

Crafton Hills College

Academic Senate Agenda & Minutes

Date: May 7th, 2014
Next Meeting: Summer Plenary Aug 15th
Time: 9:00 – 3:45 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
 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
 Diane Purvis (PT rep)

Student Services

Debbie Bogh
 Damaris Matthews
 Mariana Moreno
 Kim McCormick

Guests: Dr. Cheryl Marshall, Dr. Rebecca Warren-Marlatt, Dr. Bryan Reece, Jim Urbanovich, Bryana Platt, Patricia Menendez, Cyndi Gundersen, Cameron Lyons, Michelle Riggs

	DISCUSSION / ACTION	FURTHER ACTION
Call Meeting To Order		
Administrative Report (5 min) • Title V update	Dr. Cheryl Marshall reported. A. Parking – the lot at LRC will open soon. Still working with City on parking lot off Sand Canyon B. Looking into writing a proposal for offering a BA degree at Crafton. Would be a degree not offered at CSU's – Emergency Services, Respiratory C. Staffing for next year – will look at doing some one year temp, Chemistry, Business, Resp and Fire – Also looking at an interim Dean for Math, English and Science DSPS and Counselor positions are being hired. Committed to not increasing the number of managers.	
CTA Report (2 nd mtg) (5 min) McLaren	Vote for Tentative Agreement!	
Classified Senate Report (1st mtg) (3 min)	None	

Student Senate Report (1st mtg) (3 min)	New president, VP and treasurer were elected. Had a good number of people on the ballot. Won the presidents exemplary award for Advocacy Efforts on AB 951 from the Statewide Student Senate.	
AS President's Report (10 min) Allen	2013-2014 Highlights – displayed on screen After Graduation Celebration – at Mill Creek – buy Tickets! Recommend approving Professor Emeritus Rank for retired and/or retiring faculty by acclimation Resolutions were read for retirees. Motion: to approve all CHC 2014 retirees for Professor Emeritus (Jones, Brink, MSC) Resolution for former retiree Dr. Bill Orr for the rank of Professor Emeritus Motion: to approve Dr. Bill Orr for Professor Emeritus (Holbrook, Brink, MSC) <i>Discussion:</i> taught math to a few of the senate members. Set Summer Plenary Date, Time and Agenda items – Friday, August 15, 2014 9:00 am -3:00 pm Provide direction on Common Assessment Initiative Pilot Motion: to support Crafton's participation in Common Assessment Initiative Pilot program (Brink, Hendrickson, MSC 4 nay) <i>Discussion:</i> a common assessment can be worrisome – programs are run and staffed differently. This assessment is for placement in Math, English and ESL. Provide direction on Bachelors Degree Study Group – there may be some legislation for this <i>Motion:</i> to support the President's further exploring this option (Holbrook, Brink, MSC) <i>Discussion:</i> none	
Treasurer's Report (1st mtg) (2 min) McKee • 4.0 Scholars (Michelle Riggs)	Balance stands at \$749.06. Spent about \$1200 on Classified Luncheon, retiree gifts. Does not leave much \$ for 4.0 students. Looking into participating in the Give BIG San Bernardino event to help fund the 4.0 scholarship. This is a onetime thing. We can continue to have people contribute to the fund through the Foundation and payroll deduction. Question: How much of the \$10 goes to the fund? \$9.51.	Add 4.0 fund to summer plenary session.
Informational/Action Item	Athletics Implementation Plan/Comment Form District Strategic Plan/Comment Form 3-Year Staffing Plan/Comment Form Curriculum approved Courses for the 2013-2014 academic year. 2014 Crafton Hills College Student Success Scorecard	
Consent Agenda		
Approval of 4.16.14 Minutes & Voting Record	Motion: to approve the minutes from 4.16.14 with corrections and the voting record (Bogh, McConnell, MSC, 1 abstention) <i>Discussion:</i> add to the agenda about sending money in lieu of flowers the scholarship fund.	

<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>A. Update on AP's and BP's Some AP's and BP's were approved. Approved making general revisions to all AP's and BP's on certain general wording changes. A written report was submitted to the AS Secretary. Much of the agenda was not finished due to time constraints. Brown Act regulations were not followed entirely.</p> <p>B. Full time temporary positions were discussed. Also discussed the calendar. Looked at possibility of having flexible calendars. Working on Program Viability – includes discontinuance and new programs.</p> <p>C. Honors met today. Looked at the number of honors projects – have continued to increase in number. Will be losing the Honors coordinator. SEEMM – trying to determine priority criteria. Will try to bring back in the fall. Have established a team to attend the Basic Skills Leadership Conference.</p>	
<p>Old Business A. Tablet Initiative (Brian) B. Process for Establishing and Modifying Course Caps</p>	<p>A. Initiative was introduced by TL Brink. Presented a list of possible benefits. Certainly there are questions, potential issues, but we need to have approval to continue the process. This process will put a tablet into the hands of all students and staff. The proposal represents the beginning of the journey. Need approval from the Senate and the Students to continue this project. Motion: to approve the Table Initiative Pilot Program and support the continued development of the Plan and report back the first AS meeting in October (Holbrook, Petrovic, MSC, 1 nay) <i>Discussion:</i> duplicate 8.0s. Could be a great business opportunity for the business students. Part of the development of the plan is a fall pilot.</p> <p>B. Review and provide recommendations for revision. – comment form. Suggestion to bring this back at summer plenary. Addressed the one recommendation that was submitted. We need to address some of the ambiguity in the policy. Consensus to make the changes to B and bring back to plenary in August Motion: approve to readdress at Plenary in August (Holbrook, McConnell, MSC) <i>Discussion:</i> do we need some information from Bryan? Yes.</p>	<p>Report back first meeting in October, 2014</p>

<p>New Business</p> <ul style="list-style-type: none"> A. SLOs on Course Outlines of record B. Final Exam Schedule (Bryan) C. District Strategic Plan Input D. 3 year staffing plan (Hay Study Recommendations) input 	<p>A. Recommendation #1: that the Student Learning Outcomes be placed on the course outline of record.</p> <p>After looking at other course outlines at various campuses, the Curriculum Committee is recommending that SLOs be included on the outline immediately after the course objectives. Reasons:</p> <ol style="list-style-type: none"> 1. Places the SLO's in a visible spot for all to see especially adjunct faculty. 2. Current accreditation standards allude to the fact that SLOs should be on the course outline of record. 3. Easier to keep track of the SLO's for each course instead of having them stored in another place. <p>Recommendation #2: SLO's be added to course outlines and then revised as a part of the required 6 year course revision process and/or any time a course is updated.</p> <p>Could we change the SLO's yearly? Yes, but it would have to go through the course approval process every time you did this.</p> <p>Would this mean that curriculum could deny your SLO's? Yes, but this is a committee of peers. They have always had the ability to deny content, but it is not done arbitrarily.</p> <p>Do the SLOs have to be on the course outline or just available for public access? ACCJC is pretty clear that they need to be on the course outline. Need to get the official wording. Students need to know the SLOs as well.</p> <p>B. In process of putting together schedule for fall. The final exam schedule is a different schedule than the rest of the semester. Propose to do an ex</p> <p>Motion: In Fall 2014 the final exam schedule will follow the same schedule as the rest of the semester (Holbrook, Brink, MSC 2 nay)</p> <p><i>Discussion:</i> would be good for part-time as well. Could be an issue for some departments. Need to get student input.</p> <p>C & D. addressed earlier.</p>	
<p>Statements from the public</p>	<p>Was a good year! Good work by AS and Admin!</p>	
<p>Announcements</p>	<p>Post-Graduation - End of Year Party</p> <p>Open night for student show tomorrow. Plus multiple more coming.</p> <p>Transfer completion luncheon a week from today. 12-2 pm in the cafeteria.</p> <p>The play Tom Bryant has worked on was nominated for a Tony – Best Actor and Best Play.</p> <p>Great stuff going on in Art and Music and Theatre! Attend as much as possible.</p>	
<p>Adjourn</p>		
<p>Future Business</p> <ul style="list-style-type: none"> A. Credit/Non-Credit classes B. Program Discontinuance C. Program Viability D. Staff Appreciation Luncheon 2015 E. AP 7250 F. Preview of the Electronic Ed Plan Tool 		

G. CA virtual college Presentation (Trelisa)		
<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>