

**Crafton Hills College Academic Senate
Approved Minutes
6 September 2006**

Academic Senate President Rick Hogrefe called the meeting to order at 3:02

Members Present: Daniel Bahner, Jane Beitscher, T.L. Brink, Bob Crise, Kathy Crow, Jodi Hanley, Catherine Hendrickson, Rick Hogrefe, Jim Holbrook, Denise Hoyt, Marina Kozanova, JoAnn Jones, Lynn Lowe, Damaris Matthews, Mark McConnell, Meridyth McLaren, Bob O'Toole, Catherine Pace-Pequeno, Ralph Rabago, Mark Snowwhite, Sherri Wilson

Members Absent: Debra Bogh, Steve Hellerman, Arnie Kosmatka, Robert McAtee, Snezana Petrovic, Diane Pfahler, Roger Sadler

Guests Present: Kelly Boebinger, Joe Cabrales, Milly Douthit, Gloria Harrison, Matt Henes, Charlie Ng, Kim Salt

I. College President/Designee Report

Charlie Ng, Vice President of Administrative Services first reviewed his responsibilities as VP of Administrative Services, identified the committees he serves on and then gave an update on each area he oversees.

- A. Work on the design and construction of the new community center and pool is moving forward. Firm not selected for construction of projects.
- B. A Maintenance and Grounds Coordinator position has been created. Currently in the hiring process for that position.
- C. Smoking Policy for campus adopted. Have done a campus walk-through for possible smoking locations.

Concern from a faculty member about implementing too quickly. Suggestion for new policy to have a January 1, 2007 start date to avoid a rushed process. A few faculty also questioned the make up of walk-through party.

Gloria Harrison commented that we, [the College] have to comply with smoking policy but that the process just started. This policy does not make us a no smoking campus, but there is a compromise, the 'smoking zones.' They must be identified soon.

D. Maintenance projects

- a. Computer mall on 1st floor of library.
- b. Replace staff furnishings on 3rd floor of LADM.
- c. Improve lighting in parking lots.
- d. Enhance air conditioning in LADM, library, server room.

Question regarding dismissing class due to extreme heat. VP Ng responded that is an instructional issue. Should probably only dismiss if heat conditions reached an unsafe level, not just uncomfortable. 85° is not an unsafe level. VP Ng

suggested a change of rooms. He added that he does not want those kind of conditions to continue and will work on fixing the heating and cooling issues. VP Ng did not have a timeline for the repair of the air in the library.

- E. Custodial & Receiving
Two custodian positions need to be filled. There is another position on the College Funding Priorities List.
- F. Bookstore
Experienced a 5% decrease in revenue, mirroring the 5% student decrease. Most bookstore revenue from sale of books. Can't compete with discount online sites. Looking at increasing sales of used book on which the profit margin is better.
- G. Cafeteria
Dealing with a lack of volume after lunch. Campus cafeterias generally lose money. Many outsource or go to vending machines. Cafeteria has increased its catering business. Also looking at ways to encourage more student use.

Ruben Harrison, VP of Academic Affairs for the Student Senate stated there is some issue with lack of ability for students to pay with ATM or credit cards. Student Senate has looked at support for night students. Also need to look at what is sold. There are coupons for Associated Student card holders.

- H. CBO/Communications
Moved location. Issues with mail, being studied for possible improvements.
- I. Police
In transition to district operations. Looking into parking solutions, problems with parking, and the need for temporary parking during the first few weeks of school.

Question about progress of repairs for broken elevator in CHS.

VP Ng informed the Academic Senate that the contract is now signed and repairs will move forward.

II. Approval of Minutes from August 23, 2006

The minutes from August 23, 2006 were approved with minor corrections (MSC Snowwhite, Jones)

III. Treasurer's Report

Treasurer Jodi Hanley reported that she deposited \$398 into the AS account. The balance in the treasury stands at \$ 2140.97

VI. Other Reports

- A. Classified Senate Report - none
- B. Student Senate Report (Ruben Harrison)
Associated Student Days next Monday and Tuesday. Will include food and a raffle
October – Swing Under the Stars Event

V. Academic Senate President's Report

A. Student Satisfaction Survey Results

Copy will be sent out to all faculty. Will discuss results at a later date.

B. Budget and Planning Prioritization Process

Instructional equipment was not identified on College Funding Priorities List, but there is equipment that was funded. President Harrison will send a copy of funded equipment to AS President. Catherine added that there is a Budget and Planning meeting next week. Committee will ask why certain items were not funded.

C. Hunter Boylan Presentation

Thursday, Sept 7th at 3:00 pm in the PAC. This presentation is for the general campus community. A college hour has been declared from 3-5pm. There are also two Friday Workshops, each with a different focus.

D. AR 5080, Course Adds and Drops; AR 7040, Employee Travel; AR 5070 Attendance

- a. We will follow the same procedure as last year; discuss, formulate written comments, send written comments to Prof. Holbrook.
- b. Some regulations will require no comments.

E. District Assembly

- a. Smoking policy has been adopted by board, up to campus to implement. It was added that Valley identified smoking zones with Easy-ups. A concern was raised about the administration making smoking zone determinations on this campus without faculty input. Also issues with enforcement of policy.
- b. Internet connectivity issues. Not getting all of the e-mails we are supposed to. No Yahoo!, possibly not all MSN. Issue with a replacement part in relay tower. No timeline for arrival of part to fix problem.

Faculty complaint about getting large amounts of junk mail.
Academic Senate will soon get its own e-mail address.

VI. Old Business

A. Action Item, 1st Reading: Resolution F06.01 Online Teaching Load

Prof. Brink shared that Valley has instructors who are entirely online. This should be an option for us but no instructor should be forced to teach online.

Motion: To accept online teaching load resolution (MSC Rabago, Holbrook)

Discussion

In favor - none

Against - none

Comments/Questions

If this is already happening at Valley does it not set a precedent for Crafton?

Not necessarily. Valley may not have an approved resolution.

VII. New Business

A. Discussion: Course Room Change Request Form

College now has a scheduling person who can make these decisions but we need a process for changing rooms. This form will become the first step in process.

Motion: To approve the course room change request form (MS Brink, Jones)

Comments/Questions

Need for an 'approved' section of form

Clarification of what 'posted' means

Why is faculty chair not involved in process? Agreement that s/he should be cc'd/involved/sign off. Copy should be sent to faculty chair.

Request for room change updates on web.

Form sent back to committee for revisions.

B. **Discussion:** Procedures for Revision of Hiring and Equivalency Policies

Drafts were sent out last year and again this year. Typically have three months to respond. Chancellor seems to be in a rush to get it in place by spring. Perhaps not possible or reasonable. We need a process for moving forward. Prof. Snowwhite has agreed to spearhead project. According to Prof. Snowwhite, policy roughly written and will need to be reworked. Issues and concerns and additions can be e-mailed to him.

Suggestion from a faculty member to include this issue at the alternate Wednesday discussion time.

A comment was made that this issue is too important for verbal discussion only.

There are policy implications. Comments need to be in written form so that the district will have to respond in writing.

Final document must be approved by both Senates. If senates don't agree, district will make decisions. Need to decide what is important to us and go forward with one clear voice. Agreement that if we don't put forward what we want, the district will.

The AS President outlined the next steps in the process. 1) Send out invitation for comments, 2) schedule an informal discussion session from 2-3 pm next Wednesday (Sept 14th), 3) gather comments from discussion and bring them to the next AS meeting, 4) collaborate with Valley Senate to create a policy draft, and 5) bring draft back to AS. We can also do a discussion in Blackboard.

C. **Discussion:** Chairs Council

Faculty chairs would like to find a time when all chairs can meet to discuss campus issues or issues that cross departments. Goal is to discuss issues as they arise, e.g., syllabus, scheduling. This committee would then report back to AS with suggestions and or recommendations.

A faculty member expressed concern about having too many little meetings. There will also need to be some clarification on the role of the this faculty chair group.

Consensus amongst faculty to give chairs the opportunity to meet. Prof. Brink offered to set up the meeting.

VIII. **Committee Reports**

- A. **Curriculum** – looking through bylaws for revisions. Institute courses, working on CurricuNet issues,
- B. **Student Interests** - will meet on 2nd and 4th Mondays. Meeting scheduled for Sept 11.
- C. **Budget and Planning** - Question from a faculty member regarding communication link with committee. Prof. Pace-Pequeno co-chairs the committee.
- D. **Title V Bridging/Title V Steering** – Will meet on 2nd and 4th Thursdays in Crafton Rm. Meeting scheduled for Sept. 21st. It will be an informational Advisory Committee Meeting.
- E. **Educational Technology** – Will meet on the 3rd Wed. of every month. Four faculty members in process of working on Online courses. DE addendum example available on Blackboard. Sept 18th start of semester long workshop on online teaching strategies. Putting together a series of Blackboard workshops on online teaching. Call for more members for committee.
- F. **Scheduling** – Room negotiation on Saturday, Sept 10th at 1:00. Will start on prioritization list

G. District Assembly - Ralph Dennington will chair.

H. Student Learning Improvement Cycles – No Report

IX. CCA Report

Check out SBCCD.us – read contract. Tentative agreements have now been ratified. Luncheon dates Sept. 13, Oct. 11, and Nov. 18 in Crafton Room from 12-1 pm. Stating to look at tenure review and expectations for faculty during first years of employment.

X. Announcements - none

XI. Statements from the Public

Question regarding possible student walk-out on Sept 11. Any information can be forwarded to Prof. McConnell.

XII. The meeting was adjourned at 4:55.

Respectfully submitted,

Meridyth McLaren, Secretary