Crafton Hills College **Academic Senate Agenda**	**Date: October 1st, 2014** **Next Meeting: October 15th, 2014** **Time: 3:00 – 5:00 p.m.** **Location: CL 218**

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

Senators at Large*
*Daniel Bahner**
*Rey Bell**
*Jeff Cervantes**
*Patricia Menchaca**
*Robert McAtee**
*Jimmy Urbanovich**
*Liz Langenfeld**
*Jody Hanley**
*Hannah Sandy**

Math, Eng & Instr. Suprt
Kathleen Gibson
Catherine Hendrickson
Dean Papas
Scott Rippy
Sherri Wilson
Gary Williams

Career Ed & Human Dvlpmnt
TL Brink
Jim Holbrook
Meridyth McLaren

Arts and Sciences
Denise Allen-Hoyt
Robert Brown
Richard Hughes
Jessica McCambly
Mark McConnell
Julie McKee (sabtl)
Snezana Petrovic

Student Services
Debbie Bogh
Mariana Moreno

Part-Time Reps
Dianne Purves
Jeff Burke
Vonny Bastedo
Steven Veldhius

Guests: Cheryl Marshall, Bryan Reese, Rebeccah Warren Marlatt, Tom Bryant, Kirsten Colvey

In accordance with the Ralph M. Brown Act and SB 751, minutes of the Crafton Hills College Academic Senate will record the votes of all members as follows: (1) Members recorded as absent are non-voting; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members votes are understood as a vote in the majority.

Items	Recommendation/Discussion/Future Business	Action
Call Meeting To Order	Meeting called to order at 3:01 pm.	
Administrative Report (5 min)	Cheryl Marshal reported on prioritization of hiring. Discussions related to hiring prioritization have occurred at Crafton Council. She also stated that the Governor has signed the Bill allowing Community Colleges to offer a BA. She thanked everyone for their participation in the ACCJC process.	
CTA Report (2nd mtg) (5 min) McLaren		
Classified Senate Report (1st mtg) **(3 min)**	None	
Student Senate Report (1st mtg) **(3 min)**	None	
AS President's Report **(10 min) Allen**	No report	

Treasurer's Report (1st mtg) (2 min) Menchaca	Balance stands at $615.95 for the Faculty Fund and $305.60 for the 4.0 scholarship fund.	
Consent Agenda		
Informational/Action Item		
Approval of 9.17.14 Minutes & Voting Record		**Motion**: To approve (Bahner, Langenfeld, MSC 1 Abstention – Purves)
AS Committee Reports 1st meeting of the month: **A. District Assembly (Jim)** **B. Chairs (Jodi)** **C. Honors Steering (Gary)** 2nd meeting of the month: D. Curriculum (Mark M) E. Basic Skills (Dean) F. Educational Policy (Rich) G. Educational Technology () Other Reports SSEEMM (1st meeting) EPI (as needed)	A. Meeting next week B. New meeting location – BC 104 – will be looking at Sticky Friday outcomes. Request to re-address the program viability document. C. 54 active students enrolled in the honors program. 32 of the students are new to the program this fall– started in summer or fall. 18 honors courses this fall. SEEMM – recent meetings have focused on Student Success Plan.	
Old Business		
Student Success Plan	Review changes – Approve (Plan is posted on the student success page on the CHC website) Rebeccah reported. Thanks to senate for providing feedback. Funding for SS is slightly higher than expected. Discussion: Appreciate the opportunity for this type of discussion.	**Motion**: To authorize the Academic Senate President to sign the final document. (Holbrook, Brink, MSC)
AP's and BP's (Denise/Rich)	Review and approve forwarding of comments to DA for: BPs: 2735, 5030, 7400 and APs: 2735, 5030, 7400 Request to change the CPR fee in AP 5030 from $5 to $10. Clarification about format given.	**Motion**: To forward comments about APs and BPs to district assembly (Purves, Hughes, MSC)
Curriculum Approval Process (Denise)	Process was displayed on the screen. Required steps are highlighted in yellow. M o st of the steos have a default which means they move past that step after the allotted number of days. The Curriculum Chair steps do not default as these steps are necessary to control workload flow and also to make sure the committee has voted on them. The ETC Head does not default as the process requires approval from ETC. The later steps after the Curriculum chair approval, Implementation and VP of instruction do not time out but they are not necessary to keep the course moving as by that time the course have been sent to board. Those steps are record keeping steps for the admins to keep track of courses that have been board approved.	**Motion**: To change all steps as indicated by the blue highlighting to "default" so that the curriculum doc automatically forwards after the allotted amount of time expires (Wilson, Petrovich, MSC – 1 nay, Holbrook

	Curriculum is looking for a recommendation to remove the ability to stop a document. Would set the timer to default and the document would move forward whether the person looked at it or not. Discussion: The process is cumbersome. The process is fast if it doesn't get hung up with certain people. The required steps highlighted in blue are required and currently do not automatically forward after the allotted number of day have expired. The recommendation is to change these steps action to "default" so that the curriculum doc automatically forwards after the allotted amount of time expires.	
Honors Terminology (Debbie)	Recommendation: Charge the honors committee (or create a task force) to review current practice of using the term "Honors" and suggest appropriate changes to clarify and award tribute to academic achievement while minimizing student confusion. Recommend making a subcommittee to discuss terms. Need to send out an email to see who is interested. Who else other than faculty? Need more than just honors steering committee members. Need to get a broader focus.	**Motion**: to form an ad-hoc committee to work on this issue and to send out an email asking for faculty to serve on the ad-hoc committee. (Bahner, Brink, MSC)
Accepting IB Credit as degree applicable credit (Debbie)	Recommendation: Develop a policy/process for IB exams that is similar to the process used to award course credit for agreed upon levels of achievement on the AP and CLEP exams. Steps for awarding IB exam credit could include: • Ed Policy Committee Reviews IB Exams • Chairs Council and individual disciplines review appropriate IB Exams • Resolution created by Ed Policy Committee to accept identified IB exams for course credit IB credit is accepted by the CSU and UC systems. Are schools typically AP or IB? No. If the CSU and UC take it, why shouldn't we? Each department would need to take a look at the exam and see if it matches enough with one of the courses we offer. Suggestion to skip Ed Policy at this point, since they are working on APs and BPs.	**Motion**: to forward the IB list to Chairs for review and to send on to the appropriate disciplines and send a recommendation back to Academic Senate (Wilson, Brink, MSC 1 nay, Hanley, 1 abstention- Holbrook)
Tablet Initiative (Faculty pilot group)	Update and Next steps Mark McConnell presented his experience with having a Tablet Pilot class. Overall has been very positive. Many benefits. Issues mainly with connectivity. Has also given the students a sense pride and ownership. Breanna submitted her written comments. TL presented an assignment he had his research methods class complete with the tablet. Very positive feedback. Will bring back the plan with recommendation for next steps. Who is heading the Initiative? ETC or another committee? ETC with help from other campus and district people. Are students using the tablet in other courses? Might be a good question for the survey.	

	Also need to identify the student population who is embracing the tablet course.	

New Business

Student Equity Plan	Initial overview	
	Will have Keith Wurtz come to the next meeting to show the data and where the gaps are.	
Middle College	Questions, Issues, concerns – Conversation is with Inland Leaders. Perhaps convert the gym into classrooms.	
	Will have to look at the schedules – high school is not the same as college.	
	Possible transportation issues. Should look at doing some if not all of the classes online.	
	We already have co enrollment option, we do have a few classes at the high school in Redlands.	
	We already have communication issues, this will only make it worse.	
	What about priority registration? Will they have priority?	
	Any differences in discipline? No	
	These students will be heavily represented in the Math, English and Reading, Basic Skills classes.	
Statements from the public	Denise won the adult tricycle race this last weekend at the Yucaipa Fall Festival.	
Announcements	Three Peaks this weekend – Palm Springs Tram at 7:30 am	
	Video on undocumented students.	
	Two students received prestigious music award	
	Wednesday Oct 1st – workshop on Early Alert. LADM 217	
	Student Art Show.	
	ACCJC will present initial findings during College Hour in PAC. Yogurt will be provided afterwards.	
Adjourn		

Future Business
- A. Final Exam Schedule
- B. AB 86
- C. Title V compliance and associate degree options (forwarded to Chairs on 9.18.14)
- **D. AP & BP 4040, AP 4020, BP 4025, AP 4050**
- E. BP's 2735, 5500, 7400 and AP's 2735, 5500, 7400 – BP's 6200 & 6300 and AP's 6200 & 6300
- F. Establishment of a TMC Degree Course Substitution and reciprocity policy
- G. Credit/Non-Credit classes
- H. Program Viability (chairs)
- I. Preview of the Electronic Ed Plan Tool
- J. CA virtual college Presentation (Trelisa)