

Crafton Hills College

Academic Senate Agenda & Minutes

Date: April 2nd, 2014
Next Meeting: April 16th
Time: 3:00 – 5:00 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
Jim Holbrook
JoAnn Jones
Meridyth McLaren

Senators at Large
Rey Bell
Patricia Menchaca

Math, Eng & Instr. Suprt

Kathleen Gibson
Catherine Hendrickson
Dean Papas/Gwen DiP
Scott Rippy
Sherri Wilson
Gary Williams

Arts and Sciences

Breanna Andrews
Denise Allen-Hoyt
Robert Brown
Richard Hughes
Jessica McCambly
Mark McConnell
Julie McKee
Bob O'Toole
Snezana Petrovic
Diane Purvis (PT rep)

Student Services

Debbie Bogh
Damaris Matthews
Mariana Moreno
Kim McCormick

Guests: Cameron Lyons, Cheryl Marshall, Keith Wurtz

	DISCUSSION / ACTION	FURTHER ACTION
Call Meeting To Order	The meeting was called or order by AS President Denise Allen at 3:04 pm.	
Administrative Report (5 min)	<p>President Cheryl Marshall reported.</p> <ol style="list-style-type: none"> A. Preliminary Budget is being developed with Crafton receiving a bit more than 30%. There may be additional budget revises occruing during the month of April. B. Brandman classes are progressing. Will be starting with Masters and Ph.D classes in fall and BA in spring. C. Requests for Title V Grant positions went out. Dr. Marshall ould like to have include names for the positions, but if not, will submit the grants without names and recruit if the grant is successful. D. Sent out request for faculty to attend a meeing to discuss the CHC Copy Center. E. Gala went very well. Highest attended ever. Raised nearly \$86,000. Some costs will come out but the rest will go to the campus. 	

Treasurer's Report (1st mtg) (2 min) McKee	None	
CTA Report (2 nd mtg) (5 min) McLaren		
Classified Senate Report (1st mtg) (3 min)	None	
Student Senate Report (1st mtg) (3 min)	Volunteered for Habitat for Humanity, painting houses. Road runner rally last week to inform students about Ed Plans. Attended the Gala. Elections are upcoming. Please, announce to students. All positions open. Cameron will be doing an internship in Chicago for the summer.	
AS President's Report (10 min) Allen	A. Still have a need for a President-Elect B. Clarification on Brown Act, Abstentions, and Quorum <ul style="list-style-type: none"> • Brown Act does apply to all the sub committees of the Senate. • Quorum is established for as long as there is a majority present. • Abstentions – are allowed under Roberts Rules of Order – members cannot be forced to vote. 	
Informational/Action Item (2 nd mtg)	APs and BPs for consideration by District Assembly on 5.5.14 Use comment form and forward your commends to Rich Hughes	
Consent Agenda	<p>Support of the S14 Academic Senate Plenary Resolutions:</p> <p>1.0 ACADEMIC SENATE - 1.01, 1.02, 1.03 & 1.04 2.0 ACCREDITATION - 2.01, 2.02 & 2.03 3.0 AFFIRMATIVE ACTION/CULTURAL DIVERSITY - 3.01 5.0 BUDGET AND FINANCE - 5.01 & 5.02 7.0 CONSULTATION WITH THE CHANCELLOR'S OFFICE - 7.01, 7.02, 7.03, 7.04 & 7.05 9.0 CURRICULUM - 9.01, 9.02, 9.03 & 9.04 10.0 DISCIPLINES LIST - 10.01 12.0 FACULTY DEVELOPMENT - 12.01 & 12.02 13.0 GENERAL CONCERNS - 13.01, 13.2, 13.3 & 13.4 14.0 GRADING - 14.01 & 14.02 15.0 - INTERSEGMENTAL ISSUES - 15.1 18.0 MATRICULATION - 18.01</p> <p>Any items on the consent agenda to be removed for discussion? Pulled 3.0, 7.0, 10, 12 Motion: To approve/support remaining consent agenda items (Rippy, Holbrook, MSC) <i>Discussion:</i> none</p> <p>Pulled consent agenda items discussion:</p> <p>Motion: Vote no on 3.01 (Holbrook, McConnell, MSC) <i>Discussion:</i> not clear which type of competency is being required in 3.0 (cultural compency)– not supported. Need to provide feedback during plenary that the resolution needs to be better clarified so it can be more effective and more fully meet the intent of the resolution. Need clearer definitions. Motion: Vote no on 7.01 (Holbrook, Petrovic, MSC, 3 nays) <i>Discussion:</i> should not have a return on investment being done at the chancellor's office. We do need to have some action in this area. Need to preserve academic freedom but there isn't a problem with asking the Chancellor's office to do the work.</p>	

	<p>Motion: Vote no on 7.02 (Holbrook, Brink, MSC) <i>Discussion:</i> is there a place where this would be beneficial? P grades not accepted by many universities.</p> <p>Motion: Vote no on 7.03 (Holbrook, Petrovic, MSC) <i>Discussion:</i> An insecure organization looks for uniform rules to govern. Not clear what this resolution is addressing.</p> <p>Motion: Vote no on 7.04 (Holbrook, Hendrickson, MSC) <i>Discussion:</i> general agreement</p> <p>Motion: Vote no on 7.05 (Holbrook, Brink, MSC) <i>Discussion:</i> if you have created a process it should already reflect local considerations.</p> <p>Motion: To vote no on 10.01 (Holbrook, Petrovic, MSF, 12 nay) <i>Discussion:</i> have been too many changes to be clear. Not making any improvements. This is the process for creating new disciplines.</p> <p>Motion: To vote no on 12.01 and amendments (Holbrook, Hendricks, MSC) <i>Discussion:</i> why do we need to support the intent of a law? A resolution without any power.</p> <p>Motion: To vote no on 12.02 (Holbrook, Hendrickson, MSC) <i>Discussion:</i> professional development should be determined by the professional not by the state. Local colleges know what is best for the body.</p>	
<p>Approval of 2.19.14 AS meeting Voting Record</p>	<p>Not clear what the content of the motion is without looking back at another document. Should all be included together.</p> <p>Motion: to approve – accurate, but cumbersome (Holbrook, McConnell, MSC) <i>Discussion:</i> none</p>	
<p>AS Committee Reports 1st meeting of the month: A. District Assembly (Jim) B. Chairs (Julie) C. Honors Steering (Debi) 2nd meeting of the month: D. Curriculum (Mark M) E. Educational Policy (Rich) F. Educational Technology Other Committee Reports SSEEMM (1st meeting)</p>	<p>A. Very interesting meeting. Didn't get much voted on because there was still a lot of discussion on an effective process. Will now be using a comment form for all of the BPs and APs. All bodies that are reviewing the APs and BPs are to use the form. The APs and BPs posted in the dropbox are now static – no changes will be made on the docs until DA meeting. It is worrisome that many of these Aps and BPs are 10 years old and as such many are currently not in compliance with the law. We need to be in compliance with the laws. Current recommendation is to update the APs and BPs when the laws change and to have a regular cycle for all.</p> <p>B. Meets Friday C. No report</p>	

<p>Old Business</p> <p>A. Approval of 14-15 Curriculum Committee Chair</p> <p>B. Department Chair Selection Process</p> <p>C. Class Size Process – Part III: Process for Changing Existing Course Caps</p>	<p>A. Curriculum Committee has recommended Kim Salt to serve as the Chair of the Curriculum committee for the 14-15 Academic Year.</p> <p>Motion: To approve Kim Salt as the Curriculum Chair for the 14-15 Academic Year. (Brink, Jones, MSC, 1 nay)</p> <p>B. Suggested process: Determine step 1. Forward to chairs to review and make recommendations on Steps 2 & 3 and return to AS with a recommendation for Steps 2 & 3 on 4-16.</p> <p>Motion: To approve the Dept. Chair form, identifying step 1 and refer the document to Chairs for steps 2 & 3 (Holbrook, Rippy, MSC)</p> <p><i>Discussion:</i> grammatical correction. Recommendation to stagger the election. Chairs can bring back a recommendation to AS.</p> <p>Motion: To reorder the agenda to continue with New Business (Brink, Wilson, MSC)</p> <p><i>Discussion:</i> none</p> <p>C. Discuss and make revisions to Part III of the draft process. Request to add wording that class caps are based on sound, pedagogical principles. Request to change discipline to department. Both were made.</p> <p>Motion: To approve A (Rippy, McConnell) Motion could not be voted on as the body lost quorum.</p> <p><i>Discussion:</i> Con: too many behaviors identified in 3A that we are not equipped to perform. Should not have to justify why wrong is wrong</p> <p>So what direction now? The experts are in the discipline – they should determine the caps. If the cap isn't recorded by curriculum on the course outline, where is the information recorded? Chairs? Academic Senate? Both pose the same problem. Section 3 deals with the how of changing caps. We need to have a process for how we argue the case about which cap is appropriate.</p>	
<p>New Business</p> <p>A. Developing a Process for the Continuous Quality Improvement for the ILOs</p> <p>B. Mission, Vision and Values Update (Keith)</p>	<p>A. The IEAOC is looking for some guidance on developing a process for continuous quality improvement for the ILOs. Suggestions include:</p> <ul style="list-style-type: none"> • Option 1: One option would be for the Professional Development Committee to design professional development curriculum around the ILOs identified during the assessment process. • Option 2: Programs focus on developing strategies to the ILOs identified in their annual plans and program reviews where appropriate, as determined by the Faculty. • Option 3: Identify every discipline where the ILOs identified were assessed and invite Faculty to a meeting to discuss data and develop strategies for improvement. Faculty interested in assessing in these areas would also be invited. • Other Options? A combination of all three above? Etc.? <p>What input?</p> <p>Motion: To support option 3 (Wilson, Jones, MSC)</p> <p><i>Discussion:</i> suggestion to do this at the inservice days. Will the committee provide the structure for the training sessions.</p> <p>Have agreed on a recommendation for the Crafton Council</p>	

	about the Mission, Vision, Values revisions.	
Statements from the public	Not enough faculty attended the Gala – highest number of attendees but lowest number of faculty.	
Announcements	Classified Luncheon – April 24 th Need to not be losing quorum. Need to look at meeting every week. Need to look at increasing the release time allotted to AS Exec.	
Adjourn	Meeting was adjourned at 4:56 pm.	
Future Business A. Title V coop grant update (5.16.14) B. Credit/Non-Credit classes C. Program Discontinuance D. New Program Devlpmt E. AP 7250 F. Preview of the Electronic Ed Plan Tool G. CA virtual college Presentation (Trelisa)		
Mission Statement To advance the education and success of students in a quality learning environment.	Vision Statement To be the premier community college for public safety and health services careers and transfer preparation.	Institutional Values creativity, inclusiveness, excellence, and learning-centeredness.