

# Crafton Hills College

## Academic Senate Agenda & Minutes

Date: October 2nd, 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:** Rey Bell, Cameron Lyons, Patricia Menchaca, Bryan Reece, John Stanskas

	DISCUSSION / ACTION	FURTHER ACTION
Call Meeting To Order		
Administrative Report (20 min)	VPI Bryan Reece reported. A. Considering moving to a 'living' catalog (more interactive format) that would be compatible with iOs devices, android devices and a printable .pdf. Meeting on Oct 18 at 1:30 to discuss. B. Oct 19 <sup>th</sup> - Three Peaks Challenge in the San Berdo Mountains. Slots for 36 people. Goad is to focus attention around the three peaks at CHC – Engage, Learn, Advance C. Accreditation preparations are starting. 19 faculty have agreed to assist with writing. D. Added many sections for spring. But this means that almost all Mon-Thurs slots have been filled. Friday is still open. To grow, we need to put classes on Friday.	
Treasurer's Report (1 <sup>st</sup> mtg) (2 min) <b>McKee</b>	None	
CTA Report (2 <sup>nd</sup> mtg) (5 min) <b>McLaren</b>		
Classified Senate Report (1 <sup>st</sup> mtg) (3 min)	None	

<p>Student Senate Report (3 min)</p>	<p>Cameron Lyons reported.</p> <ul style="list-style-type: none"> <li>A. Club Rush held today (Wild West Theme)</li> <li>B. Surveys about college hour going out soon.</li> <li>C. Meeting with SBVC exec.</li> <li>D. Enjoyed being a part of the inauguration.</li> <li>E. Friend of Crafton Luncheon coming up.</li> <li>F. Collectin PBJ for homeless woman and children organizations. \$100 to club collecting the most.</li> <li>G. New Region 9 SS President</li> <li>H. Working on having a Market night. A way to bring local community to CHC. Clubs would create holiday themed booths.</li> </ul>	
<p>AS President's Report (10 min) <b>Allen</b> A. Fall Plenary (no report)</p>		
<p>Approval of Minutes (3 min) <b>Allen</b> <b>9.18.13</b></p>	<p><b>Motion:</b> To approve minutes with corrections (Bogh, McCormick, MSC) <i>Discussion:</i> corrections suggested</p>	
<p>AS Committee Reports 1st meeting of the month: <b>A. District Assembly (Jim)</b> <b>B. Chairs (Julie)</b> <b>C. Honors Steering (Debi)</b> 2<sup>nd</sup> meeting of the month: A. Curriculum (Mark M) B. Educational Policy (Rich H) C. Educational Technology (Meridyth) Other Committee Reports A. SSEEMM B. IEAO (Debbie B) a. GE's and ILOs</p>	<p>John Stankas from Valley is the new District Assembly President. John joined the AS meeting, introduced himself.</p> <ul style="list-style-type: none"> <li>A. 4 main items – Credit/ no credit classes, online ed plan, adult school alignment, auditing classes board policy, Jodi Hanley, new VP, John Stankas, President of District Assembly for this year. Suggestion to agendize non credit classes next time. Some confusion about definitions of each category. Need a glossary as well as some clarification about how those courses fit in with outside agencies and partners and institutions. <b>Motion:</b> to bring back on a future agenda (Bogh, Holbrook MSC) <i>Discussion:</i> none <b>Motion:</b> To bring the issues of auditing back on a future agenda. (Mcconnell, Holbrook, MSC) <i>Discussion:</i> Audits are full fee. Not disallowed by the state but is disallowed by our district. An important issue. Different people on campus treated different as far as liability.</li> <li>B. Chairs did not meet.</li> <li>C. To date there are 26 honors course. 13 faculty teaching this semester. 5 Student ambassadors. Created an honors institute handbook. Did an honors orientation for all honors students and faculty (who are teaching). Did an honors retreat. November 6th honors faculty luncheon for faculty who are teaching an honors class in spring. Do you need student help? Of course. Will get back 17 October deadline for students to submit abstracts for presentations. Abstract workshop from 9-10 this Friday. Does a student have to be taking an honors class to submit an abstract? No Other: SSEEMM – met last Friday. Have established work groups for various student success tasks. Have they selected a co-chair who meets the bylaw requirements.</li> </ul>	<p>Add non credit classes to future agenda Add auditing classes to future agenda</p>
<p>Old Business A. Academic Senate Resolution</p>	<p>A. Review, revise and approve the AS resolutions</p>	<p>Add A to next agenda</p>

<p>Process</p> <p>B. District employee turnover and local impacts (work is underway)</p> <p>C. Confidence/no confidence policy (work is underway)</p>	<p>process. In progress</p> <p>B. Committee has put together a first draft of the statement. Exec to review.</p> <p>C. Did not meet - no progress yet.</p> <p>D. A resolution on athletics is coming forward</p>	
<p>New Business</p> <p>A. Curriculum committee Bylaws revision</p> <p>B. Professional Development ideas/suggestions</p> <p>(30 min) <b>Allen</b></p>	<p>A. Request to review and approve revisions to the Curriculum committee bylaws as revised by the Curriculum committee.</p> <p><b>Motion:</b> To accept as amended. Jones, Bogh, (MSC 4 nays)</p> <p><i>Discussion:</i> Question about “in their discipline.” What does that mean? Need clarification. Is it any area a faculty member is qualified to teach in or their discipline of record with the college. Should not have the distinction between tenured and non tenured. Already a lengthy inefficient process, shouldn’t have language that makes it worse. What about courses that are not in a discipline? Should be under a chair. Administrators who have a contract to teach could be co-authors of curriculum, but since they are not full time faculty they can not be originators. Need to uphold the policies without having prescriptive rules. We have the authority and we should stand by it. Will it affect current curriculum in process? No.</p> <p>Intent of the conversation is not being reflected in this statement. Is restrictive. Suggestion to have all curriculum dealt with within 30 days.</p> <p>Curriculum should be written by full time faculty.</p> <p>B. Professional development – brief survey to be filled out by faculty. Want to offer workshops that meet faculty and staff interest and needs.</p>	
<p>Future Business</p> <p>A. Grant Approval Process (Oct 16<sup>th</sup> agenda)</p> <p>B. Graduation ceremony participation policy (Ed policy)</p> <p>C. Class size policy (Ed policy)</p> <p>D. Preview of the Electronic Ed Plan Tool</p> <p>E. CA virtual college Presentation (Trelisa)</p> <p>F. GE and ILO discussion will take place on a special meeting of the AS on Wed October 30<sup>th</sup>.</p> <p>G. Wait Lists (implementation progress)</p> <p>H. Compressed Calendar</p>	<p>A. Next agenda</p> <p>B. Graduation ceremony – the space is instructional first, need to make sure that it isn’t being scheduled without consulting the person who would know the most about the space. Need to agendaize? Yes</p> <p>C. Being worked on through CTA as well</p> <p>D. Will continue to pressure to get ed plan tool online. Will there be an app for this? The mandates get the district moving and spending money.</p> <p>E. Virtual college presentation? When? November?</p> <p>F. Bryan will organize agenda for special meeting.</p> <p>G. Waitlist – valley and DA discussing as well. Will have more information at the next meeting.</p> <p>H. Continue to discuss. Bring recommendation to a future meeting.</p> <p>I. Request to add a new minute taking device to the next agenda.</p>	<p>Add graduation ceremony space to agenda</p>

Announcements	<p>Seasonal jobs fair next Thursday. Please announce/distribute to students.</p> <p>Marc Wurmbrand passed away recently.</p> <p>Tom Bryant – play that he was the dramatuer for is going to Broadway.</p> <p>Please fill out the professional development survey.</p> <p>Friday 10:30-12:00 – bioweapon drill.</p> <p>CTA workshop on Friday 4-6 at the CTA office</p>	
Statements from the public	A good committee!	
Adjourn	Meeting adjourned at 4:44 pm.	
<p><b>Mission Statement</b></p> <p>To advance the education and success of students in a quality learning environment.</p>	<p><b>Vision Statement</b></p> <p>To be the premier community college for public safety and health services careers and transfer preparation.</p>	<p><b>Institutional Values</b></p> <p>creativity, inclusiveness, excellence, and learning-centeredness.</p>