

# Crafton Hills College

## Academic Senate Agenda

Date: March 6, 2013

Time: 3:00 – 4:45 p.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**

**Career Ed & Human Dvlpmnt**

TL Brink  
Ken Bryson  
**Jim Holbrook**  
**JoAnn Jones**  
**Meridyth McLaren**  
Diane Pfahler

**Math, Eng & Instr. Suprt**

Catherine Hendrickson  
Dean Papas  
**Scott Rippy**  
**Laura Walker**  
**Sherri Wilson**  
**Gary Williams**

**Arts and Sciences**

Denise Allen-Hoyt  
**Robert Brown**  
**Steve Hellerman**  
**Richard Hughes**  
**Marina Kozanova**  
**Jessica McCambly**  
Mark McConnell  
**Julie McKee**  
Bob O'Toole  
Snezana Petrovic

**Student Services**

Debbie Bogh  
Judy Giacona  
Damaris Matthews  
**Mariana Moreno**  
**Kim McCormick**

**Guests:**

TOPIC	DISCUSSION	FURTHER ACTION
Call Meeting To Order		
Administrative Report (Marshall – Strong) (20 min)	<p>Mike to show floor plans for the new buildings &amp; status of renovations - postponed</p> <p>Cheryl Marshal reported.</p> <ol style="list-style-type: none"> <li>1. She received confirmation from the district that we are moving towards being two comprehensive colleges rather than one big college and one little college. Will be working with the board next.</li> <li>2. User groups for the renovated SSA and LADM are starting to form and meet . Looking at alternative places for the academy to be held while the new building is being constructed..</li> <li>3. Open office hours on Friday.</li> <li>4. Update on new VP position. Will open the position before the end of the semester.</li> </ol> <p>Would like an update on the new VP position. The position will be opened soon.</p>	
Treasurer's Report (1 <sup>st</sup> mtg of month) (2 min) <b>McKee</b>	The balance stands at \$2595.45.	

<p>CTA Report (5 min) <b>McLaren</b></p>	<p>SLO Mou has been signed. Luncheon will be Tuesday, rather than Wednesday. An opportunity to ask questions about the contract and the upcoming negotiations. Request to get a copy of the SLO MOU</p>	<p><a href="#">Check about an electronic copy.</a></p>
<p>Classified Senate Report (3 min) <b>Mealey</b></p>	<p>None</p>	
<p>Student Senate Report (3 min) <b>Raza</b></p>	<p>Correct spelling of name is Razo. Club rush was a success. Passed out information about numbers of students, booths visited, etc. March in March was fun and well attended. Will be going to Sacramento later in the month.  Ericka Paddock– presented on behalf of the commencement committee. Requested to be added to a future agenda.</p>	<p><a href="#">Contact Ericka about Senate Exec meeting so she can join us.</a></p>
<p>AS President's Report (10 min) Allen A. Spring Plenary (4/18-4/20) (no report) B. Regional Meeting (3/30) (no report) C. Budget committee report (2<sup>nd</sup> meeting) D. Online Academic Integrity Policy update</p>	<p>A. None B. None C. None D. Online Academic Integrity Policy is now posted in blackboard – however it is post login and discussion has begun to try to make it part of the initial login page/process.</p>	
<p>Approval of Minutes (3 min) Allen</p>	<p><b>Motion:</b> To approve minutes from 2/20/13 (Brown, Jones, MSC)</p>	
<p>Committee Reports 1<sup>st</sup> meeting of the month: <b>A. District Assembly (Kim McCormick)</b> <b>B. Chairs (Julie McKee)</b> <b>C. Honors Steering (TL)</b> 2<sup>nd</sup> Meeting of the month: D. Curriculum (Hendrickson) a. List of transfer degrees E. Ed Policy (Hughes) F. ETC (McLaren)</p>	<p>A. 1. Overview of student success process. How could DO help in process? 2. Elections coming up – will be done electronically. 3. Some BP admin regulations are out. Need comments in writing.  B. 1. Last few meetings have been postponed. 2. Debi Bogh presented to them on Declaring a Major Day. 3. Rebeccah presented on summer (two 5 week sessions or a 10 week session) and accreditation. 4. ACCJC has new regulations we will need to look at. 5. Request to look at scheduling blocks again. 6. We have been identified as a high performing school.  C. Met – getting prepared for the big conference on March 23<sup>rd</sup>. Discussed criteria for getting into honor's program. Looking at removing the entrance by exam ability.</p>	

<p>Old Business</p> <ul style="list-style-type: none"> <li>A. Student Success Initiative – report from SS committee. – (S.Wilson)</li> <li>B. Process for evaluating the appropriateness of placing Pre-reqs on Courses (Wurtz)</li> <li>C. Summer School Schedule Update (Julie)</li> </ul>	<ul style="list-style-type: none"> <li>A. Some subcommittees have been formed. Process will be similar to the Enrollment Management committee used to draft their plan. Meeting time changed to Fridays opposite chairs – 9-10:30 am (2<sup>nd</sup> &amp; 4<sup>th</sup>). Enrollment priorities is a hot topic right now. Please send recommendation to Raju.</li> <li>B. Keith and Denise are working on this.</li> <li>C. Schedule, number of classes, etc. 2- 5 week sessions and one 10 week – 25 courses, cost is approximatey \$119,000 6/3-7/3, 7/8-8/8</li> </ul> <p>Math and English classes will be the full 10 weeks. Info should go out to students online by April 22<sup>nd</sup>.</p>	
<p>New Business (20 min)</p> <ul style="list-style-type: none"> <li>A. Presidential Inauguration (Riggs)</li> <li>B. Resource 25 and Summer/Fall Schedule of class (Warren-Marlatt)</li> <li>C. MOU with Uof Redlands (Warren-Marlatt)</li> <li>D. Grants (Childers)</li> <li>E. Resolution for Grant approval process (Allen-Hoyt)</li> <li>F. Request for funding for Classified Luncheon</li> </ul>	<ul style="list-style-type: none"> <li>A. Request for AS to take a lead role in putting together an inauguration to present and celebrate our 7<sup>th</sup> president. Sept, 7, 2013. AS did all of the planning for Gloria. Suggestion to have at least one alumni from each year. Cheryl Cox can be from the first year. Julie McKee, Meridyth McLaren, Sherri Wilson, Jessica McCambly volunteered to be a part of the planning committee. Suggestion to encumber funds soon, so we can keep our money in mind when we are looking at 4.0 scholarships and end of the year planning.</li> <li>B. Having a paper schedule means there are many additional steps that have to be taken, increases cost and time. Recommendation from various groups to eliminate the paper. Resource 25 – not functioning right now.</li> <li>C. MOU – U of R requesting to be allowed to solicit students for the School of Business – and will give a 10% to students who transfer from Crafton to U of R. A good idea, because many of our students are going to U of R, but maybe not this program. The MOU will have to pass through and be approved by the district. Need to revisit the on-site program clause – this is some cause for concern. Rebeccah will follow up with this language, see about removing, and bring back to next meeting. Question about brining other transfer agreement requests to the AS. Not for approval, but for information, yes</li> <li>D. Karen Childers presented information about recent grants.</li> <li>E. <b>Motion:</b> To add Classified Luncheon request for money (Brink, Rippy, MSC)</li> <li>F. <b>Motion:</b> To approve up to \$900 with an itemized list (Brink, Hughes, MSC, 1 abstention)</li> </ul>	

Future Agenda items/issues	<ul style="list-style-type: none"> <li>• Adult Ed</li> <li>• Fall Student/Parent Event</li> <li>• Improved Wi-Fi</li> <li>• Academic integrity for students</li> <li>• Equitable distribution of shared governance</li> <li>• Completion of tasks and progress on goals from Aug plenary sessions – specifically curriculum</li> <li>• Graduation breakfast</li> </ul>	
Announcements	<ol style="list-style-type: none"> <li>1. Job fair coming up</li> <li>2. Watch for call for Classified of the Year nomination</li> <li>3. Thanks to all who sent students to the transfer fair.</li> <li>4. March 15- 10:30 to noon. ?</li> <li>5. Passport to Opportunity Gala –tickets on sale. March 30<sup>th</sup>.</li> <li>6. Tom Bryant worked on a play during his sabbatical. Was awarded the Kennedy prize for drama inspired by american history.</li> </ol>	
Statements from the public	April 17 <sup>th</sup> – 10:10 am and 7:10 pm emergency drill.	
Adjourn	Adourned at 4:31 pm.	
<p style="text-align: center;"><b>Mission Statement</b></p> <p>To advance the education and success of students in a quality learning environment.</p>	<p style="text-align: center;"><b>Vision Statement</b></p> <p>To be the premier community college for public safety and health services careers and transfer preparation.</p>	<p style="text-align: center;"><b>Institutional Values</b></p> <p>creativity, inclusiveness, excellence, and learning-centeredness.</p>