

# Crafton Hills College

## Academic Senate Agenda & Minutes

Date: February 20, 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 - sabbcl  
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	Meeting called to order at 3:00 pm.	
Administrative Report (20 min)	Keith Wurtz reported: Master plan committee reviewing, vision, mission and values. Would like college feedback. A link has been sent out to faculty, staff and students. Mike Strong reported: campus construction/renovations. 4 projects have been submitted – PE, OE, Crafton Center, Science Building. Would start with PE soccer field area – will not have access to fields for fall and spring. OE will start after graduation. Trying to reduce noise interference as much as possible. Renovations will begin after the start of all construction projects. M & O would be first – starting a year from this summer. Request for a presentation of the construction projects/programming plans. Will there be programming meetings for the renovations projects? Yes. Need to establish needs and wants for those buildings. Doing an evacuation drill. 10:10 am April 17 <sup>th</sup> and again at 7:10 pm	

Treasurer's Report (1 <sup>st</sup> mtg of month) (2 min) <b>McKee</b>		
CTA Report (5 min) <b>McLaren</b>	SLO MOU signed, luncheon today, Ed Gomez terming out next year – we will need a new president. SLO and the new MOU workshop will be March 1 at CTA office, will also have a negotiations meeting on campus in March.	
Classified Senate Report (3 min) <b>Mealey</b>	None	
Student Senate Report (3 min) <b>Raza</b>	Club Rush postponed until next week. Friday meeting about high school visitation day. March in March (to Sacramento) coming up. Looking for faculty advisors.	
AS President's Report (10 min) Allen A. Spring Plenary (4/18-4/20) B. Regional Meeting (3/30) C. Budget committee report (1 <sup>st</sup> meeting) D. Score Card (continued till march) E. Classified Luncheon (update) F. Volunteers needed o Scholarship review	AS President read a thank you card from Cheryl.  A. Spring Plenary session coming up. B. Waiting to see what if any resolutions are being presented. Meeting is at Valley. C. Budget committee info – if we get to 9000 students we would be a 50/50 split. Valley received 5 new faculty positions, we have 3. Have to look at the priority list. State has given a 1.6% cola. D. Gave out a copy of the Score card. Can go online to the State Legislative office and look at the data as it comes in – password to access site is: success. E. Will announce final date next meeting. Jessica and Denise are planning to attend. F. April 5 <sup>th</sup> 1:30 – Scholarship reviews- an e-mail will go out with a reminder. G. Created a subcommittee of the exec to look at the curriculum bylaws. – will send out an e-mail to let faculty know when the subcommittee will be meetings and for faculty to submit any requests.  Curriculum will be sending AS an e-mail so we can inform faculty of which classes and certificates the committee is working on.	
Approval of Minutes (3 min) Allen	<b>Motion:</b> To approve the Minutes from 2/6/2013 with correction (Holbrook, Brink, MSC) <i>Discussion:</i> Add JoAnn Jones to attendance	

<p>Committee Reports</p> <p>1<sup>st</sup> meeting of the month:</p> <p>A. District Assembly ()</p> <p>B. Chairs (Julie McKee)</p> <p>C. Honors Steering (TL)</p> <p>2<sup>nd</sup> Meeting of the month:</p> <p><b>D. Curriculum (Hendrickson)</b></p> <p>    <b>a. Items to board posted on AS WebSite</b></p> <p>    <b>b. List of transfer degrees</b></p> <p><b>E. Ed Policy (Hughes)</b></p> <p><b>F. ETC (McLaren)</b></p>	<p>D. Kim Salt will now e-mail a list of classes to be viewed at AS. List from last meeting was displayed.</p> <p>E. Ed Policy – working through the Academic Integrity document. Status of online blurb that was submitted to district? Not clear at this point. Will bring it up during the TESS meeting. Add to the next agenda.</p> <p>F. Interviewing for Tech Specialist position next week. TESS meets in March. DECC currently addressing issue of out of state students. Maybe need to get it restarted at that meeting as well. Should it go in the faculty handbook? Maybe a suggestion to go in the syllabus. Chairs will also be looking at a template for syllabi. Are we still looking at getting anti plagiarism software? Yes, but there are a few issues with ownership. Need to look at some options. Where is the best fit for this task? Need to address this question with Glen Kuck. Could put it on the district assembly agenda. It affects both campus and should be purchased with district funds. Need to add a request for on campus support of Bb to district assembly. If it isn't on the plan, probably can't be addressed.</p>	<p>Check on status of Academic Integrity Statement</p>
<p>Old Business</p> <p>A. Capital improvements project updates (Mike Strong)</p> <p>B. Student Success Initiative – report from SS committee. – (S.Wilson)</p> <p>C. Process for evaluating the appropriateness of placing Pre-reqs on Courses (Wurtz)</p>	<p>A. See admin report</p> <p>B. Student Success will continue to be on the agenda – moving the meeting to 2<sup>nd</sup> &amp; 4<sup>th</sup> Fridays 9:00.</p> <p>C. Pre-reqs – an administrative regulation. Finding out how to change these. Current regs are out of compliance with Title 5 – needs to be done.</p>	
<p>New Business (20 min)</p> <p>A. Resource 25 and Summer/Fall Schedule of class</p> <p>B. MOU with Uof Redlands</p> <p>C. Grants (Childers)</p> <p>D. Resolution for Grant approval process (Allen-Hoyt)</p>	<p>A. Resource 25 is the new room scheduling software. What are the plans for rolling it out?</p> <p>B. Rebeccah Warren-Marlatt will present at a future time</p> <p>C. Grants – will be moved to the next agenda</p> <p>D. Next agenda</p>	<p>Add grants to next agenda</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>• Governors Budget Items and impacts thereof</li> <li>• Summer School</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> </ul>	

Announcements	<p>March 3<sup>rd</sup> – March and March  March 6<sup>th</sup> – Transfer Fair  April 3<sup>rd</sup> – choose a career, declare a major Event  Newly added late start classes have started causing a change in some faculty schedules. May be late to AS.  Paid internships for students – Nestle waters.  Thanks to all who bought Valentines from the Art Club.  CHC biking club has a logo. All welcome to join. Have a FB page.  CD &amp; E Club – sponsoring Read Across America – looking for students to come and volunteer to read.  March 1<sup>st</sup>.</p>	
Statements from the public	<p>March 5<sup>th</sup> – time in a bottle – the Two Professors will be performing 9-11 pm.  Vino Veritas – Storyteller playing – this Friday.  Yucaipa lost a detective from the Yucaipa station. Had a candlelight vigil for him last night. Please remember all of those who put their lives on the line to protect and serve.</p>	
Adjourn	Meeting adjourned at 4:25 pm.	
<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>