

**Crafton Hills College Academic Senate  
Approved Minutes  
20 September 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, Marina Kozanova, Lynn Lowe, Damaris Matthews, Robert McAtee, Meridyth McLaren, Bob O'Toole, Snezana Petrovic, Catherine Pace-Pequeno, Ralph Rabago, Mark Snowwhite, Sherri Wilson

**Members Absent:** Arnie Kosmatka, JoAnn Jones, Mark McConnell, Diane Pfahler, Roger Sadler

**Guests Present:** Gloria Harrison, Ruben Harrison, Matt Henes, Ericka Paddock, Pat Saenz, Gary Williams

**I. College President/Designee Report**

- A. President Harrison provided further clarification of the instructional equipment funded on the College Funding Priority List.
- B. She reported on her conversations with SBVC Administration regarding the Academic calendar. The 2007-2008 calendar has not been submitted to state. There has also been some conversation with Valley about switching to a 16 week semester. There was agreement, however, that a change would not be feasible to implement by the 2007-2008 school year. Valley is experimenting with different class configurations and different start dates, which may or may not be a possibility on this campus. There had been some discussion about starting a week later and finishing a week later to be better in line with the local school districts. Could be an issue with getting grades in on time for all students. President Harrison requested that faculty continue to discuss options for semester and class start dates to accommodate the needs of students.
- C. President Harrison requested that faculty remind students about the College Refund Policy. If the student initiates the drop from a class, the student gets a refund. If the instructor initiates the drop, the student does not get a refund. Students who do not show up for the first class session must be dropped according to Title 5. This may be an issue with open registration the first week.

**II. Approval of Minutes from September 6, 2006**

The minutes from September 6, 2006 were approved.  
(MSC Pace-Pequeno, Matthews)

**III. Treasurer's Report**

AS President Hogrefe reported that the balance in the treasury stands at \$2320.97. \$100 will be paid from the fund for the Professional Development Luncheon.

#### IV. Other Reports

##### A. Classified Senate Report (Pat Saenz)

Today was the first meeting. No agenda set for the year yet. The agenda for the year will be presented at the next AS meeting.

##### B. Student Senate Report (Ruben Harrison)

Reminded faculty about the Swing under the Stars Dance. Posters will be displayed around campus. Looking for volunteers for set up and clean up. Volunteers will receive a complimentary ticket. Prices are on the poster. If more information is needed, contact the student senate office. Posters will also be put up in the community. Tickets can be pre-sold. AS President Hogrefe purchased a ticket. Student senate members will do a skit/routine. It is a family event, children are welcome. There will be refreshments.

There was a request from a faculty member to not put posters on painted surfaces.

#### V. Academic Senate President's Report

##### A. Additional Items

1. There have been a few requests from parents to have their young children (<14 years) take classes at the college. We do not currently have a policy to address this issue. Charge for a policy will be given to the Educational Policy.
2. Accreditation Self Study - This is the first time this AS President has been through this process, as well as half of all faculty. Recognizes we are already overextended, we have fewer faculty than many campuses, but this is an opportunity for us to evaluate what we do. We can acknowledge what we do well and where we can improve. We need to set an agenda for the process. Self study is next year, we need to begin to work this year. All but one of the standards have faculty co-chairs. AS president will be on the Steering Committee and Professor Holbrook will be the faculty chair. We need to make time for this. We owe it to our teaching and our students. We need to show dedication. This sets our planning agenda for 6 years and helps us see our planning gaps. Very important that everyone participate in some way.

##### B. Board of Trustees

Mary Sampson has resigned from the College Board of Trustees. AS Pres. Hogrefe suggested presenting a gift to Ms. Sampson from Crafton at the next board meeting. Valley has suggested a joint gift.

**Motion: To provide two general admission tickets for the Swing Under the Stars Dance to Mary Sampson (MSC Holbrook, Lowe)**

##### C. Blackboard

AS now has its own site on Blackboard. AS President Hogrefe provided a visual demonstration. Site is available to all faculty not just senate members. An e-mail will be sent out to all faculty informing them of the site.

##### D. Planning Documents

Deadline for draft of Program Review is November 30, 2006.

Request for clarification of submission process, contacts and a link from the Crafton Web Page.

## VI. Old Business

### A. Action Item, 2<sup>nd</sup> Reading: Resolution F06.01 Online Teaching Load

**Motion: To accept Online Teaching Load Resolution** (MSC Brink, Holbrook with 1 no, 3 abstentions)

Discussion

**Motion – To amend wording of the First Resolved of Online Teaching Load to ‘recommend that there be no limits on the percentage of faculty load online’.** (MSF Snowwhite, Brink)

Professor Holbrook (2<sup>nd</sup> on original motion) did not accept the friendly amendment. (Vote taken on amendment - not carried)

Further discussion of original motion  
(Vote taken on original motion – carried)

## VII. New Business

### A. Discussion: AR 5033 Refunds, AR 5035 Withholding Student Records, AR 5040 Student Records and Directory Information, AR 5080 Course Adds and Drops

1. AR 5033 – Line #6 Change to Associated Students (rather than ASB)
2. AR 5035 –Withholding of student records due to debt should not be allowed. It impedes student’s ability to get further education or employment to repay debt. Potential problems with programs that issue certificates. There is no feedback loop between money receivers and issuers of certificates
3. Issue with readability of forms – would like to have a clean copy – with no strikethroughs
4. AR 5080 – SBVC recommending A1
5. Written comments should be directed to Professor Holbrook. Comments will then be taken to District Assembly

### B. Discussion: Hiring and Equivalency Policies

Ad hoc discussion last Wednesday, written comments on this topic go to Prof. Snowwhite.

Comments included; poorly written, piecemeal from other documents, lack of consistency with name of committee, referring to the committee in multiple ways gives the impression of multiple committees, when it is only one, document often contradicts title 5 regulations, also includes factual errors, i.e., appointment of classified senate member is not done by classified senate but by CSEA. Also an issue with operationalizing minimum qualification #1 ‘demonstrated sensitivity to, understanding of and respect for the diverse academic, socioeconomic, cultural, religious, sexual orientation, disability and ethnic backgrounds of community college students’. Possibility exists for Academic Senate to appoint a person to be included in second interviews, in an advisory capacity. Having faculty in second level interview is becoming more common and is supported by Title 5 language. Feedback is needed from all areas/faculty. The goal is to present information that is representative of the group. The AS Presidents will also be meeting to discuss and formulate a revised policy.

**Motion: To extend discussion for 15 minutes** (MSC Holbrook, Hendricks)

Discussion continued with a reminder to faculty to send comments to Professor Snowwhite. Additional discussion included; Letters of Recommendation? Worthwhile or useless? Support for both sides presented. District needs to do more work at recruiting minority applicants. Suggestion to modify section on interview/hiring training and clarify follow-up questions. Some discussion regarding teaching demonstrations.

### **VIII. Committee Reports**

- A. **Educational Policy** – no report
- C. **Personnel Interests**- had first meeting and created a timeline for addressing charges.
- D. **Scholarship** – no report
- E. **Honors Steering**- organizational meeting for interested students partnering with AGS tomorrow
- F. **Technology Planning** – no report
- G. **Professional Development** – attendance has been great at workshops
- H. **Educational Master Plan** – have met twice, have a facilitator
- I. **GE Task Force** – will meet to operationalize what outcomes means

### **IX. CCA Report**

Next meeting Oct 11, 2006.

### **X. Announcements**

College fair Oct 3, 2006

Children at Center will sing at the Center at 10:30 am on Thursday, Sept 21 for Constitution Day

Cookies will be handed out on quad in honor of Constitution Day

### **XI. Statements from the Public**

### **XII. The meeting was adjourned at 4:55 pm.**

Respectfully Submitted,  
Meridyth McLaren, Secretary