

Crafton Hills College

Academic Senate Meeting Minutes

Date: Oct 19th, 2016 (3:00pm-5:00pm)

Next Meeting: Nov 2nd 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 *On leave	Reynaldo Bell TL Brink Jim Holbrook Meridyth McLaren Gary Williams <u>Senators at Large</u> Patty Quach Kenneth George James Grabow Susana DeLaPena	Robert McAtee Mariana Moreno Evan Sternard <u>Part-Time Reps (4)</u> Dianne Purves Yvonne Bastedo Bethany Tasaka Judy Cannon

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
Call Meeting To Order	AS President Denise Allen called the meeting to order at 3:02 pm.	
Statements from the public		
Administrative Report (5 min)	Dr. Bryan Reece reported. <ol style="list-style-type: none"> A. In process for hiring – art, librarian, tutoring coordinator. Have permission to do video conferencing for non-local candidates. B. Will still do replacements for retirees C. FON – looks like CHC may be able to hire 3-4 new FT faculty members. D. Fill rates are coming up. Have grown 38% in the last 4 years. But still need to work on fill rates. E. Flexible resource model still in effect. 	

	<p>F. Workforce development \$560,000. Will be used to fund priorities from last years PPR documents. New programs will be considered next year.</p> <p>G. Need to keep focus on growth strategies. Need to expedite programs as quickly as possible while still maintaining quality. If we don't make progress there will be cuts. Usually sections.</p> <p>Question: If we have a reduction in revenue, why not a reduction from the top instead of releasing part timers who actually make us money. A: Priority has always been to retain FT positions.</p>	
CTA Report (2nd mtg) (5 min) McLaren	Luncheon today.	
Classified Senate Report (1 st mtg)		
Student Senate Report (1 st mtg) Nicole Sarmiento		
Treasurer's Report (1st mtg)		
Senate Business		
AS President's Report	<ul style="list-style-type: none"> • AdHoc Registration Committee Next meeting: 11-18 at 11am Exploring options for a portal as well as a cloud based registration programs. A webex online demo for a WebAdvisor portal has been scheduled for 11am on Friday, Nov 18. Once we see the product we can decide if we want to move forward. SBVC is planning on viewing the demo as well. • Vice Chancellor – HR hiring status postponed • Update on non-credit and international research projects – both projects forwarded to Crafton Council. CC agreed to move both forward. 	
Senators	Still Vacant – 3 seats for senators at large	
Approval of 10.5.16 Minutes & Voting Record	<p>Motion: Approve the minutes and voting record from Oct. 5, 2016 (Holbrook, Bastedo, MSC 3 abstention, Brink, McConnell, Bell)</p> <p>Correction: need to add the documents from Bryan Reece and Jodi Hanley.</p>	
<p>AS Committee Reports (NONE) 1st meeting of the month (5 min):</p> <p>A. District Assembly (Jim) B. Chairs (Mark) C. Honors Steering (Judy) D. Professional Responsibilities</p> <p>2nd meeting of the month: (5 min) E. Curriculum (Catherine) F. Basic Skills (Patty) G. Educational Policy (Rich) H. Educational Technology (Jeff) EPI (as needed - Robert)</p>	<p>E. Curriculum – have submitted 4 courses in fire and 4 in public safety. Public Safety does not currently exist as a discipline. Have a request into the state to create it. Will have Kim submit a list of courses/programs</p> <p>F. Basic Skills – looking at a different meeting time. Discussed funding and basics skills coordinator position.</p> <p>G. Ed Policy – (October: AP 4104, AP 4105, BP 4105, AP 4220, BP 4220) APs and BPs have been reviewed and sent to Valley. A question about authenticating student identity. Any questions? AP/BP update process is still problematic.</p>	

	<p>Some of the policies are coming from other schools. End up with various definitions – Scholarship is an example.</p> <p>H. ETC – working on approving more online instructors – 6 were approved. As we increase our online offerings, we need more instructors. @One Accessibility course is full. Will be in a canvas platform. The intro to online education and Accessibility courses are going to be required to be approved as an online instructor at Crafton. ? Are there quality standards for online courses? In the process of creating. Need to balance the standards with academic freedom. Did a survey of the students who enrolled in the college but didn't take any classes. 30% mentioned a time issue. More online classes might be a good solution. This is an assumption we need to verify.</p>	
Old Business		
EMP/FMP	Update - EMP/FMP – comments were included or addressed in some manner. Next draft of EMP will come out later in October. District plan will now be called: District Services and Institutional Support Plan.	
College courses on HS on campuses	<p>Update on how this is going, how it is being managed. Courses proposed for spring.</p> <p>Goal is to make college more accessible. Our college going rates are lower than the surrounding counties. Many students in are service area are choosing to go to Community college but not CHC.</p> <p>CHC now has contracts with 5 high schools. Looking at adding 2 more. High school assumes the cost of the classes. Have hired a coordinator. Using money from the courses to pay that salary. Also using some equity funding. Also hiring part time counselors for each high school.</p> <p>Issues with student systems communicating. Appears to be a self-sustaining program. ? Are the hiring going through the union? Coordinator is not faculty. Counseling person is faculty- hired like all part time counselors.</p> <p>Need to identify our target population before offering the classes. Targeted marketing would be beneficial. Need to also consider with differing calendars – class times and holidays. May be a good target for online. Need to find out if concurrently enrolled high school students allowed to take courses online.</p>	
Strong Workforce Initiative – 1.7 mil	Update	
MCHS Program	Update - Meredith provided an overview of issues, concerns and opportunities related to Early Colley/Middle college programs. The research indicates success with	Motion: to forward the MCHS project to the next

	<p>attracting and retaining first generation and/or non-traditional students who enter a MCHS program.</p> <p>Comments were made that the MCHS appears to have potential and might also have a positive impact on elective courses such as Music. Would like to review the MCHS proposal presented by ILS.</p>	<p>stage. (Williams, Bastedo, MSC).</p>
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New Business

<p>Workforce Readiness Credential Program</p>	<p>Shall we work with EDTC to implement as non-credit?</p> <p>Workforce Readiness Credential Program – Richard Galope presented information about the workforce credential and the courses therein. This non-credit program could also serve as a pathway into the CIS or Business program. Would be working with CSUSB and their contract with the State Corrections Department. Working on bringing the non-credit programs that have been traditionally done at the district to the campus, so we can benefit from the FTEs.</p> <p>Are going to have to deal with the issue that we move very slowly when it comes to new courses and programs. The program that Richard is presenting would be a pilot program. Could open the doors to creating other non-credit programs.</p>	<p>Motion: to move forward with the non-credit pilot program (Holbrook, McLaren, MSC)</p> <p>Discussion: Want to see the formula for how the payout will be broken down. Need to have a plan for the support services will be built to support the courses.</p>
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Announcements

- 31st-5th – Public Safety will be doing role playing exercises. Can join, must sign in and get a green vest.
- Snezana Petovic has a show in Hollywood that just opened. Request for her to send out an email with details.
- Two 3 peak challenges – November 12 – Service challenge. Dec 2 – Midnight hike at Morton Peak.

Adjourn: Meeting adjourned at 4:58 pm.

Future Business

<p>Future Agenda Items</p>	<p>Website Management and Maintenance Plan (Donna)</p> <p>Update on policy on Student Success - ongoing</p> <p>New Faculty Hiring Prioritization (Chairs)</p> <p>International Baccalaureate (Debbie)</p> <p>AS Exec to develop policy on Faculty Fund expenditures</p> <p>Program Sharing/highlights</p> <p>Library circulation data (first meeting of November)</p>
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Future APS and BPS

October	November	December	January	February
AP 4104	AP 4222	AP 5031	AP 5200	AP 7125
AP 4105	BP 4222	BP 5031	BP 5200	BP 7125
BP 4105	AP 4235	AP 5110	AP 7100	AP 7145
AP 4220	BP 4235	BP 5110	BP 7100	AP 7150
BP 4220	AP 5010	AP 5130	AP 7120	BP 7150
	BP 5010	BP 5130	BP 7120	AP 7211