

Crafton Hills College

Academic Senate Agenda & Minutes

Date: Sept 18, 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
 Brad Franklin
 Jim Holbrook
 JoAnn Jones
 Meridyth McLaren

Math, Eng & Instr. Suprt

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

Arts and Sciences

Brianna 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, Kristin Overturf, Bryan Reece, Rebeccah Warren-Marlatt

	DISCUSSION / ACTION	FURTHER ACTION
Call Meeting To Order	Meeting called to order at 3:02 pm.	
Administrative Report (20 min)	<p>Management code of ethics – followup Bryan Reece, VP of Instruction, addressed three issues.</p> <ol style="list-style-type: none"> 1. What to do if a Manager doesn't follow the code? Address directly first, if possible. If no change or resolution, then follow the chain of command upwards. 2. Teaching Aids issues. Trying to conserve money as well as provide good service. Hours have been changed to 8 am – 6 pm. Traffice in the office between 7-8 pm is very low. Adjunct can still get copied materials through their mailbox. Or use the open copier located in SSA. Discussion included: What if the copy order is too big to carry? Bryan will follow up on questions. Advanced warning of the changes would have made the process less frustrating. SSA copier broke right away and was broken for a week. Barely handles the current faculty load, let alone additional. Issue with the lack of collegial consultation in this process. 3. Will be doing some academic assessment in 	

	preparation for accreditation. Distributed the measures we need to assess. Qualitative data in fall, quantitative in spring. Take the combined info, apply to the Engage, Learn, Advance model and decide where we need to go. Need input from faculty.	
Treasurer's Report (1 st mtg) (2 min) McKee		
CTA Report (2 nd mtg) (5 min) McLaren	Luncheon was today. Very well attended. Addressed upcoming negotiations and changes in Exec Board. Need more representation from Crafton in general but especially on the work groups that will be created to address issues related to negotiations.	
Classified Senate Report (3 min)	Kristen Overturf (VP Classified Senate) presented. Upcoming fundraisers include State Line turn around and Chili cookoff (Nov.8 th). Trying to raise money to re-fund scholarships. Request to only come once a month. Will be put on the first meeting of the month. Would like a faculty rep to come to their meeting - first Friday of the month, 2-3 pm Question about the previous conversation involving classified staff feeling a sense of cultural of separation. No resolution as of yet.	
Student Senate Report (3 min)	Cameron Lyons (VP AA Student Senate) reported. Have started ICC meetings. Providing training to clubs about starting and managing clubs. 25 clubs are chartered and will be present at Club Rush. Oct 2 nd is Constitution day. Also had a student rally. Students attended the board meeting to express concern with AB 955. Fundraiser this Friday at Queen Bean to raise money to send students to conferences. Students will be working at the presidential inauguration. Theme for club rush is Wild West. Question about whether SS was planning anything for Oct 11? National Coming Out Day? Request to link the clubs with the job fairs. Kudos for speaking favorably about SBVC's attendance at the board meeting. Thanks to SS for being present at the Board meeting.	
AS President's Report (10 min) Allen A. Fall Plenary (no report) B. Resolution Process C. Resolutions on 10+1 and growth	A. November 7, 2013 - November 9, 2013 - Irvine Marriott - Denise and Jessica are going. B. Samples for Bylaws appendix attached - postponed C. Update on Message to the board – board members were surprised by the removal of the one time money from Crafton. Timing of resolution followup request was perfect. Fit well with the other topics that were addressed. D. Introduced the new PT faculty rep – Diane Purvis. E. Apology for not distributing minutes from summer retreat because it caused some confusion with Chairs about the direction they needed to take in their discussions about college hour. Minutes have now been distributed.	

<p>Approval of Minutes (3 min) Allen 8.15.13, 9.4.13</p>	<p>Motion: To approve Aug 15, 2013 minutes (Bogh, Hughes, MSC) <i>Discussion:</i> none Motion: To approve Sept 4' 2013 minutes (Hughes, Matthews, MSC) <i>Discussion:</i> none</p>	
<p>AS Committee Reports 1st meeting of the month: A. District Assembly (Jim) B. Chairs (Julie) a. Wait Lists b. Compressed Calendar C. Honors Steering (Debi) 2nd meeting of the month: A. Curriculum (Mark M) B. Educational Policy (Rich H) a. Grant approval process b. Graduation ceremony participation policy c. Class size policy C. Educational Technology (Meridyth) Other Committee Reports A. SSEEMM B. IEAO (Debbie B) a. GE's and ILOs</p>	<p>A. Process is too slow. Still may be an issue with Deans writing curriculum. If the Dean also teaches as an adjunct is it ok? Usually limited to full time faculty to write and approve. Do deans choose which classes to teach? Yes – they have right of assignment. Is there an author on the curriculum? Yes. The committee should have caught a dean as author. Changes to bylaws should help with this.</p> <p>B. Progress is being made a. Suggestions sent to Karen Childers and AS President. Direction to bring to Senate when it is ready. b. Will be talking with Erica about this at their next meeting. c. Disussion continues about class caps. Lots of research happening. Looked at Valley as well. Seem to be no higher than 40. Question about what to do next. Bring info to senate. Some faculty had a meeting on Monday with admin. They are supportive of figuring out guidelines with the input from faculty and admin .Can't reduce the caps all at once.</p> <p>C. Had the first brown bag. Discussed issues of cheating, cool ideas being used, and the upcoming grant.</p> <p>Other Reports B. How are GEs and ILOs being addressed? Typically asses at 3 levels. Institution, course and program. Program is often an issue for colleges. Definition is not clear. Crafton is struggling the most here as well. Distributed a proposed modification to the assessment process. SLOs have been underfunded. Faculty need to be responsible for writing, assessing and reflecting on SLOs, but not data entry. Each area has a function. Need to find a common place to store data. May be elumen – but just a data storage place to compile aggregate data. Need to get the data from every area into a common place. Other issues: 1. Low confidence in the existing process 2. High performance organizations don't simplify information into a common 3. Don't have the structure in place to do this 4. Can't get qualititative data into a quantitative form. Should we have a special meetings to discuss? Yes. Oct 30th? Should we do it during college hour so more faculty can attend.</p>	<p>C. Add to agenda - CA virtual college presenation.</p> <p>Other – reagendaize – can't figure it all out in this meeting.</p>
<p>Old Business</p>	<p>A. Review and approve revisions for 13-14</p>	

<ul style="list-style-type: none"> A. AS Bylaws B. AS vacancies C. Preview of the Electronic Ed Plan Tool (future agenda item) 	<p>Suggestion was made at the AS retreat to add the following statement to Article I: Purpose: "If it is unclear whether exclusive authority is within the purview of the bargaining agent, the Academic Senate will accept full responsibility."</p> <p>Motion: To add suggested wording to our bylaws (McCormick, Brink, MSF)</p> <p><i>Discussion:</i> AS can't take full responsibility for issues. Too many things could come up that are not our purview. Our charge is 10+1 issues only. This is all the board has to take direction for us on. This is enough to fill our time without taking on issues that we don't have a say in.</p> <p>Motion: To approve current bylaws and start future years' bylaws revision process at the first meeting in May, with all revisions in writing and addressed at the fall plenary session (Hughes, Williams, MSC)</p> <ul style="list-style-type: none"> B. Still working on this C. Future 	
<p>New Business</p> <p>One time monies for CHC</p> <ul style="list-style-type: none"> A. District employee turnover and local impacts B. Academic Senate Resolution Process C. Establishing a process to follow for putting forth a vote of no confidence <p>(30 min) Allen</p>	<ul style="list-style-type: none"> A. Draft statement from AS to the Board Why are we losing so many people? Very rough draft. Looking for input. Volunteers – Catherine Hendrickson, Denise, Allen and Kim McCormick B. First Reading – future agenda C. Do we want to participate in establishing this process? Interest expressed by Valley AS President as well. <p>Motion: To create a policy (Wilson, Hughes, MSC)</p> <p><i>Discussion:</i> Need to make sure the senates stay separate. Why is this coming up now? No specific plan, just a noticed lack of a procedural documentation. If a faculty member has a question, the AS President has no answer about when, who or how.</p>	<p style="color: blue;">B.Add to next agenda</p>
<p>Announcements</p>	<p>Geo Science Field Trips are starting this weekend. Friday – OE127 – Simulator demonstration, 3:00 Kenny Sight, former FA professor passed away Latino Heritage Month – various activities</p>	
<p>Statements from the public</p>		
<p>Adjourn</p>	<p>Meeting adjourned at 5:00 pm.</p>	
<p style="text-align: center;">Mission Statement</p> <p>To advance the education and success of students in a quality learning environment.</p>	<p style="text-align: center;">Vision Statement</p> <p>To be the premier community college for public safety and health services careers and transfer preparation.</p>	<p style="text-align: center;">Institutional Values</p> <p>creativity, inclusiveness, excellence, and learning-centeredness.</p>