

# Crafton Hills College

## Academic Senate Minutes

Date: Dec 2<sup>nd</sup>, 2015 (3:00pm-4:45pm)

End of Semester Party: Dec 16<sup>th</sup>, 2015

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

Guests: Cheryl Marshall, Bryan Reece

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	The meeting was called to order at 3:02 pm.	
Statements from the public		
Administrative Report (5 min)	Campus closing at 5pm in response to the SB attack	
CTA Report (2 <sup>nd</sup> mtg) McLaren		
Classified Senate Report (1 <sup>st</sup> mtg)	None	
Student Senate Report (1 <sup>st</sup> mtg)	None	
Treasurer's Report (1st mtg)	Balance stands at \$1557.29. Thanks to all who donated to the give Big campaign on Tuesday. We made a little over \$2000. This will fund the 4.0 scholarships.	

### Senate Business

AS President's Report	Jessica McCambly has accepted a position in San Diego. Her contribution to the Senate and other campus committees is unparalleled. She will be missed immensely. It will be hard to fill her place on campus. Need to decide about a December 16 <sup>th</sup> meeting. Educational Master Plan group (Alma) would like to come and present.	Motion: to have a meeting on the 16th and address the two business items (Purves, Bailes, 1 nay MSC)
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AS Senators	Seats open for 5 more Diane Pfahler has volunteered to serve	Motion: to have Diane Pfahler serve as a senator (Bailes, Mechaca, 3 nay, McLaren, McKee, Holbrook, 1 abstention, Bastedo)
Approval of 11.18.15 Minutes & Voting Record	Motion: to approve (Purves, Bastedo, 5 abstentions – Bailes, Bogh, Langenfeld, McAtee, Ray MSC)	
<b>AS Committee Reports</b> <b>1st meeting of the month (5 min):</b> <b>A. District Assembly (Jim)</b> <b>B. Chairs (Mark)</b> <b>C. Honors Steering (Debbie)</b> 2 <sup>nd</sup> 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) <b>SSEEM (1<sup>st</sup> meeting - Dean)</b> <b>EPI (Robert)</b> SSSP (as needed) Student Equity (as needed)	A. Chancellor was not present. Various business items were discussed. B. Chairs – will meet again in January C. Honors – met for the first time. Student research conference has been cancelled due to a lack of submissions.  SSEEM - committee approved a Veteran's coordinator – full time. Hoping to fill by fall.  EPI – moving forward. The project lead (Ben Gamboa) has left the college for a new position so Robert McAtee is taking over.	
<b>Old Business</b>		
Course Caps (Bryan)	Bryan distributed a 5 year class cap spreadsheet. There are some errors in the numbers. Need to send all errors to Bryan. Need to also see about the cost of each section. 35 students is a fiscal recommendation by the state. As a college we are not saying all classes must have 35 but we needed this information to start the conversation. If faculty are being asked to be more efficient, then we need to make the same request of the administration. Needs to be addressed by chairs. How are honors students calculated? Honors sections are not on the list that was distributed. We need to look at additional ways to increase our numbers at census – not just having some classes that are huge to balance the smaller ones. Maybe need to look at pre-reqs for the classes. Need to look at the classes that might benefit from being on the exchange. Chairs is only the first step. Chairs needs to look at the State AS paper on adopting course caps.	Motion: to send to chairs and bring back to senate by March 1st (McLaren, Bailes, 1 nay – McKee, 2 abstentions – Holbrook, Purves, MSC)
BP's and AP's	Nov: AP4021, AP4022, BP4026, AP4026 Dec: BP4060, AP4060, BP4225, AP4225, BP4231, AP4231 Valley has looked at the comments as well. Have not completely agreed on the next step. Thinking the AS Presidents will meet, look at comments, merge comments and bring back to the Senates at both colleges for further comments by faculty.	

Distance Education Plan (Denise)	Review comments – only one comment sheet received – mostly edits to format – accepted most. Recommend forwarding to CHC campus community for final review, input and revision requests. Finalized plan to return to AS in Jan.	Motion: forward the DE Plan to the entire campus for review and comment (Bailes, Purves, MSC)
ETC OEI Recommendation	Seeking direction from AS on canvas LMS. Posted Glen Kuck's response to some of the biggest concerns/questions/issues. Have agreed to use the student readiness tools available through the exchange since they are available and free. The campus will make a recommendation but ultimately it is a district-wide decision. Read the comments submitted by Ted Phillips – not in favor of the recommendation without more information presented by the ETC about the Exchange. We need to better address the issue of how people get their voices heard on the senate. However, ETC is a standing committee of the AS and they were charged with reviewing the OEI and bringing forth recommendations to the AS. They are the experts and we should accept their recommendation. ETC has done a lot of work on this project.	Motion: table the discussion about CANVAS and OEI until February (McKee, McAtee, MSF). Motion: to move forward with CANVAS and hold on OEI participation decision (Bailes, Menchaca, MSC, 3 McAtee, Hughes, McCambly)

**New Business**

Enrollment Management (Bryan)	Update on Plan and Concurrent enrollment courses Bryan distributed a plan to increase enrollment for spring.	
ACCJC Follow up Report (Rebecca)	Jan AS meeting	

Announcements: AGS Honor Society – having a Christmas party for the Boys Home. Accepting donations of money or items. December 18th in LRC 226. Will have the link to Amazon again to purchase gifts. Hamlet- Friday and Saturday 8 pm. Hamlet played by a woman.

Adjourn – Meeting adjourned at 4:54 pm.

**Future Business**

Future Agenda Items	AS Exec to develop policy on Faculty Fund expenditures Student Death Policy (with Ed Policy) Flexible Calendar (1 <sup>st</sup> meeting in March) Master Planning (Alma group – Jan?) Posting Policy (January or Feb) BP's & APs Open Educational Resources and affordability act Bookstore Markup Policies (Mike?) 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 reentry 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