

# Crafton Hills College

## Academic Senate Agenda & Minutes

**Date: December 4<sup>th</sup>, 2013**

Next Meeting: Dec 16th

**Time: 3:00 – 5:00 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.

<p>Members – Roll Call by Sign in  <u>Career Ed &amp; Human Dvlpmnt</u>            TL Brink            Jim Holbrook            JoAnn Jones            Meridyth McLaren</p> <p><u>Senators at Large</u>            Rey Bell            Patricia Menchaca</p>	<p><u>Math, Eng &amp; Instr. Suprt</u>            Kathleen Gibson            Catherine Hendrickson            Dean Papas/Gwen DiP            Scott Rippy            Sherri Wilson            Gary Williams</p>	<p><u>Arts and Sciences</u>            Brianna Andrews            Denise Allen-Hoyt            Robert Brown            Richard Hughes            Jessica McCambly            Mark McConnell            Julie McKee            Bob O'Toole            Snezana Petrovic            Diane Purvis (PT rep)</p>	<p><u>Student Services</u>            Debbie Bogh            Damaris Matthews            Mariana Moreno            Kim McCormick</p>
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**Guests:**

	DISCUSSION / ACTION	FURTHER ACTION
Call Meeting To Order		
Special Presentations FACCC – Richard Mahon (10) Turn-It-In- Trelisa Glazatov (10)	FACCC information was presented by Richard Mahon. Distributed registration cards. Turn it in software will come online in Fall 2014. Trelisa presented information about how the software was chosen, benefits of the software and upcoming training for rollout.	
Administrative Report (10 min)	Cheryl Marshall reported. <ol style="list-style-type: none"> <li>1. College hour M/W noon- 1 T/Th 1-2. Will start in Fall 2014.</li> <li>2. Thanks for the information on Student Success money. Identified what we have used and what we would like for future. Group put together a 3 year plan, with a funding amount each year. Requested \$148,00 additional.</li> <li>3. Expecting a 6.26% growth for the district</li> <li>4. Working on getting the Brandman contract finalized.</li> <li>5. Giving presentation to local business and advocacy groups about how we contribute to workforce development as well as our needs</li> <li>6. Town hall meeting on AB 86 is Thursday at Valley. Also looking at what defines a Region.</li> <li>7. Turn it in approved. Also working on degree audit and</li> </ol>	

	<p>student ed plan. Want to get that implemented in Spring. VPI Bryan Reece also presented.</p> <ol style="list-style-type: none"> <li>1. Requested feedback about the logo for the Engage, Learn, Advance slogan.</li> <li>2. Planning for growth in the spring. Growth for fall was about 8%.</li> </ol>	
Treasurer's Report (1 <sup>st</sup> mtg) (2 min) <b>McKee</b>	Current balance stands at \$ 961.66	
CTA Report (2 <sup>nd</sup> mtg) (5 min) <b>McLaren</b>		
Classified Senate Report (1 <sup>st</sup> mtg) (3 min)		
Student Senate Report (1 <sup>st</sup> mtg) (3 min)	Crafton Cares collected 825 pounds of peanut butter and jelly. Had a fundraiser at Queen Bean. Winter retreat in January. In and out will come for club rush.	
AS President's Report (10 min) <b>Allen</b>	<ol style="list-style-type: none"> <li>1. Answer to the question on Honors SLOs (it is up to the discipline, but should be the same as the non-honors course).</li> <li>2. Looked at class size document. Will come back on the January agenda.</li> <li>3. Looking at equivalency policy with AS President at Valley. Has been implemented in many different ways at college.</li> <li>4. Still working on establishing a common rubric numbering.</li> <li>5. Holiday party at Las Fuentes Dec 12<sup>th</sup>? Board meeting. Will figure out a better day.</li> </ol>	<a href="#">Agendize honors SLO issue on Dec 18<sup>th</sup>.</a>
Informational/Action Item (2 <sup>nd</sup> mtg)		
Approval of Minutes (3 min) <b>Allen</b> 10.30.2013 & 11.20.13	<p><b>Motion:</b> To approve the Oct 30, 2013 minutes (McKee, Bogh, MSC 2 abstentions due to absentism)</p> <p><b>Motion:</b> To approve the Nov 20, 2013 minutes with corrections (Holbrook, Purvis, MSC, 2 abstentions)</p>	<a href="#">Add Gwen to attendance</a>
<p>AS Committee Reports 1<sup>st</sup> meeting of the month:</p> <ol style="list-style-type: none"> <li>A. District Assembly (Jim)</li> <li>B. Chairs (Julie)</li> <li>C. Honors Steering (Debi)</li> </ol> <p>2<sup>nd</sup> meeting of the month:</p> <ol style="list-style-type: none"> <li>D. Curriculum (Mark M)</li> <li>E. Educational Policy (Rich H) <ol style="list-style-type: none"> <li>a. Auditing policy</li> </ol> </li> <li>F. Educational Technology <ol style="list-style-type: none"> <li>a. Tablet Initiative</li> </ol> </li> </ol> <p>Other Committee Reports</p> <ol style="list-style-type: none"> <li>G. SSEMM (1<sup>st</sup> meeting)</li> </ol>	<ol style="list-style-type: none"> <li>A. DA discussion included Turn It In – cost of \$30,000. Auditing classes discussion continues. AS presidents are working on on the issue. Smoking policy is being reviewed due to e-cigarette use. Can choose to include in syllabus. Looking at changing the wording of the policy to include e-cigarettes. Valley is adopting Crafton's timeline for waitlist. AB 955 response was read. Position paper on class size was also discussed. Next meeting will be in February.</li> <li>B. Didn't meet due to Holiday. Will meet this Friday.</li> <li>C. No new information</li> </ol> <p>Other</p> <p>G. Have recommendation for committee makeup. Committee was remain the same for the remainder of this year. New committee makeup would take effect in Fall. Information from retreat was tied into student objectives. Looking at finding a new time so there can be more instructional faculty involvement. Core committee will choose the faculty co-chair.</p>	
<p>Old Business</p> <ol style="list-style-type: none"> <li>A. Credit/Non-Credit classes</li> <li>B. Wait Lists (FAQs)</li> </ol>	<ol style="list-style-type: none"> <li>A. Interest in moving the conversation forward was presented at District Assembly. Qualifications, pay are different. Also an issue in Adult Ed. Will go to Chancellors cabinet about where we will go as a district. There are funding streams that go along with these classes. This is a 10+1 issue and we need to keep this on our agenda. Also a conflict with EDTC (Educational Development Training Center). Need to</li> </ol>	<p><a href="#">Report of information from Town Hall meeting at Valley. Will be streamed, but don't know if it will be archived.</a></p> <p><a href="#">Keep A. on future agendas</a></p>

	<p>remind the district that this is a 10+1 issue and they need to take direction from Senate/Faculty.</p> <p>B. Waitlists are operational. Information documents were sent out. These documents are on the website.</p>	
<p>New Business (30 min)</p> <p>A. First Reading of Resolution F13.01 – CHC Intercollegiate athletics</p> <p>B. Sabbatical Standing Committee</p> <p>C. Student Success \$\$\$ proposal (Scott/Gwen)</p> <p>D. IGETC or CSU GE as another option for our Associate Degrees (D.Bogh)</p>	<p>A. <b>Motion:</b> To approve for first reading (Holbrook, Rippy, MSC) <i>Discussion:</i> none</p> <p>B. Recommend establishing the CHC Sabbatical review committee as a standing committee of the AS comprised of the faculty members serving on the Professional Development Committee. Is the PDC a senate committee? No, not at Crafton. <b>Motion:</b> To create a standing committee for Sabbatical review from the faculty members of the PDC (excluding those with conflicts of interests) and the VPI and to include this in our Plenary session to establish future processes (Holbrook, Bogh, MSC 1 nay) <i>Discussion:</i> should include the VP of Instruction.</p> <p>C. Purpose of the committee was to expand the Left Lane Project. Suggested 5 key domains. Asking for \$148,00 for this year, \$178,00 for the next year and \$160,00 for the third year. Goal to increase the number of students to 700 by 2016. Would increase courses, support and resources. 95% of our students test at one or more of the basic skills levels.</p> <p>D. Drafts of new major handouts were distributed. Simplified and easier to read. We need to decide if we want to expand our GE options to include IGETC and CSUGE. Should it go to curriculum <b>Motion:</b> Support the adoption of 3 options for GE (IGETC, CSUGE or CHC GE) and make the is recommendation to the Crafton Council (Rippy, Purvis, MSC) <i>Discussion:</i> we would follow Valley's pattern? Yes. Is there an issue with the units required as listed in our catalog? No – still has the same number of units.</p>	
Announcements	<p>Party next Wednesday? Tomorrow?</p> <p>CHC Safe Space Program Training – Jan 9, BC 106</p> <p>Multiple music and theatre events this week – info also on Homepage</p> <p>Student Art show opens next Wednesday</p>	
Statements from the public	<p>Honors program SLO's exist.</p> <p>Denise reappointed as Mayor of Yucaipa</p> <p>We have 4 new elected members of our board. Need to reach out and make contact with board members. We need to be aware of what is going on politically. Will benefit our campus.</p>	
Adjourn	5:05 pm	
<p>Future Business</p> <p>A. Class Size Process</p> <p>B. Program Discontinuance</p> <p>C. New Program Devlpmt</p> <p>D. Resolutions</p> <p>E. Preview of the Electronic Ed Plan Tool</p> <p>F. CA virtual college Presentation (Trelisa)</p> <p>G. Confidence/no confidence</p>		

<ul style="list-style-type: none"> <li>policy (with exec)</li> <li>H. Auditing policy</li> <li>I. Department chair</li> <li>Counseling and orphaned courses</li> </ul>		
<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>