

Crafton Hills College

Academic Senate Agenda & Minutes

Date: April 16, 2014
Next Meeting: May 7th
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
 Jim Holbrook
 JoAnn Jones
 Meridyth McLaren

Senators at Large
 Rey Bell
 Patricia Menchaca

Math, Eng & Instr. Suprt

Kathleen Gibson
 Catherine Hendrickson
 Dean Papas/Gwen DiP
 Scott Rippy
 Sherri Wilson
 Gary Williams

Arts and Sciences

Breanna Andrews
 Denise Allen-Hoyt
 Robert Brown
 Richard Hughes
 Jessica McCambly
 Mark McConnell
 Julie McKee
 Bob O'Toole
 Snezana Petrovic
 Dianne Purves (PT rep)

Student Services

Debbie Bogh
 Damaris Matthews
 Mariana Moreno
 Kim McCormick

Guests: Chancellor Bruce Baron, Dr. Cheryl Marshall (CHC President)

| | DISCUSSION / ACTION | FURTHER ACTION |
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| Call Meeting To Order | AS President, Denise Allen called the meeting to order at 3:04 pm. She introduced our special guest, Chancellor Bruce Baron. | |
| Administrative Report (5 min) <ul style="list-style-type: none"> • Chancellor Bruce Baron | Comments from the Chancellor included: <ol style="list-style-type: none"> A. Beautiful campus and welcoming campus. Thanks to the faculty for all of our hardwork. B. District updates: <ol style="list-style-type: none"> a. Hayes study should be back by the end of the month. Will show us how we are compared to other local colleges. Committed to salary increases. Have signed a tentative agreement for part time salary raising PT salaries to \$60 / hour. b. Continue to work on policies and procedures. Some haven't been updated in 10 years. Had a few hiccups getting a process worked out, but seem to have worked that out. Want to make the process as effective and painless as possible. No changes will occur over the summer. | |

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| | <p>c. Currently recruiting for Vice Chancellor of Fiscal Services. After that, will go out for Vice Chancellor of Human Resources. Then recruit for a Valley President.</p> <p>d. Chancellor's committee has accepted a few recommendations from the district budget committee. Moving to an enrollment based model for the allocation. Other recommendations: give KVCR money for the next year. Will pay off the amount we need for the health benefits trust fund.</p> <p>Questions included: plan for future DE classes – want to make sure that with the expansion of enrollment to statewide, our students will still get seats in our classes; expectations of growth for the next few years. Will probably level out somewhat. We projected and met about a 6% growth for this year. State only provided about 2.75%. District will not set growth requirements or limits for colleges, but leave that up to internal decisions by the campus.</p> | |
| Treasurer's Report (1 st mtg) (2 min) McKee | | |
| CTA Report (2nd mtg) (5 min) McLaren | <p>Last luncheon of the year was today. Ed's last luncheon as the CTA President. Voting is now going on for the Executive board. Please vote. Picnic on May 4th, Sylvan park. There will be information and open sessions regarding the Tentative Agreements that have come out of negotiations - specifically about benefits and pay increases for part time and full time faculty. Voting for the Tentative Agreements will begin after the two weeks of viewing time.</p> | |
| Classified Senate Report (1 st mtg) (3 min) | None | |
| Student Senate Report (1 st mtg) (3 min) | None | |
| AS President's Report (10 min) Allen | <p>President-Elect still needed.</p> <p>Plenary Session – very interesting meeting. Body divided in terms of leadership. Current President not reelected for second term. Resolutions underwent numerous changes over the course of the meeting prior to final adoption.</p> | |
| <p>Informational/Action Item (2nd mtg)</p> <ul style="list-style-type: none"> • APs and BPs for consideration by District Assembly on 5.6.14 • Vision, Mission & Values (Keith) • 13-14 Growth update, summer and 14-15 academic year (Bryan) | <p>A. Information was sent out. APs and BPs are on website. Please review and send any comments to Rich. The ones that deal with academic and professional matters are bolded. Please ask for clarification of the process if it is unclear. Please review the comments. Some concern out plagerizing from other institutions. Need to provide refences/citations.</p> <p>B. Data was compiled from the survey. Committee was able to come to concensus about the Mission and Vision.</p> <p>C. We were funded for 6%, we grew about 10%. Need to reach 5400 FTE to balance our infrastructure financial demands.</p> | |
| Consent Agenda | | |

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| <p>Approval of 3.26.14 Minutes & Voting Record Approval of 4.2.14 Minutes & Voting Record</p> | <p>Motion: To approve the Minutes from 3.26.14 (Hughes, Holbrook, MSC) <i>Discussion:</i> need to add more detail to statements from the public. Motion: To approve the minutes from 4.2.14 with spelling corrections (Holbrook, Petrovic, MSC) <i>Discussion:</i> need make sure the voting records match the minutes.</p> | |
| <p>AS Committee Reports 1st meeting of the month: A. District Assembly (Jim) B. Chairs (Julie) C. Honors Steering (Debi) 2nd meeting of the month: D. Curriculum (Mark M) E. Educational Policy (Rich) F. Educational Technology Other Committee Reports SSEEMM (1st meeting)</p> | <p>D. Working on a recommendation for where to put SLOs on the course outline. Also looking at the amount of time it takes to get a course through. Will bring a recommendation for streamlining. Also looking at course caps. Should not use our current caps if they are grossly incorrect. Admin feels caps are not exclusive to faculty. Question about paying part time faculty for SLO work. They can be paid, still working on a process. Request to take info to the committee – that there should be SLOs for all of the degrees in the catalog – some are missing. E. Are now in the 4000s for APs and BPs. Please send comments. About half way through. Would appreciate any help and/or feedback. Question - How will the information come back to the senate before it is finalized by District Assembly? Have not had a clear answer about this. When will the AS body have a chance to see the finalized document? Not sure. Also don't have a timeline for the district's deadlines. F. Continuing to approve online courses and instructors. Will review and revise the DE Plan and then submit to AS. Finalizing feedback for the Tablet Initiative.</p> | |
| <p>Old Business A. Department Chair Selection Process B. Class Size Process – Part IV: Process for Changing Existing Course Caps</p> | <p>A. Review and approve process for spring 2014 Chairs Selection and recommend Chairs revisit this process in the fall and recommend revisions as needed. Form draft was created. Motion: to approve the form (Brink, McKee, MSC, 2 nay) <i>Discussion:</i> has the selection process been determined? No – that is the next process. Motion: to approve the amended form we just approved (Andrews, Moreno, MSC Holbrook, abstain) <i>Discussion:</i> do we need to make sure a nominee is willing? Yes. Six is clear – 7 makes it more subjective - need to have a transparent report available about why 6 was not followed. Can we make changes to this process? Of course. Suggestions for changes to the process if agreement can't be reached. Motion: to approve the process (Hughes, McKee, MSC) <i>Discussion:</i> none (Jessica and Snezana did not vote – left room) B. Review Part IV and provide recommendations for revision. This document is just about course caps – the maximum number of students who would ever be allowed in the class. The maximum number of students in a class in a specific semester, may be different. We need to have clear definition of terms. We do not have enough flexibility in our system to be able to handle different class caps and enrollment maximum.</p> | |

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| | <p>Need to verify that data is based on section enrollment not on the class cap. Cap of 30 – in a room that only holds 15 – your fill rate should not be 50% (Dean Papas left. 17 vmr)</p> <p>Course caps should be based on pedagogy. The flexibility will come with scheduling. Discussion on this will continue. When we get a document drafted we will bring back to the senate.</p> | |
| <p>New Business</p> <p>A. Professional Development Coordinator (Bryan)</p> <p>B. Money for classified luncheon and retirement gifts.</p> | <p>Motion: To add to the agenda an item money for Classified luncheon and retirement gifts (McKee, Brown, MSC, 1 nay) <i>Discussion:</i> none</p> <p>Motion: To approve money for the classified luncheon (\$800) and retirement gifts (\$400) (Purves, Jones, MSC, 1 nay) <i>Discussion:</i> none</p> | |
| Statements from the public | None | |
| Announcements | <p>Marc Wurmbbrand exhibit. Please visit. Have started a foundation for the art department in memory.</p> <p>Student spoke at the board meeting very eloquently. Trend to refer to students as customers. This is not a good practice for education.</p> | |
| Adjourn | | |
| <p>Future Business</p> <p>A. Title V coop grant update (5.16.14)</p> <p>B. Credit/Non-Credit classes</p> <p>C. Program Discontinuance</p> <p>D. New Program Devlpmt</p> <p>E. AP 7250</p> <p>F. Preview of the Electronic Ed Plan Tool</p> <p>G. CA virtual college Presentation (Trelisa)</p> | | |
| <p>Mission Statement</p> <p>To advance the education and success of students in a quality learning environment.</p> | <p>Vision Statement</p> <p>To be the premier community college for public safety and health services careers and transfer preparation.</p> | <p>Institutional Values</p> <p>creativity, inclusiveness, excellence, and learning-centeredness.</p> |