

Crafton Hills College

Academic Senate Agenda & Minutes

Date: August 15, 2013

Time: 9:00a.m – 2:00 p.m.

Location: Yucaipa Community Center

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
 Diane Pfahler

Math, Eng & Instr. Suprt
 Kathleen Gibson
 Catherine Hendrickson
 Dean Papas
 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

Student Services
 Debbie Bogh
 Damaris Matthews
 Mariana Moreno
 Kim McCormick

Guests: Steve Hellerman

	DISCUSSION / ACTION	FURTHER ACTION
Call Meeting To Order	Academic Senate President Denise Allen called the meeting to order at 9:15am	
Review and highlight AS bylaws	<p>Broke into groups/each group reviewed one or more sections and identified important points or changes that were needed in each section</p> <p>Comments included:</p> <ol style="list-style-type: none"> 1. who fights for faculty when purview is unclear? The senate is supposed to be the mediator for faculty and all other agencies 2. Process for electing adjunct needs to be clearer 3. Question was raised - Is the meeting attendance policy for AS meetings being enforced? Answer - The policy was enforced last year and will be enforced this year. 4. Suggestion to have all materials for senate meetings made available on the website. Will be implemented this year forward. 5. No clear definition on the composition of the election committee. Mentioned several times, but no clear sense of who comprises. 6. #4 b - in the bylaws should read be past president or 	<ol style="list-style-type: none"> 1. Needs to be added to a future AS agenda 2. Exec to review and revise the language related to this item and bring forward to the body. 5. Exec to review and revise the language related to this item and bring forward to the body. 6. Will be revised to state this 7. We be revised 8. Will be revised – process for drafting resolutions will be brought forward to the

	<p>designee</p> <ol style="list-style-type: none"> 7. Clarification on A – President elect if available 8. 6. A. revisit quorum amount. D. change wording to administrative rep G. most recent edition of Robert’s rules H. c resolutions being signed – who, how? Need to be following better. Need to have the resolution process clearly defined – poster, t-shirts, etc. F & G were reviewed – no changes recommended. 9. A8 - Need a general statement about members recusing themselves for any topics that may constitute a personal conflict of interest 10. 7 4b – Question was raised as to who appoints? Answer: President appoints – VP recommends 11. 7D2 – look at wording surrounding the term Faculty counsel. 12. Need to look at wording about parliamentarian. Need to make more general 13. Remove about who takes pictures. 14. 8. – discussion about committee attendance. Need to be committed members. 15. Code of conduct for committee members – should be a crafton council driven process. 	<p>body.</p> <ol style="list-style-type: none"> 9. Exec to review and add language related to this item. 11. Exec to review and revise as needed. 12. Exec to review and revise accordingly 13. Exec to review and revise 14. Add as a discussion item to the committee chairs training 15. See 14 – also is included in org handbook.
10+1	<p>Broke into groups – each group looked at 2 areas Discussion included:</p> <ol style="list-style-type: none"> 1. Need to look at the courses being offered through the PDC – Suggestion to establish a sub committee to look at this issue. Also need to distinguish between credit, non credit and not for credit. 2. Need additional research/discussion about what courses are being offered at the PDC and the impact to CHC programs and course offerings 	<p>Committee member(s) assigned to EDCC committee shall be charged with presenting to the AS information about what courses the PDC is offering, to whom and where the money is going</p>
Committee Assignments for the fall	<p>Reviewed – concerns/ recommendations</p> <ol style="list-style-type: none"> 1. Need to verify that the rooms being used by meetings are not needed for instructional time. – send to Crafton council 2. Bring issue of purpose of campus safety committee up at Crafton Council – at odds with District safety committee. 3. Chairs/vice chairs need to be identified 	<ol style="list-style-type: none"> 1. Have this item added to Crafton Council agenda 2. Have this item added to Crafton Council agenda 3. Finalize at Aug. 21 AS meeting

AS Committee Charges	<p>Changes / additions (from 10+1 - discussion) include:</p> <ol style="list-style-type: none"> 1. Chairs – membership should include instructional and non-instructional faculty. Should include a counselor specifically. We have classes that are not under a department – CHC courses – need to have a champion for these courses on this committee. We have a growing section of non instructional faculty that are not represented by a chair. Perhaps need a resolution for this. Specifically a counseling chair. Non instructional need to organize and decide how they would like to be represented. One chair, two?? CHC, LRC, LIB, PCD - courses without a department. Need to investigate further. 2. Included the word voting before members on ALL areas. 3. Add “On behalf of the Academic Senate” at the beginning of all charges. 4. Curriculum – delete “the deletion of programs” Committee should not have that power. Strike – Approval of proposed programs.....changes in programs. Suggestions to revise. Membership – add AND - faculty AND others 5. Ed Policy – add syllabi and program discontinuance policy to their tasks. Syllabi also on chairs. Membership – Admission and Records evaluator ok – but don’t need all of the administrators as standing members. Committee should invite people from areas that would be affected by the decisions being made. Remove in the regular classroom. Add VP or designee 6. ETC – remove 3 deans. 7. Honor’s - remove AND – only meet once a month Mission, Vision, Values. Review and give input to admin 8. Need to improve communication from all AS committees to the body and the campus – 	<ol style="list-style-type: none"> 1. Add as a future AS agenda item 2-7 Committee Charge revision recommendations to be reviewed by Exec, revised accordingly and then forwarded to AS for approval prior to being sent to Rebecca for inclusion in the org handbook. 8. add to a future AS agenda
Student Success Initiative	Discussion was postponed.	Add to future agenda
Mission, Vision & Values	Discussion was postponed.	Add to future agenda
Wait Lists	<p>Discussion included:</p> <ol style="list-style-type: none"> 1. Need to define what college hour is for – is it for meetings or for campus life events. Different campuses do different schedules. 2. Need to decide first to keep as is or to expand it <ol style="list-style-type: none"> a. Need to have input from students, management, classified and faculty about what, when and how b. What is the will of the body? Should it stay the same or be extended? c. Consensus that Chairs explore options for expanding college hour 3. How we adjust college hour perhaps to accommodate for a compressed schedule or with our current calendar 	Forward the following charge to chairs: to explore options for expanding college hour.
Wait Lists	Consensus reached to move forward with implementing waitlists for the Spring Term at Crafton	Will be forwarded to Crafton Council
AS Communication – President to Senators to other Faculty	13-14 AS Buddy list was distributed and finalized - Consensus reached to continue with AS Buddies.	

Other hot topics for the upcoming year	<p>Suggestions included:</p> <ul style="list-style-type: none"> Need to add issue of Institutional LOs vs. GE SLO's Board of trustees Resolution process Class/section size Caps on online classes Safety Lab equivalency Hybrid courses Stipends for club advisors No transition for new employees 	
Announcements	None	
Statements from the public	None	
Adjourn	Meeting adjourned at 2:30 pm.	
<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>