Crafton Hills College	Date: August 15th, 2014
Academic Senate Agenda & Minutes	**Next Meeting: Aug 21st** **Time: 9:00 – 3:00 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.gh**
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	Math, Eng & Instr. Suprt	Arts and Sciences	Student Services
TL Brink	**Kathleen Gibson**	**Breanna Andrews**	**Debbie Bogh**
Jim Holbrook	**Catherine Hendrickson**	**Denise Allen-Hoyt**	**Mariana Moreno**
Meridyth McLaren	**Dean Papas**	**Robert Brown**	**Kim McCormick**
	Scott Rippy	**Richard Hughes**	
<u>Senators at Large</u>	**Sherri Wilson**	**Jessica McCambly**	
Rey Bell	**Gary Williams**	**Mark McConnell**	
Patricia Menchaca		Julie McKee (Sabbatical)	
		Snezana Petrovic	
		Diane Purvis (PT rep)	

Guests: Larry Aycock, Daniel Bahner, Jeff Cervantes, Robert McAtee, Jim Urbanovich

Items	DISCUSSION / ACTION	FURTHER ACTION
Call Meeting To Order		
Statements from the public		
Minutes 5.7.14	Review and Approve **Motion**: Approval of the minutes from AS meeting on 5/7/2014 (Holbrook, Bogh, MSC) *Discussion*: clarified no votes, will work on refining process for this year.	
AP & BP updates (Jim Holbrook)	Update on what has been done this summer and next steps AP & BP 4070 (Aug 25 deadline) AP & BP 4040 (Aug 25 deadline) AP 4020, BP 4025, AP 4025, AP 4050 (Nov 14 deadline) AP/BP 4070 - still seem to be struggling with process. There is an established process, but not always following. Any suggestions for changes need to be submitted in writing on the established form. Our changes typically involved removing specific department, amounts, etc. so as not to be able to accommodate future procedural changes. Suggestion to make the changes in the form today and forward to Valley.	

	Motion: To approve BP 4070 with changes (Holbrook, Mariano, MSC)	
	Discussion: none	
	AP 4070 - some concern about striking Instructor Approval – it was removed early in the document because it is stated later under procedures. All of the operational procedures for implementation have not been established.	
	Recommendation to send this to Ed policy.	
	Motion: To approve AP 4070 as amended (Holbrook, McConnell, MSC)	
	Discussion: need to have all campus staff input on this issue. Has implications for faculty but also classified, management. Suggestion to have someone who teaches online in this discussion. Send the document to Valley for review.	
	AP/BP 4040 - policy has been cut and pasted from various policies from other colleges. Needs to be reviewed very carefully. Can approve the BP and not the AP.	
	Motion: to approve BP 4040 (Wilson, Purvis, MSC)	
	Discussion: send to Ed Policy for intense review. Some confusion about what we are supposed to do with the information. There are multiple examples, are we supposed to pick our favorite? Write a cohesive policy with the provided info? This is a problematic one. Ed Policy did submit a revised one. Where is it? District has it. How many times will it need to be rewritten? Needs to be done by Nov. 14th.	
	Need to make sure that the process for providing feedback is clear and rules are followed. Should have an example.	
Academic Senate Membership and Buddies	Vacancies: Arts & Sciences (3*), Student Services (1), Career Ed & Human Dvlp (1)	
	Need a sub-treasurer for F14	
	Motion: to accept Daniel Bahner, Jeff Cervantes, Robert McAtee, Patricia Menchaca and Jim Urbanovich as senators for the 2014-2015 academic year (Purvis, Holbrook, MSC)	
	Discussion: none	
	Need a resolution for a Professor Emeritus for JoAnn Jones – Gary Williams will write with help from Meridyth.	
	Need to have an interim Treasurer. Patricia Menchaca will take for the Fall semester.	
Bylaws	Review/highlight areas that need to be revised/updated for 14-15	
	Recommendations for changes were made.	
10+1	Any area(s)/topic(s) we need to focus on this year	
	Reviewed areas.	
	Need to continue to pay attention to curriculum. The process can still be very slow. The system is set up so that one person can halt the entire process by not responding. Suggestion to send a few senators to the curriculum and leadership conferences. Need to check with President Marshall about funding.	
	How do we create a new program? Still working on the program viability document which includes creation and deletion.	

AS Committees	Review/Revise membership and Charges Flex calendar (should this be added as a Charge to the Chairs – Program Viability as well) Charges and tasks for committees can only come from the Senate. Recommendations that come out of committee work and can only be made to the Senate. Groups reviewed committee charges/membership. Suggestions for changes need to be given to Denise.	
Basic Skills Committee	Should we add this as a new standing committee of the Academic Senate Basic skills committee - most colleges have this as a senate committee. Clearly a 10+1 issue – should not be run by admin. Recommendation to have the Basic Skills Committee be a standing committee of the Academic Senate. Discussion about what is going on with the SSEEMM committee. Should have Kirsten Colvey join in the conversation to give the reason for the original merge. **Motion**: Basic Skills be a standing committee of the Academic Senate (Holbrook, Menchaca, MSC) *Discussion*: need to pull it out because the original purpose is different than Student Success. BSI should have a coordinator – don't know who it is now. Concerns will be presented to the SSEEMM committee. Volunteers for the committee were recorded. Dean and Daniel will coordinate the first meeting time.	
EPI Pilot	Review – provide input and direction EPI Pilot – Education Planning Initiative – **Motion**: to support the EPI pilot (Menchaca, Wilson, MSC, 1 abstention – Holbrook) *Discussion*: No financial or time commitment. It is a good thing for counseling.	
Final Exam Schedule – Spring term		
Professional Development	This is a 10+1 issue – how will the AS be involved? Dean Papas is the new Professional Development Coordinator. Can send suggestions and feedback to Dean. Need to add Professional Development to an AS agenda for the 2nd meeting in September.	
Staff Appreciation Luncheon	The Office of the President – has volunteered to assume responsibility for the staff appreciation luncheon **Motion**: to give the classified luncheon to the Office of the President (McLaren, McCambly, MSC). *Discussion*: Would now include faculty and staff appreciation.	

4.0 Scholars Fund	How can we Promote faculty contributions? 4.0 Scholarship through the Foundation worked well last year. Recommendation to keep the same process for the scholarship fund. Is it common practice for faculty to pay money for campus events? **Motion**: To set up two separate funds (Wilson, Purvis, MSC 1 nay – Holbrook) *Discussion*: Add faculty dues to Sept agenda. Need to change "reviewed in Spring" to February.	
Faculty Fund – Policies and Procedures	Need a committee to develop guidelines for the use of these funds.	
Update on Bachelor's Degree Pilot and Common Assessment Initiative Pilot program	We supported the President's and gave her the go ahead to explore viable options for CHC – Common Assessment Initiative Pilot program	
Procedure for Establishing and Modifying Course Caps	Motion: To approve the policy as revised (Sherry Wilson, Mark McConnell, MSC)	
SLOs on the course outlines of record	SLO on course outline of record. Add to the September agenda -	
Accreditation Visit	Accreditation team visit agendize for September	
Program Viability	Chairs will continue their work on this	
Other	**Motion**: to supply up to $100 for the welcome back BBQ (Brown, Hughes, MSC) *Discussion*: Need to make this a standing item in the budget.	
Announcements	Live Music at the Redlands Winery. Friday August 22nd – recap of the Turnit In presentation. McConnell: Asking AS to donate to Wurmbrand scholarship fund in leiu of flowers- McConnell Common core meeting- McConnell Prof Development back to school BBQ – Friday August 22nd at the CHC acquatic center – can swim 11:30-1:00. Items requested to be on future agendas: IB credit, need to change the term graduating with Honors to graduating with distinction, catalog rights, tmc reciprocity issues - how would that be applied at Crafton, need to look at Associate Degree applicable not in compliance with Title 5. District administration issues.	
Adjourn	Meeting adjourned at 3:08 pm.	

Future Business
    A. AP 7250
    B. Credit/Non-Credit classes
    C. Tablet Initiative
    D. International Baccalaureate
    E. Preview of the Electronic Ed Plan Tool
    F. CA virtual college Presentation (Trelisa)		

Mission Statement	**Vision Statement**	**Institutional Values**
To advance the education and success of students in a quality learning environment.	To be the premier community college for public safety and health services careers and transfer preparation.	Creativity, inclusiveness, excellence, and

		learning-centeredness.