

Crafton Hills College Academic Senate
Approved Minutes
2 May 2007

Academic Senate President Rick Hogrefe called the meeting to order at 3:04

Members Present: Jane Beitscher, Debra Bogh, T.L. Brink, Bob Crise, Jodi Hanley, Steve Hellerman, Catherine Hendrickson, Rick Hogrefe, Denise Hoyt, Marina Kozanova, Damaris Matthews, Mark McConnell, Meridyth McLaren, Bob O'Toole, Catherine Pace-Pequeno, Snezana Petrovic, Diane Pfahler, Ralph Rabago, Jim Urbanovich, Gary Williams

Members Absent: Daniel Bahner, Robert Boehm, Kathy Crow, Matt Henes, Jim Holbrook, JoAnn Jones, Lynn Lowe, Robert McAtee (on sabbatical), Frances White, Sherri Wilson (on sabbatical)

Guests Present: Cheryl Bardowell, Alex Contreras, Judi Giacona, Chief Galdez, Reuben Harrison, Ericka Paddock, Patricia Tafoya-Bryson

I. Administrative Reports

A. Director, Resource Development, Cheryl Bardowell

Faculty introduced themselves then Cheryl offered some of her professional history. Her fundraising efforts at Crafton will include grants, special events, planned gifts and all other aspects that make a complete fundraising section of the college. This position is part of the co-op grant with Valley College. The grant is good for five years then we need to be self-sustaining. Need to look at our internal processes for receiving gifts before we go out and look for money. We need to be able to manage our current resources as effectively as possible. Fundraising office was able to secure a data based software program for reviewing alumni information. Need to send out letters of introduction into our new alumni before requesting money. If faculty know of particularly successful alumni from Crafton Hills let her know so she can offer specific invitations. She would like to develop an endowment. Grant requires a \$100,000 endowment by 2010. Tribute book brought in \$32,000. Have had a number of other gifts of both money and materials.

II. Approval of Minutes

A. Minutes from April 18, 2007

Minutes accepted by consensus.

III. **Treasurer's Report**

Balance stands at \$2354.14. All expenses from the Classified Luncheon have been distributed. Need to make sure we have enough to cover 4.0 scholarships.

IV. **Other Reports**

A. **Classified Senate Report**

Members identified some issues with the Classified Senate. They have restructured the executive committee, including adding a Historian. Classified Senate has adopted a mission statement and a code of ethics and reworked the by-laws. CS has also obtained a non-profit tax ID number so they can now accept monetary gifts. They will still be doing some fundraising. Funds go towards scholarships and awards. Are qualifications for scholarships posted and made public? Yes, they will be now. Making great moves towards a more powerful shared governance.

B. **Student Senate Report**

There will be a tie breaking election for the VP seat. There is a student recognition dinner this coming Friday.

V. **Senate President's Report**

A. **Senate Elections**

Still have seats left for both division and at-large senators.

B. **Issues Raised at Statewide Academic Senate**

Some significant changes to Title 5 are being proposed. Main issue at the point is "What constitutes a major?"

C. **End of the Year Festivities**

Student Recognition Dinner is Friday.

May 16th is the Honors Convocation.

May 24th is the Graduate Breakfast at 8:30 am and Graduation at 6:00 pm. Classified staff have offered to help with serving at the graduate breakfast if help is needed. Also the time when the AS recognize the Outstanding Professors of the Year.

D. **2007-2008 Committees**

Goal to get all committee meeting times and faculty chairs determined by the end of this semester and to get committee meeting times on the master calendar.

VI. **Old Business**

A. **Action Item, 2nd Reading: Revised Curriculum By-laws**

Motion: Move to approve (Rabago, Brink, MSC)

VII. **New Business**

A. **Discussion: S07.01 Minimum Grade Requirements for the Major**

Issue was originally going to be left to individual departments. Now is going to be a change in Title 5. Praise for move from Counseling.

Motion: To adopt for first reading (Brink, Pfahler, MSC)

- B. Discussion: Campus Safety and Crisis Management
Based on the events at Virginia Tech last week, there have been concerns about safety on campus.
Student Services Response -- It is very important to have communication between faculty and administration about any questionable incident or interaction with students. There are student incident report forms available. Faculty are encouraged to use the forms. Reports are reviewed and taken seriously. Question about where faculty fall in the information loop? Faculty role is finished as soon as the report is made. However, a faculty member would be notified if any threats or negative behavior are directed towards him/her.
Police Response - Chief Galdez outlined possible procedures in the event of a violent eruption on campus. There are emergency procedures, but they are in process of being updated. Recognized that there are still issues with communication.
Health and Wellness Center – repeated importance of early reporting. Student incident reports are available online. Referred faculty to the incident flipchart.
Shooting incident on Valley campus years ago. What did we learn from that? There was some discussion after the incident about needed changes but not a concentrated effort so eventually focus was lost.

VIII. Committee Reports

- A. Curriculum – there will be Curricunet training next year
B. Student Interests - none
C. Budget and Planning – end of program review process.
Departments will be receiving a copy of the program review. 10+1 identifies this as a faculty responsibility and it has been on this campus. Has required large amounts of work on the part of many faculty.
D. Educational Technologies – there was a training at district to help someone become an administrator on this campus. Met today and started looking at courses that are slated for fall. Will have one more meeting before end of the year. Request to have more training for faculty, staff and students.
E. Scheduling – resolution will come through supporting a college hour.
F. District Assembly - none
G. Student Learning Improvement Cycles – has been a busy month meeting with departments to begin this process. Would like to get departments starting with assessment in the fall. Want to get people thinking about the next step in the process. Elumen is loaded with Spring classes and is ready to have data entered. SLOs should be included on a fall syllabus if departments plan on assessing them.

H. Faculty Retirees

Mark Wurmbrand and Debbie DeSalliers. What have we done in the past for faculty? Have done a plaque and a resolution.

Suggestion to do a thank you card and a gift certificate. Perhaps also a small memento.

Motion: To approve a memento and gift cards not to exceed \$150 each for retiring faculty (Pfahler, Hendrickson, MSC)

IX. CCA Report

Picnic this Sunday open to all Faculty members and their families. Yucaipa Community Park 12-5.

X. Announcements

Three important events – Friday and Saturday– May 11 & 12 – completely student produced musical.

5th year installation – the Sky's the Limit – Breaking Boundaries and Healing the Earth 12-1 Tuesday, May 15th

Thursday, May 17th Art Exhibit – Student Final – free non alcoholic drinks, food and music.

End of the Year Party at Hickory Ranch again this year? Need to collect faculty and staff input and discuss at next meeting.

Tomorrow night is Mark McConnell's last night as conductor of the Jazz Band.

XI. Statements from the Public

None

XII. Adjournment

The meeting was adjourned at 4:39 pm.

Respectfully Submitted,

Meridyth S. McLaren