

Crafton Hills College

Academic Senate Minutes

Date: Sept 7th, 2016 (3:00pm-5:00pm)

Next Meeting: Sept 21st 2016

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 & Instr. Suprt (9)</u>	<u>Career Ed & Hmn Dvlpmnt(6)</u>	<u>Student Services(5)</u>
Denise Allen-Hoyt Brandi Bailes* Jeff Cervantez Richard Hughes Julie McKee Patricia Menchaca Ernesto Rivera Jeff Schmidt	Tom Bryant Catherine Hendrickson Liz Langenfeld* (sabbatical) Mark McConnell Snezana Petrovic *means on leave	Reynaldo Bell TL Brink Jim Holbrook Meridyth McLaren Gary Williams <u>Senators at Large(9)</u> Hanna Sandy Patty Quach Ted Phillips	Robert McAtee Mariana Moreno Evan Sternard <u>Part-Time Reps (4)</u> Dianne Purves Yvonne Bastedo

Guests: Dr. Wei Zhou, Mike Strong, Bryan Reece, Dr. Sheri Lowery, Dan Word, Richard Galope, Donna Hoffman, Bethany Tasaka, June Yamamoto, Susana de la Pena, Sherrie Loewen, Nicole Sarmiento, Ronillo Larson, 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	AS President called the meeting to order at 3:07 pm.	
Statements from the public	Doug Witham –Yucaipa Rotary. Starting a club on campus – Rotaract. Need to have a club advisor from the campus. Rotary is a service club that focuses on community service projects Distributed cards so an interested person can contact him.	
Administrative Report (5 min)	Clerical Support for AS committees (Reece) – distributed list of names and possible responsibilities Class offering analysis (Reece)- distributed the numbers from the last few years. ? How much capacity do we have for growth in these time slots? Will have more once the LADM opens for classes. ? about weekend sections and growth- campus needs to examine. Dr. Wei Zhou – good to see the growth	

CTA Report (2 nd mtg) (5 min) McLaren		
Classified Senate Report (1st mtg)	First meeting on Friday. Looking at 2 resolutions. One is looking at adopting a 9+1 – similar to the 10+1 faculty have. Looking at moving classified activities to a more professional focus.	
Student Senate Report (1st mtg) Nicole Sarmiento	Have many activities coming up. Club Rush – Sept 21 10-2. Focus is Candyland. Club charters are due by Friday, Sept 16 th .	
Treasurer's Report (1st mtg)	Balance stands at \$910.47. Forms to donate will be at next meeting.	
Senate Business		
AS President's Report	<p>AdHoc Registration Committee - Board members are also concerned about the registration process and are supportive of reviewing and removing barriers. Glen Kuck is also interested in looking at this issue with the campuses to consider both short-term and long term solutions. Meeting set for Sept 30th.</p> <p>Newly Proposed Shared Governance Committees:</p> <ul style="list-style-type: none"> • Enrollment Strategies – spinning off from SSEEM. • Diversity and Inclusion – will come forward to the next senate meeting • Facilities Planning – 4th Monday, 1-2:30 <p>Board meet and greet – Chancellor suggesting having them come to CHC prior to an AS meeting. If the body is called together the meeting would have to be announced and agenda'd. Suggested to invite all CHC faculty to the district.</p> <p>Board would like the AS to develop a policy on Student Success - board has been working with an ad hoc committee on Student Success. Want to know if we are interested in developing a policy. Need to see what is being asked of faculty first. Will get more information and report back.</p>	
Senators and positions	<p>The Academic Senate Exec is recommending these individuals to serve for the remainder of the 15-17 AS term.</p> <p>PT rep: Bethany Tasaka Kenneth George (Business) James Grabow (Counseling) Rick Hogrefe (Comm Studies) – removed his name from the list</p>	Motion: to approve the Bethany T, Kenneth G and James G (Williams, Purves, MSC)
Approval of 8.17.16 Minutes & Voting Record	Motion: to approve the minutes and voting record (Bastedo, Williams, MSC)	
Resolution CHC_F16.01	Resolution to forward to Statewide AS requesting Public Safety be added as a Discipline to the State	Motion: to approve for first

	<p>Wide disciplines list.</p> <p>All courses must be aligned with a state identified discipline because this determines minimum qualifications. There is no discipline for Public Safety. If we want to put one forward, we need to do this by the end of the month. Need to have a clear way to offer current courses as well as future courses – especially when there is overlap between EMS, Fire and Public Safety. Minor revisions to the resolution were suggested. Will bring back for 2nd reading on 9-21-16</p>	reading (Bastedo, McConnell, MSC)
2016-2017 AS Committees	Review initial assignments – assignments were sent out. Please review and notify Patricia of any changes or errors. This is a fluid document so things can and will change.	Motion: to approve the initial committee assignment list (Williams, Purves, MSC)
Academic and Professional Responsibilities Task Force	Need 4 faculty to serve – have approval from CTA. Bryant, Brink, McConnell, Holbrook. Looking at Tuesdays during college hour.	
<p>AS Committee Reports (NONE) 1st meeting of the month (5 min): A. District Assembly (Jim)</p> <p>B. Chairs (Mark)</p> <p>C. Honors Steering (Gary) 2nd meeting of the month: (5 min) D. Curriculum () E. Basic Skills (Patricia) F. Educational Policy (Rich) G. Educational Technology (Denise)</p> <p>Other Reports SSEEM (as needed) EPI (as needed - Robert)</p>	<p>A. Normal, procedural meeting. Asked for all APs and BPs to be on a calendar. Need to pay attention to groups making decisions that impact other departments without asking for input. Need to watch the AP & BP on grants.</p> <p>B. Covered multiple topics – hiring priorities, R25, Sticky Friday is October 21 – for next fall. LRC 110. Chairs training manual, Audit policy, campus wide planning, Mark will chair for the rest of the semester. Math chair(s) will take over in spring. What happens with the hiring priorities? Comes to the senate and then they go to the president as recommendations. Looks like we may be able to hire 3 new faculty. Chancellor has charged the budget committee to work on addressing the 75/25 number.</p> <p>C. Welcomed the new honors coordinator – Judy Cannon. Has been teaching PT at crafton for the last few years. We currently have 61 honors students – 8 new this semester. Honors student rate of acceptance at UCLA is higher than average. Sponsoring the CHC Student Research Conference – December 2. Will be open to all CHC students and Valley honors students. Abstracts due Nov 10th.</p>	
Old Business		
Facilities Master Plan	Update – have met with architects to discuss the draft of the facilities Master Plan and how it links to EMP.	Motion: to have a study session, next Wednesday – Sept

	<p>Need to make sure our Educational Master Plan goals drive the facilities that we need to develop to meet those educational goals.</p> <p>Have been working on our Education Master Plan for about 2 years. Based on this a draft of the FMP was created. There are missing areas. We need to have conversations about how to fix this. How do we get this work done? Requesting a study session for next week to deal with this. Open forums on Sept 20th. Where does anecdotal information go? To Mike? We will have to get this information in. The deadline for comments on the first draft is this Friday. Final draft will be reviewed Nov. 4th. Need to include information about International, Veterans and Non Credit. Requested a formal response the the specific questions forwarded.</p>	14 th (Brink, Holbrook, MSC)
RS25 (Mike Strong)	<p>Update – will be running the new R25 systems along with the current process for scheduling to find any issues. Planning full implementation in Spring 2018.</p> <p>? about what running it means. Will be concurrent. Also need to address the gray areas – moving in and out of classrooms, who is in the room.</p>	
Strong Workforce Initiative – 1.7 mil (June and Richard)	<p>Overview and direction – presented the powerpoint from the Chancellor’s office. District meeting on Friday to discuss next steps for planning. Will provide an update to the AS on 9.21</p>	
Marketing Plan (Donna)	<p>\$110,000 for marketing – funds coming from the district. Focusing on students who applied to the college but did not enroll in any classes. Also focusing on increasing digital marketing.</p>	
10+1 issues	<p>Updated list of strategies. Need to Forward comments and agenda recommendations</p> <p>Need to agendaize union and academic relationship.</p>	
New Business		
International Program (Gary)	Update / need a motion for next steps – move to 21st	
Announcements		
<p>Working on bookshelf issue in new offices. Will approve but order more bookshelves. So Cal Skate Punk Band – Former student Ben Celic is the replacement guitarist/</p>		
Future Business		
Future Agenda Items	<p>2016-2017 AS Committees (updated charges)</p> <p>Education Master Plan</p> <p>Website Management and Maintenance Plan (Donna)</p> <p>Non-Credit Program – Present findings (1st meeting in October)</p> <p>MCHS Program - Present findings</p> <p>Common Assessment Initiative</p> <p>Pilot for Multiple Measures Project</p> <p>New Faculty Hiring Prioritization (Chairs)</p> <p>International Baccalaureate (Debbie)</p> <p>AS Exec to develop policy on Faculty Fund expenditures</p>	
Adjourn		