

# Crafton Hills College

## Academic Senate Agenda & Minutes

**Date: March 5th, 2014**  
**Next Meeting: March 26th**  
**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.

<p>Members – Roll Call by Sign in  <u>Career Ed &amp; Human Dvlpmnt</u>            TL Brink            Jim Holbrook            JoAnn Jones            Meridyth McLaren</p> <p><u>Senators at Large</u>            Rey Bell            Patricia Menchaca</p>	<p><u>Math, Eng &amp; Instr. Suprt</u>            Kathleen Gibson            Catherine Hendrickson            Dean Papas/Gwen DiP            Scott Rippy            Sherri Wilson            Gary Williams</p>	<p><u>Arts and Sciences</u>            Breanna Andrews            Denise Allen-Hoyt            Robert Brown            Richard Hughes            Jessica McCambly            Mark McConnell            Julie McKee            Bob O'Toole            Snezana Petrovic            Diane Purvis (PT rep)</p>	<p><u>Student Services</u>            Debbie Bogh            Damaris Matthews            Mariana Moreno            Kim McCormick</p>
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**Guests:** Cheryl Marshall, Bryan Reece, Rebecca Warren Marlatt

	DISCUSSION / ACTION	FURTHER ACTION
Call Meeting To Order	Meeting called to order at 3:02 pm.	
<b>Administrative Report (5 min)</b>	Dr. Cheryl Marshall reported. A. Suggestion from the district to keep the policies and procedures as close to Ed code as possible. If additional things are needed, those can be added to the procedural piece but keep the policy as simple as possible. <b>Motion:</b> To move the building naming item to the President's report (Jones, Purvis, MSC) <i>Discussion:</i> none Distributed the building name suggestions. Suggestion to add a map to the handout. New buildings are included on the list as well. What happened to the Finkelstein plaque that was on the old library? Will check on this. Send any other suggestions or input to Cheryl by March 14, 2014.	
<b>Treasurer's Report (1<sup>st</sup> mtg) (2 min) McKee</b>	The current balance stands at \$1348.66.	

CTA Report (2 <sup>nd</sup> mtg) (5 min) McLaren		
<b>Classified Senate Report (1<sup>st</sup> mtg) (3 min)</b>	None	
<b>Student Senate Report (1<sup>st</sup> mtg) (3 min)</b>	Sent 24 students on the March to the capitol. Senior Day this Friday.	
<b>AS President's Report (10 min) Allen</b>	President-Elect – still need to have someone step up.	
Informational/Action Item (2 <sup>nd</sup> mtg)		
<b>Approval of Minutes (3 min) Allen 2.19.14</b>	<b>Motion:</b> to approve with changes (Holbrook, Gibson, MSC) <i>Discussion:</i> need to add the names of people who voted, time needs to be changed, Breanna Andrews name spelled incorrectly, include spelled incorrectly.	
AS Committee Reports <b>1st meeting of the month:</b> A. District Assembly (Jim) B. Chairs (Julie) C. Honors Steering (Debi) 2 <sup>nd</sup> meeting of the month: D. Curriculum (Mark M) E. Educational Policy (Rich) F. Educational Technology Other Committee Reports G. SSEEMM (1 <sup>st</sup> meeting)	A. Interesting meeting. APs & BPs have been color coded, but not everyone has access to a color printer. Had them clarify the meaning of the various colors. Suggestion for them to release APs and BPs dealing with academic and professional to the college Academic Senates right away. Have set a process in place where senates will receive the Board Policies/information before the DA discusses them. District will set up a shared area for these policies. Question about what Ed Policy should do with the information from Old Business? Need as many eyes on all of it as possible, but could go forward and start working on the Academic & Professional issues. B. Sticky Friday is done. Tues/Thursday is very busy. Question about where Brandman Univer classes will be held. Utilizing the space better. Can still grow more on Fridays. C. 4 students were TAP certified (priority admission to colleges with Honors agreements) G. SSEEMM – focusing on working groups getting started. Some discussion about how to use the BSI funds.	
Old Business A. Catalog changes for Confiring Degrees (Debbie) B. AP7210 - Advancement in Rank C. BP 4070 and AP 4070 D. AP7250 Retreat Rights and Board agenda item 6-10-10 E. Class Size position paper F. Class Size Process	A. Review and approve catalog addendum – revised our GE degree requirements to 3 options. <b>Motion:</b> To approve the addendum (Holbrook, Matthews, MSC) <i>Discussion:</i> need to do quickly so it can cover students graduating this spring. B. Recommend forwarding to District – we have been following a process for many years, but it was not documented. <b>Motion:</b> To approve this process with all secretarial changes made by fall (Holbook, Purvis, MSC) <i>Discussion:</i> note the color of the robes and tassles for the Board at graduation. Need to make these changes on the website. C. Review, Revise, Approve – the documents that we have at senate do not match the documents that were distributed at DA yesterday. What direction do we take? The policy CHC and Valley approved is not what	

	<p>we are seeing. There may be reasons for why the changes were made/recommended. Issue is that we were not informed of the changes nor given an opportunity to comment on them.</p> <p><b>Motion:</b> AS President needs to confer with Valley Senate President about the original document (AP 4070) approved at the January 29, 2014 meeting (Jones, Purvis, MSC)</p> <p><i>Discussion:</i> this needs to be done in a trackable way.</p> <p><b>Motion:</b> BP 4070 be forwarded without the highlighted note and without the blue text – meaning the information underlined in Red (Holbrook, Hendrickson, MSC)</p> <p><i>Discussion:</i> What about Board Policy 4070? Suggestion to remove everything except the red underlined text.</p> <p>D. Review full-time job description – as approved by the board on 6-10-10 - recommend senate action/next steps for retreating Administrator. Education has been confirmed. Suggestion to recommend him for any position that requires an MS in Education as minimum qual. Which minimum requirements are we following? Chancellor’s minimum quals or minimum quals on our job description.</p> <p><b>Motion:</b> We verify that Dean Raju Hedge holds a MA in Education (Holbrook, Bogh, MSC)</p> <p><i>Discussion:</i> What do we do about the discipline? Right of the administrator to assign him.</p> <p><b>Motion:</b> AS recommends that Raju Hedge be assigned to a discipline that has a Masters in Education as the minimum qualification. (McConnell, Petrovic, MSC)</p> <p><i>Discussion:</i> this needs to be agendized so this doesn’t happen again. Now potentially have a faculty member who was not screened as faculty.</p> <p><b>Motion:</b> to agendize this so it doesn’t happen again (Holbrook, Hendrickson, MSC)</p> <p><i>Discussion:</i> none</p> <p>E. Recommend accepting the AS position paper (adapted from the Statewide Academic senate position paper) - no urgency. Class size is set for fall.</p> <p><b>Motion:</b> Delay E &amp; F (Jones, Brink, MSC)</p> <p><i>Discussion:</i> none</p> <p>F. Discuss and make suggestions for revision to the draft process – recommend referral to Ed Policy for final review – return to Senate for approval in April.</p>	
<p>New Business A. Building Names</p>		

Announcements	CTA workshop on Friday – topic is workload Memorial art show for Marc Wurmbrand on April 20, 2014. Employer coming in next week – please announce Transfer Fair is Wednesday. Field trip to CSU Fullerton May 10 <sup>th</sup> – next 3 Peaks Challenge Disaster Drill – Friday March 14 <sup>th</sup> – 10-11 am Field Trips – GSI has several planned, SOC as well, Bio club going to the living desert.	
Statements from the public		
Adjourn	Next meeting the Wednesday after Spring Break. Meeting adjourned at 4:46.	
Future Business A. Credit/Non-Credit classes B. Program Discontinuance C. New Program Devlpmt D. Preview of the Electronic Ed Plan Tool E. CA virtual college Presentation (Trelisa)		
<b>Mission Statement</b> To advance the education and success of students in a quality learning environment.	<b>Vision Statement</b> To be the premier community college for public safety and health services careers and transfer preparation.	<b>Institutional Values</b> creativity, inclusiveness, excellence, and learning-centeredness.