

# Crafton Hills College

## Academic Senate Minutes

**Date: February 18<sup>th</sup>, 2015**  
**Next Meeting: March 4<sup>th</sup>, 2015**  
**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.

Members – Roll Call by Sign in

**Senators at Large\***

*Daniel Bahner\**  
*Rey Bell\**  
**Jeff Cervantes\***  
**Patricia Menchaca\***  
**Robert McAtee\***  
**Jimmy Urbanovich\***  
*Liz Langenfeld\**

**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  
 Snezana Petrovic

**Student Services**

Debbie Bogh  
 Mariana Moreno

**Part-Time Reps**

Dianne Purves  
 Yvonne Bastedo

**Guests:** Dr. Cheryl Marshall, Dr. Bryan Reese, Jonathan Townsend, Louis Mondragon, Steve Rush (AR)

**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
<b>Call Meeting To Order</b>	Meeting was called to order at 3:02 pm.	
<b>Administrative Report (5 min)</b>	Summer and Fall Schedule Summaries (Bryan) Cheryl Marshall reported. First pathways steering committee meeting. Continuing work on the District Enrollment Management Plan. Starting to identify growth and FTE targets, then will focus on productivity targets. Classified Appreciation Luncheon – April 8 <sup>th</sup> On Warning – Bryan Reese addressed summer and fall course offerings – waitlists, historical patterns, getting fill rates up.	

<b>CTA Report (2<sup>nd</sup> mtg)</b> <b>(5 min) McLaren</b>	<b>Part time appreciation – 70 % of district faculty are part time. We are aware of the roll part timers have in our college, but students may not be aware. Will have tables in cafeteria, in LRC hallway. Appreciation notes for part time faculty. Need help staffing tables. Negotiation – non instructional language/pay/ extra/grant funded work</b> <b>SLOs on evals – CTA working with district on this.</b>	
<b>Classified Senate Report (1<sup>st</sup> mtg)</b> <b>(3 min)</b>		
<b>Student Senate Report (1<sup>st</sup> mtg)</b> <b>(3 min)</b>		
<b>AS President's Report</b> <b>(10 min) Allen</b>	Main issues will be addressed more under the ACCJC report.  Any changes to the agenda? Yes – ETC met, suggested a few friendly ammendments	<b>Motion: To consider the suggestions from ETC (Brink, Hendrickson, MSC)</b>
<b>Treasurer's Report (1st mtg)</b>		
<b>Consent Agenda</b>		
<b>BP's &amp; APs</b>	None	
<b>Informational/Action Item</b>	None	
<b>Approval of 2.4.15 Minutes &amp; Voting Record</b>	<b>Motion: to approve the minutes &amp; voting record with corrections, (McCambly Purves, MSC, 1 abstention – Menchaca)</b>	
AS Committee Reports 1st meeting of the month (5 min): A. District Assembly (Jim) B. Chairs (Mark) C. Honors Steering (Gary) 2 <sup>nd</sup> meeting of the month: (5 min) <b>D. Curriculum (Kim S.)</b> <b>E. Basic Skills (Patricia)</b> <b>F. Educational Policy (Rich)</b> <b>G. Educational Technology (Denise)</b>  Other Reports SSEEM (1 <sup>st</sup> meeting - Dean) EPI (as needed) <b>Bachelors Degree updates</b>	D. Written report submitted. Changes to process have reduced the amount of time needed to get things through the process E. Have been meeting with the content experts to determine which kinds of data should be collected. F. Continue to keep an eye on the Aps and BPs that are working their way through District Assembly. G. Met today. Made suggestions for the resolves in the DE coordinator position. Recommendation for the English faculty to have some Blackboard training. Lynda.com has a great training series on Blackboard. Approved a music instructor to teach online.  Bachelor's Degree – have withdrawn our application due to being on sanction from our accrediting body. Will hopefully be able to reapply at a future date.	
<b>Old Business</b>		

District Assembly	Dean Papas has volunteered to serve.	Motion: To approve Dean Papas as the last DA rep. (Brink, Wilson, MSC)
Resolution on DE Coordinator	<p>Third and Final Reading of Resolution S15.01 – DE Coordinator</p> <p>Do we need the term non instructional faculty in both places, for consistency? No – needs to come out. Would limit who could be hired for the position.</p> <p>Need to link the two resolved better. Showing a disconnect between the two. First is the position, second is the hiring of the person</p>	<p>Motion: To approve the changes to the first resolved. (Brink, Hendrickson, MSC, 1 nay – Menchaca</p> <p>Motion: to approve the changes to the second resolved. (Purves, Bastedo, 1 nay – Holbrook)</p> <p>Motion: to approve the friendly amendment, (Cervantes, Brink, MSC)</p> <p>Motion: to approve S5.15.01 (Rippy, Hendrickson, MSC)</p>
Instructional Support Chair	<p>Second Reading of Resolution S15.02 – Instructional Support Chair</p> <p>Question – is this something that all non instructional faculty want? The majority.</p>	Motion: to approve for second reading (Purves, Bastedo, MSC, 2 nay – Hobbrook, Hendrickson,)
Final Exam Schedule	<p>Recommendation: To move forward with the use of the current final exam schedule for the 15-16 academic year.</p> <p>Table until a future date. No – we need to discuss this.</p> <p>Need to find out who is adversely affected and see if we can work out a solution for those faculty.</p>	<p>Motion: To table, (Brink, MCCambly,MSF)</p> <p>Motion: To use the current final exam schedule for the 2015-2016 schedule. (Holbrook, McCambly, MSC – 3 nay – Wilson, Gibson, Papas</p>
<b>New Business</b>		

<p>ACCJC Recommendations for CHC (Cheryl)</p>	<p>Status report has been provided to the campus outlining our progress on each of the ACCJC recommendations. This report was also posted on AS website.</p> <ol style="list-style-type: none"> <li>1. SLO's – have made significant progress</li> <li>2. Distributed Education Plan Update - underway</li> <li>3. Program Viability – Including changes or Eliminations of Programs – plan has been developed and approved by the CHC AS.</li> <li>4. Catalogue – This issue has been resolved</li> <li>5. Mission Statement - approved</li> <li>6. Performance Evaluations - done</li> </ol>	
<p>ACCJC Recommendations for District/Board</p>	<p>District Recommendations:</p> <ol style="list-style-type: none"> <li>1. That the Board of Trustees examine its role in the development of policies and ensure that it acts in a manner consistent with its approved policies and bylaws. That the Board take steps to ensure that all polices are developed or revised within the framework of the established input and participation process.</li> <li>2. That the Board and Chancellor, in consultation with the college leadership, address significant issues to improve the effectiveness of the human resources services that support the colleges in their missions and functions.</li> <li>3. That the district follow their resource allocation model focusing on transparency and inclusiveness, supported by a comprehensive district-wide Enrollment Management Plan and a Human Resource/Staffing Plan integrated with other district-wide programs and financial plans, broadly communicated to the colleges.</li> <li>4. That the district develop a local Board orientation program to ensure that all members of the Board are adequately prepared to provide leadership appropriate to their role as board members.</li> </ol> <p>What position/action should the Academic Senate take on these recommendations which have resulted in both colleges being put on Warning by ACCJC?</p> <p>Recommend- we tell them they may not spend any addition money to fix their problems. Based on the letter from the chancellor, the level of ownership at the district level is non existent. The document does not really address WHAT the district is actually going to do to meet these recommendation.</p> <p>Public perception is going to be an issue. Lots of misinformation.</p>	

Non-Credit Program	<p>Recommendation: That the CHC Academic Senate establish a task force charged with the responsibility of developing recommendations for offering a non-credit program at Crafton Hills College.</p> <p>Move to a future agenda.</p>	
Hiring Prioritization	<p>How shall we deal with unforeseen/unexpected FT faculty vacancies or positions? Should we task ed policy with this responsibility?</p> <p>Move to a future agenda.</p>	
<b>Statements from the public</b>	<a href="#">District Assembly tomorrow at 4:00 pm.</a>	
<b>Announcements</b>	<a href="#">Art gallery opening – Thursday.</a>	
<b>Adjourn</b>		
<p><b>Future Business</b></p> <ul style="list-style-type: none"> <li>A. Calendar (3-4-15)</li> <li>B. Bookstore (3-4-15)</li> <li>C. International Program (Glen Cook: 4-1-15))</li> <li>D. Reorganization</li> <li>E. MCHS</li> <li>F. IB Credit (chairs)</li> <li>G. Zero level courses</li> <li>H. Title V compliance and associate degree options (forwarded to Chairs on 9.18.14)</li> <li>I. Establishment of a TMC Degree Course Substitution and reciprocity policy</li> <li>J. Preview of the Electronic Ed Plan Tool</li> <li>K. CA virtual college Presentation (Trelisa)</li> </ul>		