

# Crafton Hills College

## Academic Senate Agenda & Minutes

Date: April 3, 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 - Sabt  
 Julie McKee  
 Bob O'Toole  
 Snezana Petrovic – PL

**Student Services**

Debbie Bogh  
 Judy Giacona  
 Damaris Matthews  
 Mariana Moreno  
 Kim McCormick

**Guests:** Ericka Paddock, Modesto Razo, Mike Strong, Keith Wurtz

TOPIC	DISCUSSION	FURTHER ACTION
Call Meeting To Order	Meeting called to order at 3:02 pm.	
Administrative Report (20 min)	Keith Wurtz presented information on the results of the 2012 campus climate survey. Links to survey results: <a href="#">summary of the Fall 2012 Campus Climate Survey</a> and the <a href="#">link to the full report</a> . Question: How many FT faculty responded in 2010? 45. In 2012? Around 30. Mike Strong presented information and answered questioned about the building plans. Will need to continue this discussion at a future meeting. Will post all of the information on the construction webpage (link from the homepage). Will add the construction schedule to the webpage. And up to date floor plans.	
Treasurer's Report (1 <sup>st</sup> mtg of month) (2 min) McKee	The balance stands at \$2794.95	
CTA Report (5 min) McLaren	Luncheon on Wed. April 17 <sup>th</sup> . 12:30 – 1:30	
Classified Senate Report (3 min) Mealey	None	

<p>Student Senate Report (3 min) <b>Razo</b></p>	<p>Went to Sacramento on the 17<sup>th</sup>. Discussed upcoming legislation that impact students. May 1<sup>st</sup> – Wednesday – Multicultural Day.</p>	
<p>AS President's Report (10 min) Allen</p> <ul style="list-style-type: none"> <li>A. Building remodel user groups</li> <li>B. VP hiring committee</li> <li>C. Building names</li> <li>D. Spring Plenary (4/18-4/20)</li> <li>E. Regional Meeting (3/30) (no report)</li> <li>F. Budget committee report (2<sup>nd</sup> meeting)</li> </ul>	<ul style="list-style-type: none"> <li>A. SSA user group – Have asked Jodi Hanley, Julie McKee, Sherri Wilson &amp; Ryan Bartlett (anyone else?) LADM user group – Have asked Kelly Boebinger, Robert Brown &amp; Margaret Yau</li> </ul> <p>Renderings of SSA will be put up in the building for comments and suggestions. See Sherri if you have any questions.</p> <ul style="list-style-type: none"> <li>B. VP hiring committee. Most did not receive the request through e-mail. Will send out again. If interested in serving let Denise know – Meridyth McLaren, Dean Papas, Catherine Hendrickson</li> <li>C. Will be sending out a request for input on building re-name strategy/plan. Offer any suggestions. Is there anything in place to sell the name? Yes.</li> <li>D. Look over resolutions that went out – will discuss at the next meeting. Look closely at Section 9 &amp; 19 if limited for time. Will add to the next agenda.</li> </ul>	
<p>Approval of Minutes 3/6/13 (3 min) Allen</p>	<p><b>Motion:</b> To approve (Bogh, McKee, MSC) <i>Discussion:</i> None</p>	
<p>Committee Reports 1<sup>st</sup> meeting of the month:</p> <ul style="list-style-type: none"> <li><b>A. District Assembly (Kim McCormick)</b></li> <li><b>B. Chairs (Julie McKee)</b></li> <li>C. Honors Steering (TL)</li> </ul> <p>2<sup>nd</sup> Meeting of the month:</p> <ul style="list-style-type: none"> <li><b>D. Curriculum (Hendrickson)</b> <ul style="list-style-type: none"> <li><b>a. List of transfer degrees</b></li> </ul> </li> <li>E. Ed Policy (Hughes)</li> <li>F. ETC (McLaren)</li> </ul>	<ul style="list-style-type: none"> <li>A. Prereqs and coreqs are academic and professional matters, so it much go back to the Senates for continued discussion and then go back to DA. Has been revised to match Title 5 regs. Suggestions for plagiarism software, programs. Complete agreement that this is something we need to investigate. Need to make sure we are aware of ownership of documents. Energy conservation tips – mainly a change in behavior. Will be training for this as well. Make sure to report any issues you see on campus – broken sprinklers, lights, etc. These can all help to save money.</li> <li>B. Reivewed faculty prioritization process. Will have to be approved by the senate. Discussing the time blocks, expanding college hour,</li> <li>C. Honors met and discussed the conference. Are looking at moving up deadlines.</li> <li>D. Kim Salt was nominated for chair.</li> </ul>	
<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. MOU with Uof Redlands (Warren-Marlatt)</li> </ul>	<ul style="list-style-type: none"> <li>A. Meeting next week.</li> <li>B. Will get the information back to DA by the end of the year.</li> <li>C. Have taken out the piece about supplying space and resources. Some concern about it being labeled Adult &amp; Professional Education</li> </ul> <p><b>Motion:</b> To approve the MOU (Brink, Matthews, MSC)</p>	

<p>New Business (20 min)</p> <p>A. Approval of 2013-2014 Curriculum Chair</p> <p>B. AS elections</p> <p>C. Resolution for Grant approval process (Allen-Hoyt)</p> <p>D. Graduation events (Paddock)</p> <p>E. Faculty Prioritization</p> <p>F. End of year staff celebration</p>	<p>A. <b>Motion:</b> To approve Kim Salt as Curriculum Chair (Hendrickson, Brink, MSC) <i>Discussion:</i> None</p> <p>B. In process – need to have this done by the first meeting in May – a few senators have requested to not be put on the ballot. No new people have requested. Please encourage anyone you think would like to be a senator to let Meridyth know so s/he can be added to the ballot. Very important to have this voice.</p> <p>C. Was sent out with meeting documents. Recommendation to send forward to Ed Policy – <b>Motion:</b> To forward to Ed Policy (Jones, Bogh, MSC) <i>Discussion:</i> None</p> <p>D. Important to get some feedback about the events. Offered some suggestions.</p> <p>E. Prioritization list was reviewed. Do we recommend to forward this list to the president? When would these go out? Not sure – doesn't sound like it would be fall. This is not <b>Motion:</b> To forward the list with a recommendation to have these positions in place by fall (Wilson, Papas, MSC) <i>Discussion:</i> None</p> <p>F. Mill Creek – is reserved for after graduation.</p>	
<p>Future Agenda items/issues</p>	<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>	
<p>Announcements</p>	<p>Next meeting will be in BC 106.</p> <p>Summer jobs fair - April 16<sup>th</sup>. Very important – please spread the word.</p> <p>Cram nights – May 6<sup>th</sup> &amp; 7<sup>th</sup> – would like professors to participate. Don't have a specific time yet – would be a few hours.</p> <p>Thanks for the very successful “choose a career day”! Had 932 student contacts.</p>	
<p>Statements from the public</p>	<p>Professors playing at Time in a Bottle April 16<sup>th</sup> &amp; 30<sup>th</sup>.</p>	
<p>Adjourn</p>		
<p><b>Mission Statement</b> To advance the education and success of students in a quality learning environment.</p>	<p><b>Vision Statement</b> To be the premier community college for public safety and health services careers and transfer preparation.</p>	<p><b>Institutional Values</b> creativity, inclusiveness, excellence, and learning-centeredness.</p>