

**Crafton Hills College Academic Senate
Approved Minutes
4 October 2006**

Senate President Rick Hogrefe called the meeting to order at 3:04 pm.

Members Present: Daniel Bahner, Jane Beitscher, Debra Bogh, T.L. Brink, Bob Crise, Kathy Crow, Jodi Hanley, Steve Hellerman, Catherine Hendrickson, Rick Hogrefe, Jim Holbrook, Denise Hoyt, JoAnn Jones, Damaris Matthews, Robert McAtee, Meridyth McLaren, Mark McConnell, Bob O'Toole, Snezana Petrovic, Ralph Rabago, Mark Snowwhite, Sherri Wilson

Members Absent: Marina Kozanova, Catherine Pace-Pequeno, Diane Pfahler, Roger Sadler

Guests Present: Alex Contreras, Reuben Harrison, Jim Urbanovich, Miriam Williams

I. Administrative Reports

A. Alex Contreras, Vice President of Student Services Report

1. Registration - Students are able to register up to the first day of class. Registration fees dropping to \$20 in spring. Open to recommendations from faculty regarding student drops and adds. Need to meet the needs of faculty, students and also Title 5.
2. Student Clubs - 10 student clubs chartered for this year, only 4 last year. AS had free caramel apples for AS card holders. There are perks for faculty who purchase cards as well. Reminder for Swing Under The Stars event.
3. Assessment Center finished administering validation studies. They have hired a consultant to analyze the data. Student success team working on an early alert system to recommend students for support, tutoring, etc.
4. DSS has had some funding difficulties. Number of students utilizing the services is going up. Learning disabilities and emotional issues are not weighted as highly as other disabilities in terms of funding. Investigating strategies to get the weight of those disabilities increased. Looking at the programs offered at RCC as a good example/goal to help increase DSS funding. May be applying for a grant to hire interpreters and signers.
5. EOPS received a \$60,000 funding allocation increase. Number of students involved in the program have increased dramatically in last few years. Mid-semester progress reports will be requested in the next week.
6. Financial Aid – Recently hired an Outreach Coordinator. The number of students applying for FAFSFA has doubled in last few years. Have had to temporarily close the Federal Work Study Program. Will re-analyze budget after October payroll to determine further availability of funding for students. Work study program was cut this year in favor of ASG grant. Many students would rather work than receive a grant however there is an issue with the hourly wage. Work study students still earning \$6.25/hr.

7. Health and Wellness - Various screenings available; flu shots available starting in October. Please encourage students to get the flu shot. Blood mobile on campus today. State used to pay health and accident fees for BOG students. College has decided to have students pay fees personally. Financial aid may cover fees for some BOG recipients.

Faculty questions regarding refunds – policy currently states if a student drops s/he gets a refund, if the instructor drops, student doesn't. This issue is being addressed.

Question about possible District support for the Health Center. Other campuses have a fee for service for faculty. Came up with a fee schedule, but the district does not support it.

II. Approval of Minutes from September 20, 2006

The minutes of September 20, 2006 were approved with corrections.

MOTION: To remove the details of discussions from the minutes.

(MSC Bahner, O'Toole)

III. Treasurer's Report

Treasurer Jodi Hanley reported that the balance in the treasury stands at \$ 2320.97

IV. Other Reports

- A. Classified Senate Report- (Miriam Williams) Working on filling Classified Senate vacancies. Would also like to have more involvement in and information on campus happenings.
- B. Student Senate Report - Reuben Harrison will be meeting with faculty chairs after Swing Event is over. Meetings with chairs will be an opportunity for faculty to let the Student Senate know what kinds of activities they would like to see on campus. There is a Region 9 Meeting on Oct 13, 2006, which is open to the public. Faculty question about the Student Senate PA system. Nothing in process as of yet.

V. Senate President's Report

- A. Accreditation Self Study – Professor Holbrook and Deborah Harrington, Dean of Humanities & Social Science are co-chairs.
- B. Chairs Council – First meeting is Friday, October 6 at 7:00 am in CHS 237. Council will address the function of chairs council. Coordinators of the Library and LRC are also invited.
- C. Compressed Calendar Committee –Hogrefe is the Crafton Representative. Possible issue with instruction hours as well as class duration. May be some issue with the current block schedule. We need to decide our position before district calendar meeting (Oct 19). We need to look at data about what is best for students. Gains may not be worth the effort. We still need to schedule according to Title 5 Regulations.
Question regarding a late start in the spring semester. Also would have a later start date. May be issues with room availability. Need to explore other options, such as late start and online classes.

VI. Old Business

- A. **Action Item:** Course Room Change Request Form
Motion: To accept the Course Room Change Request Form
(MSC Brink, Snowwhite)
Friendly Amendment: To change last sentence on form to read 'Instructors and faculty chairs will be notified of approval or denial by the division dean.'
- B. Discussion: AR 5080, Student Adds and Drops - Valley's suggestions
Comments included: B1 could be an issue with students trying to add very late in the semester; instructor should have ability to approve, but should have a time limit; C & D in violation of title 5.
Summary of Crafton's suggestions:
 - 1. After add/drop deadline, students can only add through petition
 - 2. Delete C & D
 - 3. Any student who drops or is dropped in the first two weeks should get a refund.
- C. Discussion: Procedures for Revision of Hiring and Equivalency Policies – faculty need to submit all comments before the meeting with Valley to discuss the policy.

VII. New Business

None

VIII. Committee Reports

- A. Curriculum – Oct 13 deadline for curriculum changes
- B. Student Interests – have met, looked at Student Survey from last spring, defined reciprocal services with Valley, have a few names in mind for the graduation speaker
- C. Budget and Planning - none
- D. Title V Bridging/Title V Steering – several recommendations have already been met. TLC will be running next month – fully equipped and waiting for furniture. Bridging advisory committee met - working on a mission statement for DREAMS Express
- E. Educational Technology – blackboard trainings have started. Approximately 6 new online courses on track for fall
- F. Scheduling – have developed a process for room scheduling. Need to have some organizational plan for late start class offerings.
- G. District Assembly – still have two classified vacancies from CHC, no significant news in various district level reports, attendance off agenda and back to Chancellor, student grievance policy and form complete, discussion forwarded on re: drivers list and student loans, both seem to be accepted.
- H. Student Learning Improvement Cycles – Gary Williams, Assessment Coordinator has met with Susan Shodahl, VP of Instruction.

IX. CCA Report

Luncheon on Wednesday, Oct 11 at 12:00.

X. Announcements

Honors Institute informational meeting, October 11, at 4:30 pm, free dinner included
Mask Exhibition October 11, from 6:30-8:00 pm, food and live music

XI. Statements from the Public

None

XII. The meeting was adjourned at 4:45 pm.