

Crafton Hills College

Academic Senate Meeting Minutes

Date: August 12th, 2016 (9am-3:30pm)
Next Meeting: August 17th 2016
Time: 3:00 – 5:00p.m.
Location: CCR 233

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

Sciences(10) Denise Allen-Hoyt Brandi Bailes Jeff Cervantez Richard Hughes Julie McKee Patricia Menchaca Ernesto Rivera	Math, Eng, Art & Instr. Suprt (9) Tom Bryant Catherine Hendrickson Liz Langenfeld Mark McConnell Snezana Petrovic	Career Ed & Hmn Dvlpmnt(6) Reynaldo Bell TL Brink Jim Holbrook Meridyth McLaren Gary Williams Senators at Large(6) Sherri Wilson Laurie Mann Hanna Sandy Patty Quach Ted Phillips	Student Services(5) Debbie Bogh Robert McAtee Mariana Moreno Evan Sternard Part-Time Reps *Dianne Purves *Yvonne Bastedo
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Guests: Rick Hogrefe, Mike Strong, Dr. Wei Zhou

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 9:18 am.	
Statements from the public	Mike Strong presented construction information. Provided copies of the Education and Facilities master plan drafts as well as utilization document. Need to review and provide feedback. Timeline for process was also distributed. Will add a few more departmental opportunities to discuss as well as a date for it to return to Academic Senate for final review.	
CTA Report (5 min) McLaren	Will we be paid for the EEO training? Do we have to do the safety training? Need to address issue of single faculty departments.	Add Auditing policy to agenda.
Approval of 5.18.16 Minutes & Voting Record	Motion: to approve the minute and voting record (Holbrook, Purves, MSC)	All present voted in favor
Treasurer's Report	Faculty Scholarship Fund Received thank you letters from 2 of the 4.0 scholars.	

	<p>Need to develop guidelines for the use of the Faculty funds</p> <p>Need to develop a plan to promote contributions to the 4.0 – will start asking faculty to contribute via payroll deductions in September</p>	
AS President's Report	<p>Update on Summer Events:</p> <ul style="list-style-type: none"> • New CHC President - Dr. Wei Zhou, Ph.D – Denise met with Dr. Zhou to provide information on the role of the Academic Senate and plans for working together. He shared some ideas for growth and helping students become successful. • New Hires – several new faculty members have been hired • Canvas – will be migrating in Fall17. Will be using Bb for this year. Future trainings will be in Canvas. Don't have access to play with courses yet. • Daniel's Brick – was installed 	<p>Add the cutting of classes to the agenda. Need to submit specific issues and questions to Dr. Reece.</p> <p>Need to agendize load values – need to qualify definitions and amounts.</p>
Administrative Report	Dr. Wei Zhou addressed the senate. Critically important that we make sure the state hears our positions before making decisions that impact education. Dialogue within the college and district also important for effective governance.	
Academic Senate Membership	President Elect – need to have this position filled. Faculty are the key to maintaining consistency at a College. Need to address single faculty disciplines/issues with workload.	
Open Meeting Law/Brown Act	<p>Brief overview – definitions and general procedures.</p> <p>Recommendation to convene a training for chairs of committees about how to run a meeting.</p> <p>Senators can have conversations with other senate members (with caution), as you cannot lobby for a position.</p>	Agendize – healthy culture discussion about speaking when administration is in the room.
10+1	<p>Any area(s)/topic(s) we need to focus on this year (chart paper)</p> <p>Broke into groups – identified specific issues at the college that fall under each category.</p> <p>Identified issued to be agendized.</p> <p>Discussion included questions about next steps, role of the district, finding the time to complete all of the tasks we have identified as important.</p>	
Bylaws	<p>15-16 Review/revision recommendations – broke into groups.</p> <p>Provided suggestions for changes and additions.</p> <p>Recommendations will be compiled and presented at a future AS meeting.</p>	
AS Committees	<p>Review/Revise membership and Charges – each committee was reviewed. Suggestions for revisions were provided.</p> <p>Revised document will come back to a future AS meeting for further review and will then be forwarded to the AS committee chairs.</p> <p>Information about the roles, rights and responsibilities of the Academic Senate were distributed.</p>	

Old Business		
EPI (Robert)	Update on implementation status – brought in a 3 rd party group to help with the migration of information. EPI is currently in testing mode. Hope to make it available in October to start some training. District wide project – a team at Valley as well.	
Common Assessment Initiative	No report	
Pilot for Multiple Measures Project	No report	
Ad Hoc Registration Committee	Membership and timeline – Mark McConnell, Jim Holbrook, Meridyth McLaren	
District Budget/Allocation	Update provided	
Non-Credit Program (Sherri W)	No report	
International Program (Gary W)	Update provided – presented information from his research.	
MCHS Program (Meridyth M)	Update provided – research completed on MCHS in general – literature review. Contact with local colleges with MCHS.	
International Baccalaureate (Debbie B)	No report	
New Business		
Future Business		
Future Agenda Items	Prioritization of capital improvement projects (bond/other\$) Student Death Policy (sent to VPSS) AS Exec to develop policy on Faculty Fund expenditures Update on faculty office layout Posting Policy Flexible Calendar Strong Workforce Initiative (Ask Wei to provide an update) AP 3720 - Computer and Network Use (What is the issue?) Music ATT degree - Mark Clarify	
Announcements		
Adjourn	Meeting adjourned at 3:35	
Future Business		

New Hires:

Violeta Vasquez, hire date 07-01-16, non-teaching faculty, counselor,
 Carla Thornton, hire date 07-01-16, non-teaching faculty, Veteran Counselor,
 Racquel Schoenfeld, hire date 07-01-16, non-teaching faculty, CARE/CalWORKs counselor,
 Vonda O'Shaughnessy, hire date 07-01-16, non-teaching faculty, counselor
 James Grabow, hire date 07-01-16, non-teaching faculty, counselor
 Kenneth George, hire date 07-01-16, business faculty
 Laurie Green, hire date 08-12-16, EMS faculty
 Thomas Serrano, EMS Faculty
 Jonathan Anderson, English Faculty
 Susana de la Pena, English Faculty