

Crafton Hills College

Academic Senate Minutes

Date: May 18th, 2016 (3:00pm-5:00pm)

Next Meeting: August 12th, 2016

Time: 9:00a.m. – 3:30p.m.

Location: Yucaipa Police Station

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 Jeff Schmidt (Marina Kozanova)	Career Ed & Hmn Dvlpmnt(6) Reynaldo Bell TL Brink Jim Holbrook Meridyth McLaren Gary Williams Senators at Large(8) Sherri Wilson Laurie Mann Hanna Sandy Patty Quach Ted Phillips	Student Services(5) Debbie Bogh Robert McAtee Mariana Moreno Evan Sternard Part-Time Reps (4) Dianne Purves Yvonne Bastedo
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Guests: Breanna Andrews, Dr. Cheryl Marshall, Dr. Bryan Reese, Jeff Warsinski, Mark Snowwhite, Gio
 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 3:05 pm.	
Statements from the public	None	
Administrative Report (5 min)	Dr. Cheryl Marshall reported. 4 positions went to board last week to start. June board – will send counselors, learning specialist, veterans coordinator, business, EMS. Gary Williams will be the International Researcher, Sheri Williams and Jodi Hanley will do the Non Credit research and Meridyth McLaren will do the Middle College and Judy Cannon will take over the Honors position. Professional Development is still in process. Hiring Prioritization Process update – approved by Crafton Council IEPI (Targets) update – approved by Crafton Council	

	<p>Have received the draft report from ACCJC visitation team. Will know the final status on our accreditation late June/early July.</p> <p>Ed Master Plan –were not able to complete this spring. Will continue to work on this. Will come back for review in the fall.</p> <p>Looking to the future – faculty will be one of the stable leadership components of the campus come fall. Embrace this. Continue to hold fast the progress we have made as far as communication and having fun. Will need to be mentors for the new faculty coming in. Encourage us to be open and collaborative with the new President. Thanks for the last 4 years of supportive interaction.</p>	
CTA Report (2nd mtg) (5 min) McLaren		Issue of workload for Department Heads of single faculty departments.
Classified Senate Report (1 st mtg)		
Student Senate Report (1 st mtg)		
Treasurer's Report (1st mtg)	Approve not to exceed \$500 for the AS plenary Reimbursement for end of year meeting munchies	Motion: to approve up to \$500 for the Summer plenary session and for today's food (Purves, Langenfeld, 1 abstention, Holbrook
Senate Business		
AS President's Report	<ul style="list-style-type: none"> • Presidential Hiring Committee – candidates have been selected and announced on the webpage. Open forums are tomorrow in the morning (9 am) and evening (6:00). Will have a moderator. Meet and greet in the LRC in between the sessions. Questions have been submitted. What is the process after? The chancellor will interview and then the board will make the final decision. The decision for both colleges is being made in parallel. • Hiring status updates • Presented information about board meeting. 	
AS Senators	Professor Emeritus resolutions were read Laura Winningham, Kris Acquistapace, Jane Beitscher	Motion: to approve resolution for Laura Winningham (Holbrook, Langenfeld, MSC) Motion: to approve the resolution for Kris

		Acuqistapace (Moreno, Langenfeld, MSC) Motion: to approve the resolution for Jane Beitscher (Purves, Sternard, MSC)
Approval of 5.4.16 Minutes & Voting Record	Motion: to approve (Bastedo, Wilson, MSC 4 abstentions – Bailes, McConnell, Langenfeld, McKee)	
AS Committee Reports 1st meeting of the month (5 min): A. District Assembly (Jim) B. Chairs (Mark) C. Honors Steering (Debbie) 2nd meeting of the month: (5 min) D. Curriculum (Robert M) E. Basic Skills (Patricia) F. Educational Policy (Rich) G. Educational Technology (Denise) Other Reports (as needed) SSEEM (1 st meeting) EPI (Robert) SSSP (as needed) Student Equity (as needed)	D. 6 Year Revision List posted - have a few courses that will be addressed in the fall. E. Outlined the plan for basic skills for next year. Had our first reading apprenticeship meeting. F. Done for the year G. Cranium Café – ETC recommends the college move forward with this online counseling platform. Will be looking at getting faculty approved to teach online who are out of state. Valley AS is having a discussion about CANVAS today. If it is approved by Valley we will move forward with adopting. There is an 18 month roll out, would start in fall.	Motion: to approve the Cranium Café (Purves, Sternard, MSC 1 nay – Holbrook)
Old Business		
Course Caps (Bryan)	This represents the baseline. Adjustments can be made through Curricunet. Thanks to all of the groups who worked on this. Baseline for Caps has now been established by faculty.	
STEM Grant (update)	Working draft will be ready. Requirement of the grant to have a research experiment component. Suggested a possible study/research design. Some concerns with impacts and outcomes for students. Question about who will be implementing this study? All departments? Counselors? When will this be ready for final review? Does it have to be signed by the AS President? We don't have a lot of school year left for IRB review. How much is this grant? Up to \$775,000 per year for 5 years – 5 million total. Need to develop a guiding process for how we approve documents when we are out on break. Propose a resolution.	Add to summer plenary. Motion: pleased with the progress. Encourage the committee to get further input from IRB and professional expert and submit by the deadline (Brink, Bailes, MSC 6 nays – Bryant, McKee, McAtee, McConnell, Menchaca, Williams, 1 abstention – Purves).
New Business		

Program Viability for Diversity and Inclusion	First program to use the program viability process. If approved then we will need to create a committee to review and decide if we want to proceed. Issue that we are creating a positive program on a negative foundation. We do not currently track enough information about diversity to be able to effectively implement solutions. Need to create a committee to review and continue to work towards institutional buy-in at all levels. This could be the impetus for change we need.	To move forward (Holbrook, Brink, MSC)
Summer Plenary	<p>What shall we include on the agenda for Aug 12th?</p> <ul style="list-style-type: none"> • Bylaws Annual Review • 10+1 • Review/Revise membership and Charges • Non-Credit Program at CHC • MCHS • International Program • EPI • CAI • Strong workforce initiative • AP 3720 • Goals for 2016-2017 • Issue with Music AA-T? • Pilot for multiple measures project 	
SSA (Clock Tower Building) Office Layouts (Mike)	Mike Strong presented a layout of the proposed offices in SSA. Some issue with having the desks positioned so the door is to faculty members' backs. There are ADA compliance issues as far as space arrangements. Question about the windows in the door. The doors are made of privacy glass. ? about the gender neutral bathrooms? No plan to add any more.	

Announcements

- End of Year Party – Friday May 27th (Post Graduation)
- Marching toward Graduation (caps & gowns, graduate breakfast, convocation)
- Daniel Bahner Dedication – Thursday May 26th.
- Any change to office layouts? Have not heard about any.
- Cheryl's going away party next Tuesday – 3:00 LRC 226
- Brandie shower – CCR 233 – Next Thursday 1-2 pm.
- Transfer lunch
- Student death – service at a homeless shelter. A number of homeless students are attending Crafton. Concert tonight in the student's honor. Will donate proceeds to Redlands Youth Hope center. Also a student music concert tonight. Janine's work with the food bank is helping this population.

Adjourn – meeting adjourned at 4:58 pm

Future Business

Future Agenda Items	<p>AS Exec to develop policy on Faculty Fund expenditures Ad Hoc Registration Committee of AS Student Death Policy (sent to VPSS) Posting Policy (Postponed till Fall) Flexible Calendar (Postponed till Fall) International Baccalaureate (Debbie) Prioritizing a list for projects (bond/other \$) (??)</p>
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BP & AP Review Cycle:

[Click here to view CCLC Policies & Procedures](#)