

# Crafton Hills College

## Academic Senate Minutes

Date: Sept 2<sup>nd</sup> 2015 (3:00pm-5:00pm)

Next Meeting: Sept 16, 2015

Time: 3:00 – 5:00p.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

<u>Sciences(10)</u>	<u>Math, Eng, Art &amp; Instr. Suprt (9)</u>	<u>Career Ed &amp; Hmn Dvlpmnt(6)</u>	<u>Student Services(5)</u>
Denise Allen-Hoyt Jeff Cervantez Richard Hughes Julie McKee Patricia Menchaca Ernesto Rivera	Tom Bryant Catherine Hendrickson Liz Langenfeld Jessica McCambly Mark McConnell Dean Papas Snezana Petrovic	Reynaldo Bell TL Brink Jim Holbrook Meridyth McLaren Gary Williams <u>Senators at Large(8)</u>	Debbie Bogh Daniel Bahner Robert McAtee Evan Sternard  <u>Part-Time Reps (4)</u> Dianne Purves Yvonne Bastedo

### Guests:

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 3:04 by AS President Denise Allen-Hoyt	
<b>Statements from the public</b>	Dr. Cory Loomis, ILCS offered his services and previous research as we continue to research the idea of a middle college at Crafton.	
<b>Administrative Report (5 min)</b>	President Dr. Cheryl Marshall reported. Distributed 2 handouts – one about budget allocation the other about hiring status. Reviewed information on both. VPI Dr. Bryan Reece discussed the use of some of the onetime money. Some will be spent on late start classes. Want to increase FTEs. Tentative late start schedule should be up later this week. Having difficulty finding qualified part time faculty. Oct 19 – late classes start. (Also Rick's b-day!)	
CTA Report (2 <sup>nd</sup> mtg) (5 min) McLaren		
<b>Classified Senate Report (1<sup>st</sup> mtg) (3 min)</b>	None	
<b>Student Senate Report (1<sup>st</sup> mtg)</b>	None	

<b>(3 min)</b>		
<b>Treasurer's Report (1st mtg)</b>	Consideration of reimbursement to Meridyth for fall plenary breakfast. \$1146.68 Need more money in the 4.0 scholarship fund. If faculty don't give more money than we should rename the fund.	Motion: To reimburse Meridyth McLaren \$84.17 for Plenary Breakfast (Sternard, Hendrickson, MSC 1 abstention).
<b>Senate Business</b>		
AS President's Report	Will discuss under old business.	
AS Senators	Consideration of Brandi Bailes, Mariana Moreno and Alicia Hallex (PT) to serve as AS senators.	Motion: To approve all 3 presented names as senators (Brink, Purves, MSC)
Bylaws	Finalized	
2015-2016 AS Committees	First Draft of committee assignments – have a few holes we need to fill on some committees.	
Approval of 8.19.15 Minutes & Voting Record	Discussion: none	Motion: to approve the minutes and voting record (Holbrook, Purves, MSC)
<b>AS Committee Reports (NONE)</b> 1st meeting of the month (5 min): <b>A. District Assembly (Jim)</b> B. Chairs (Mark) C. Honors Steering (Daniel) 2 <sup>nd</sup> meeting of the month: (5 min) D. Curriculum (Kim S.) E. Basic Skills (Patricia) F. Educational Policy (Rich) G. Educational Technology (Denise) Other Reports SSEEM (1 <sup>st</sup> meeting - Dean) EPI (Robert)	Consideration for Jim Holbrook and Kathy Crow to server on District Assembly AP/BP 2410 – dealt directly with the approval process for aps and bps. Suggestions for changes will hopefully be included in the next reading of the procedure. One of the ACCJC recommendations was better training of the board members. Will the handbook be enough? Will have to see.	
<b>Old Business</b>		
Vote of No Confidence	Update from Valley AS – Follow up report is due March 16. Need to have the bulk of the report done in December. Board presentation in January or February. We have not received a response from the district on any of the issues presented in the vote of no confidence. Will continue to wait to see what Valley is going to do. AS President was directed to ask the board for a written response to the Vote of No Confidence Resolution.	
Audit Policy	Review, revise as needed and consider forwarding to DAWG remaining implementation issues.	Motion: To approve the

	Recommendations were more procedural. Important for the petitions committee. It gives us more opportunity to serve students. It allows students to repeat a class that they otherwise would not be able to repeat.	policy (McConnell, Moreno, MSC)
CANVAS	Followup statement from Glen Kuck – Campus Learning management system that has been approved by OEI. Request for informaton. Has the State Chancellor approved this system? No.Why have only 2 colleges adopted CANVAS? What are they waiting for? This is a district decision – both colleges need to agree. There is an 18 month migration. We have to decide by January if we want to start this. There is money available from the chancellor’s office to fund the program unitl 2020. If we want to offer classes on the exchange those classes must be offered in CANVAS.	
Non-Credit Program	2nd Reading of Resolution Discussion: revisions are good.	Motion: to approve for second reading and approval (Holbrook, Brink, MSC)
International Program	2nd Reading of Resolution Discussion: we have had between 10-15 international students here already. So this program would benefit current and well as future students. Do we have a timeline? Not yet.	Motion: to approve for second reading and final approval (Holbrook, Hughes, MSC)
MCHS Program	2nd Reading of Resolution Discussion: classic examples of shared governance. There will be many items that will need to be addressed in areas other than instruction. The entire college is going to need to work together on all three of these issues.	Motion: to approve for second reading and final approval (Holbrook, Sternard, MSC)
<b>New Business</b>		
EPI (Ben Mudgett)	Update on pilot – Have chosen Starfish Solutions – enhances everyone’s ability to engage students. When can we get meaningful data from our students? Left Lane will go first. Hoping to implement with them in summer or fall. Data will come in after one semester. Hope to expand to other students within a semester after the pilot. Hope that this program will eventually coordinate with the exchange. There will be a demonstration - September 22 <sup>nd</sup> 9:00. Will be archived for those that cannot attend.	
Announcements – Sept 9 <sup>th</sup> – Blackboard demonstration – LRC,		
Adjourn		
<b>Future Business</b>		
Future Agenda Items	AS Exec to develop policy on Faculty Fund expenditures Chancellor to address AS on Oct 21 <sup>st</sup> Follow up on Course caps (2 <sup>nd</sup> meeting in Sept)	

	<p>Canvas</p> <p>Revisit program policies and approvals including transfer degree policy</p> <p>Review language on curriculum authoring and who can launch courses on behalf of PT faculty.</p> <p>Open Educational Resources</p> <p>Bookstore Markup Policies (Mike?)</p> <p>International Baccalaureate (Debbie)</p> <p>Hiring Prioritization (Chairs)</p> <p>DE Plan (ETC)</p> <p>How do we make sure all voices (PT &amp; FT) are heard and are represented?</p> <p>Senate Meetings (is twice a month adequate?)</p> <p>BP/AP on grading policy – 2<sup>nd</sup> meeting in Sept.</p> <p>Student services update (24/7)</p> <p>Update on what is being done to support reentry students</p> <p>OEI update</p> <p>Syllabus Template (chairs?)</p> <p>Flexible calendar (chairs?)</p> <p>CHC Website updates</p>
Adjourn	