

Crafton Hills College Academic Senate
Approved Minutes
1 November 2006

Past President Daniel Bahner called the meeting to order at 3:02 pm.

Members Present: Daniel Bahner, Jane Beitscher, Debbie Bogh, T.L. Brink, Bob Crise, Jodi Hanley, Steve Hellerman, Catherine Hendrickson, Jim Holbrook, Marina Kozanova, JoAnn Jones, Lynn Lowe, Damaris Matthews, Mark McConnell, Meridyth McLaren, Catherine Pace-Pequeno, Mark Snowwhite, Sherri Wilson

Members Absent: Robert Boehm, Kathy Crow, Rick Hogrefe, Denise Hoyt, Robert McAtee, Bob O'Toole, Snezana Petrovic, Diane Pfahler, Ralph Rabago, Roger Sadler

Guests Present: Donna Ferracone, Debra Harrington, Gloria Harrison, Reuben Harrison, Bev Hydorn, Rebecca Orta, Ericka Paddock, Laurens Thurman, Kim Salt

I. Administrative Reports

- A. Donna Ferracone, Dean of Career and Technical Education, announced plans to start a middle college with a charter high school in San Bernardino. Needs an indication from faculty that there are faculty interested in having these students in their class(es). It will be a very selective process for choosing students, would like to focus on small learning communities. This program is meant to be an accelerated program for high school students and will not just focus on basic skills. She has literature on the program and would be happy to meet with faculty to discuss the possibility further.
- B. Deborah Harrington, Dean of Humanities and Social Science, reminded us about the accreditation self study and announced that there will be an informational meeting on Dec. 8th to identify the standards and the teams working on each standard. She reminded everyone that faculty will play a key role in the process and in its successful completion. Learning is focus of the self-study. We will have smaller team meetings as well as campus meetings. We need to decide what we have in place now and what we want to maintain or change. Funding is available for t-shirts, food and/or retreats if they are needed. Everyone was encouraged to be on a process. We have a lot of talented and

brilliant faculty who can contribute to this process. Crafton is in a time of change, we need to focus on how we can make these changes. Gloria Harrison added that Dec 8th is not an inservice day but can be used as a flex day. There will be master plan presentations and accreditation workshops on that day in addition to the self-study meeting.

- C. Laurens Thurman, Dean of Math and Sciences, announced that the focus is now on the summer schedule. The college would like to expand spring classes to ease the impacting in summer. There is an issue of space. College has a target of 4100 FTEs. Looking at projections, we may be able to increase enrollment in the spring. Spring and Summer enrollment is 3900 FTEs, still short. Encourage faculty to take ideas to the Deans. If spring sections filling quickly, make Deans aware so they can open new classes/sections.
- D. Daniel Bahner announced that today was Bev Hydorn's last day at the college. She was retiring and moving away. Bahner read the resolution approved by the Academic Senate and presented the plaque to Bev. It was an emotional presentation. Bev thanked everyone and said she would miss the campus and the people she has worked with for so long.

II. Approval of Minutes from October 18, 2006

The minutes were accepted with no corrections. (MSC Brink, Beitscher)

III. Treasurer's Report

Treasurer Jodi Hanley reported that the balance in treasury stands at \$2746.97.

IV. Other Reports

- A. Classified Senate – Rebecca Orta reported that the fall fundraiser was very successful, 230 apples were sold.
- B. Student Senate – Reuben Harrison announced that Nov 8th is the Art Gallery opening and Mural Exhibition. There will be a music recital on Nov 18th and Associated Student days are Nov 6 & 7. Student senate has also been approached by a student to start a petition to fix the lighting on campus. Harrison also informed the faculty that he has started his meetings with Faculty Chairs. He met with McConnell today and is meeting with Hogrefe next week. The Student Senate will also be visiting the EMS Department and having lunch with them. Bahner added that the lighting issue was addressed by many students on the Student Satisfaction Survey. There was a suggestion from a faculty member to encourage students to serve on campus committees.

V. Senate President's Report

- A. Part-time Faculty Hiring and Equivalency Policies
Reminder to take a look at the part time hiring and equivalency policies.
- B. Status of Committee Charges
Reminder to continue to address and complete charges.
- C. Report from Statewide Academic Senate Fall Plenary Session
A few of the passed resolutions were:
 - 1. Separate review for any course of 3 or more units being offered in less than 6 weeks
 - a. Some programs need to do this based on industry demand
 - 2. Separate review process for any course with alternative delivery methods
- D. 2007-2008 Calendar
Next fall, Crafton will begin on August 13, 2007 and finish on Dec. 14, 2007. Valley begins on August 22 and finishes Dec 22, 2007.
Could be an issue with student enrollment. We will need to get the word out as to when our semester starts.

VI. Old Business

- A. Discussion: Procedures for Student Adds During the First Week.
Revisited question of whether there should be open registration the first week of the semester. Faculty brought forward the following issues:
 - 1. Possible overfill of the class
 - 2. Taking away an instructor's ability to choose who is allowed into a class. Specifically, an instructor not being able to give enrollment priority to students who show up the first day.
 - 3. A student who didn't show up the first day is dropped but can be replaced by a student who also didn't show up the first day.
 - 4. If we are trying to build enrollment, not allowing students to enroll is counterproductive.
 - 5. Issue with students not being able to track down adjunct faculty.

Motion – To continue with the current Student Add Policy (stickers for two weeks and then close). (MSC McConnell, Jones)

Motion - To rewrite AR 5080, Adding Courses, 'A' to include contingent upon the instructor's approval (MSC Hendrickson, Snowwhite)

Motion - To approve AR 5033 with additions and grammatical changes (MSC Hellerman, Lowe).
Additions include; under C Military Service Exception, add 'who is activated' and 'and who provides documentation of activation.'

VII. New Business

None

VIII. Committee Reports

- A. Curriculum - 208 curriculum submissions were made by the Oct 13 deadline. They hope to have all changes and additions completed by February. A faculty member asked for an estimated date to have courses changed/corrected to make the Fall 07 catalog. Response - before December if possible. Faculty question about timeline for submitting courses for the other semesters. Courses can be submitted at any time, but they will not be looked at until the ones from this year are addressed. Faculty suggested that the committee make a statement to the effect that from now on curriculum cannot be submitted by an administrator.
- B. Student Interests - Committee is balloting on the graduation speaker. They are also considering creating a draft for a resolution in support of Health Center. The next meeting will be Nov. 13.
- C. Budget and Planning – none
- D. Educational policy – addressing issue of accuracy of the rosters submitted by faculty at end of semester. Stressed need to educate all faculty about the dangers of not using the official A&R registers. Looking at minors on campus resolution passed by Statewide AS.
- E. Title V Bridging/Steering – have created a tentative mission statement. Have been able to use mission statement to guide decisions. Brainstormed 20 different goals, will keep us apprised on progress. Presented information about students who have taken the Accuplacer – 3710 have taken the test which places students into English, math and reading courses. Of the students who took the exam, 88% qualified for a developmental class in one, 62% qualified in two areas and 45% qualified for developmental classes in all 3 areas.
- F. ETC – none
- G. Scheduling – back to once a month meetings. Trying to get each department to come up with course offering schedule.
- H. Student Learning – will meet for the first time next week.

IX. CCA Report

Thanked everyone for attending luncheon. Next luncheon is Nov. 8 from 12-1. Don't forget to vote on Nov. 11 – Union is supporting Measures 1A through 1E.

X. Announcements

- A. Having free cookies and sodas in the Library to entice students to enroll in Library Research and Information class.
- B. Student Senate will have a fundraiser at Jose's on Nov 14th. Student senate will receive 15% of all sales.
- C. This Friday, OE 200, there will be a meeting with all of the Self Study Standard chairs. Encourage everyone to participate in the meeting on Dec. 8th.

D. Meeting to discuss the Child Development Center is Friday at 11:00

XI. Statements from the Public

None

XII. Adjournment

The meeting was adjourned at 4:40pm.

Respectfully Submitted,

Meridyth McLaren, Secretary