic Senate President to use at his/her discretion for professional courtesies that may occur in the future. (Holbrook, Brink, MSC)
Discussion: The AS President would only report to the senate when these funds have been used.
- C. **Motion:** To promote Ryan Bartlett, Robert Brown, Steve Hellerman, Elizabeth Langenfeld, Ted Phillips, Dan Sullivan, Jim Urbanovich and Gary Williams to full professor (Holbrook, Brink, MSC)
Motion: To promote Amber Contreras and Michael Sheahan to Associate professor (Brink, Bogh, MSC)
- D. Recommendation to ask students how they would like to receive the schedule. Please use a more modern font. Suggestion to distribute by quick code and then post around campus. Students would still like to have a printed copy. Students at 4 year universities will not have paper – a good way to get them ready.
- E. Will postpone until later
- F. Keith Wurtz presented information on the history and current process for pre-reqs. Academic senate needs to develop a plan. Keith is willing to help us develop this plan.
Motion: For the AS with Keith to create a draft plan for establishing pre-reqs through content review (Holbrook, Brink, motion withdrawn)
Discussion: What are the guidelines? Comes from the State AS. We need to formally adopt the AS paper, we need to readdress the curriculum committee charges and then right a resolution.
Motion: To adopt the State AS paper, Student Success: The case for establishing prerequisites through content review, evaluate curriculum committee bylaws to make sure they are in line with the document and then write a resolution which supports the curriculum process as faculty only driven (Rippy, Holbrook, MSC)
Discussion: Valley also interested in getting this process established. Exec will discuss and put our a request for an ad hoc. Will also contact Valley about collaborating.
- G. & H Postpone
Motion: To move to a future agenda (Bogh, Holbrook, MSC)

Future Agenda items/issues	<ul style="list-style-type: none"> • Adult Ed • Fall Student/Parent Event • Improved Wi-Fi • Governors Budget Items and impacts thereof • Summer School • Academic integrity for students • Equitable distribution of shared governance • Completion of tasks and progress on goals from Aug plenary sessions – specifically curriculum 	<p>AS president will contact AS committee chairs to request meeting agendas and minutes be forwarded to R Brown for posting on the AS website.</p> <p>Also, contact Curriculum chair to request a list of all course, programs, certificates approved by the committee and date.</p>
Announcements	<p>March 3rd – March and March Art Club will be selling handmade Valentines next week. March 6th – transfer fair April 3rd – choose a career, declare a major Event</p>	
Statements from the public	3:00 means 3:00.	
Adjourn	4:42 pm	
<p>Mission Statement To advance the education and success of students in a quality learning environment.</p>	<p>Vision Statement To be the premier community college for public safety and health services careers and transfer preparation.</p>	<p>Institutional Values creativity, inclusiveness, excellence, and learning-centeredness.</p>