

Crafton Hills College Academic Senate Meeting Minutes	Date: Dec 7th, 2016 (3:00pm-5:00pm) Next Meeting: Jan 18th 2017 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> Denise Allen-Hoyt Brandi Bailes Jeff Cervantez Richard Hughes Julie McKee Patricia Menchaca Ernesto Rivera Jeff Schmidt	<u>Math, Eng, Art & Instr. Suprt (9)</u> Tom Bryant Catherine Hendrickson Liz Langenfeld* (sabbatical) Mark McConnell Snezana Petrovic *On leave	<u>Career Ed & Human Dvlpmnt(6)</u> Reynaldo Bell TL Brink Jim Holbrook Meridyth McLaren Gary Williams <u>Senators at Large</u> Susana DeLaPena James Grabow Patty Quach	<u>Student Services(5)</u> Robert McAtee Mariana Moreno Evan Sternard <u>Part-Time Reps (4)</u> Judy Cannon Yvonne Bastedo Dianne Purves Bethany Tasaka
--	--	---	---

Guests: Dr. Bryan Reece, Ericka Paddock, Gloria Ann Chavez, Keith Wurtz, Jose Torres,
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 3:02 pm by AS President Denise Allen.	
Statements from the public	None	
Administrative Report (5 min)	Bryan Reece reported. Shared his reflections of his time at Crafton. Why are we so successful? We work well together, leadership is strong on this campus, we are introspective and we care deeply about students. Don't be the quiet student in the room. We are doing well, need to let the surrounding area and the state know this. Will miss CHC.	
CTA Report (2 nd mtg) (5 min) McLaren		
Classified Senate Report (1st mtg)	Ben Gamboa reported. Establishing a 9+1 for Classified Senate. Many of the points were in practice at our campus, but wanted to make it formal. Will also be shared with the student senate and with	Will agendize

	the Crafton Council. Request was made to agendize this item for discussion and possible action.	
Student Senate Report (1st mtg) Nicole Sarmiento	Participating in the Yucaipa Christmas parade. Have adopted a family for the holiday.	
Treasurer's Report (1st mtg)	Balance stands at \$1431.47. Will have an update of specific funds for next report.	
Senate Business		
AS President &/or President Elect Reports	<ul style="list-style-type: none"> • AdHoc Registration Committee meeting update Software recommendations based on the discussion at the meeting. District wide discussions about updated registration options/tools is underway. • Update on developing a district level student success policy – Board would like a district policy on student success. The Valley AS president will develop an initial draft that the college Senates will work on in the spring term. • Curriculum Approved for the Fall Term – list was forwarded by Kim Salt, Curriculum Chair. List is also posted. Shout out to the committee for doing the work to get public safety in the lineup for approval by the district. Have also started to establish the structure for noncredit courses if the Senate approves a noncredit program. How quickly could we start offering noncredit courses? Have the ability to use experimental numbering for a few years while courses go through the state process. Would allow us to offer courses sooner. 	
Senators	Still Vacant – 3 seats for senators at large	
Approval of 11.16.16 Minutes & Voting Record	Motion: to approve (Holbrook, Purves, MSC, 2 abstentions – McAtee, Bastedo)	
AS Committee Reports 1st meeting of the month (5 min): A. District Assembly (Jim) B. Chairs (Mark) C. Honors Steering (Judy) 2 nd meeting of the month: (5 min) D. Curriculum (Catherine) E. Basic Skills (Patty) F. Educational Policy (Rich) G. Educational Technology (Jeff) EPI (as needed - Robert) Professional Responsibilities (as needed – Tom)	<p>A. Addressed the APs and BPs. Discussed meeting norms and expectations for meetings as well as membership and constitution. Conversation about grants process. Desire to have a grants person at each college. Crafton's proposals for funding are in order. Looking at creating a training session for the Board on 10+1. Also addressed the issue the APs that didn't have BPs. APs have been coded as legally required or optional. Jose Torres provided an update on the district budget and a proposal to have the district take over the issuing of pay warrants which could reduce district finance costs by about \$200,000.</p> <p>B. The chairs committee elected a new chair – Jodi Hanley. Will be working on a Chairs Handbook. Reminder that part-time faculty can get paid for SLO work – they just need to apply for the compensation. Number of flex hours for PT faculty have increased. There is</p>	

	<p>a mistake on the compensation form about the number of student contact hours available. Discussed upcoming changes in faculty offices. Meeting on December 16th to discuss further – 9:00am in East 104. As a reminder – other events/activities/meetings/hiring committees are being scheduled on chairs meeting days and times. This needs to be avoided.</p> <p>C. 2 successful events last week. Luncheon with honors faculty and CHC Research Conference. Upcoming events in spring. Would like to have more honors faculty in STEM.</p> <p>Oct: AP4104, AP4105, BP4105, AP4220, BP4220 Nov: AP4222, BP4222, AP4235, BP4235, AP5010, BP 5010 Dec: AP5031, BP5031, AP5110, BP5110, AP5130, BP 5130</p>	
Old Business		
Enrollment fees and drop Policy as per Title 5. (Dr. Zhou)	<p>“Under Title 5 section 58502, students must be charged the enrollment fee at the time of enrollment, but section 58502 also allows districts to defer collection of enrollment fee. Where a district permits deferral, a student who registers in advance may be dropped from a course if he or she does not pay the required enrollment fees prior to the beginning of instruction”.</p> <p>The district can create the AP and BP for this. Do we have one? Are we going to create one? The AS will check on this and report back.</p> <p>Students who do not show up for the first class and do not contact the instructor MUST be dropped.</p>	Need to look up if there is an existing AP or BP.
Puente Project (Susana)	Update – have decided to create a research proposal to explore the program and the impacts. Will make it a slower and more thorough process. Have started to look at the direct and indirect costs the program would require.	
Commencement (2017) (Ericka)	<p>Caps and Gowns: costs – ordered 54 gowns last year – rental is \$58 each – cost is \$3100. Late orders are more expensive. Some gowns are not picked up. Ericka forwarded the total budget for graduation to Denise and Mike Strong. What can be done this year? Need to increase the commencement budget overall. Suggestion to not allow late orders. Could have a booth at the inservice day to collect the information on who needs a robe. Maybe pass around a signup sheet.</p> <p>Discussion: need to make sure we continue to have local control over this process if the structure of the bookstore changes. Need to address increasing the line item budget for commencement.</p>	<p>Motion: to support Ericka Paddock’s initiative to reduce the cost of commencement robe rentals. No late robe orders. (Brink, Moreno, MSC)</p> <p>Agendize increasing the overall</p>

		commencement budget.
Grants (Keith Wurtz)	<p>Update – has been finishing up the proposal for the textbook grant.</p> <p>Innovation award - we received the planning grant to hire a grant writer. The writer has been hired and is beginning to collect information.</p> <p>College Promise Grant – we can apply for this as a college. Does not have to be a district grant. \$750,000. There is money set aside to pay a grant writer for this as well. We have not approved a middle college program. We could wait until we have a clearer picture of which program(s) we want to support.</p>	Motion: delay the college promise grant until we are more clear on the impact on the college (Holbrook, Purves, MSC)
Outsourcing of Bookstore (Mike)	<p>Update – bookstore is losing money. Only have one more year of reserves and then the loss will come out of the general funds. Presented a powerpoint. Any language in the RFP that would limit use of OER materials/resources? Can make sure the use of OER's is not limited. Would like to include books for reserve. An expectation that current employees would continue. Management for 3 years, CSEA for 5. Would be reimbursed by the company for those costs. Could include something about fronting books and requesting payment for students on financial aid. What happens to current employees after 5 years? Will have to negotiate that.</p> <p>Concerns, recommendations and suggestions were provided. Additional ideas or thoughts for what should be included in the RFP should be sent to Mike Strong.</p>	
AdHoc Registration Committee webex presentation update (Denise)	<p>https://www.youtube.com/watch?v=MktMw8k-tSM</p> <p>Video was shown.</p> <p>At the registration demo the Elucian representative informed us that we already own the updated registration tool and that the version of Web Advisor we are currently using is a legacy product and is being discontinued in the spring (will no longer be supported). We really need to migrate to something else..</p> <p>Counseling staff has had issues with Elucian support and customization in the past. Which is why they elected to explore the Hobson solution.</p> <p>The college has been piloting a product called Starfish which is part of the Hobson product solution being developed and supported by the state. The student registration side of the Hobson solution is currently under development and it is unclear when it will be ready for implementation.</p> <p>There is a District meeting on Monday to further explore the student registration issue/options further.</p>	

New Business				
Canvas Migration (Denise)		Beta Testers for Spring: Margaret Yau, Denise Allen, Jeff Cervantes, Kelly Boebinger, Gwen DiPonio. Training plan - Canvas shells. @one training on Canvas.		
Online Teaching Website (Denise)		Update – has been updated - On the college website.		
Evening Student Services (Mark)		Crafton Center Access until 10pm – buildings are being locked while students are still on campus. Restrooms access in CCR – building being locked sometimes as early as 6:30. According to Mike Strong, the problem has been addressed and the building/restrooms, etc. will remain open until 10pm. Access to Evening Administrator is limited. Have been locking access to admin offices for the safety of the evening Admin. Will post the schedule and contact info by the outdoor phone.		
End of Semester Party (AS Exec)		Holiday gathering - Dr. Bryan Reece Farewell Thursday Dec. 15 th (6pm - 9pm) at Mill Creek.		
Announcements				
Dance concert this Friday and Saturday in PAC. Student Exhibitions/ Final projects are going on. Alpha Gamma Sigma is hosting foster youth boys on Friday, December 16 th . Still need toys to be donated. Can also make a financial donation through the Foundation. Student composer recital this morning. This was the 20 th student composition recital performance. Jazz Band concert is tomorrow night.				
Adjourn				
Meeting adjourned at 4:50pm				
Future Business				
Future Agenda Items		Strong Workforce Initiative – 1.7 mil FMP/EMP 24 Hour Drop for non-payments (March 2017) Website Management and Maintenance Plan (Donna) Update on policy on Student Success - ongoing Full time Faculty Prioritization (Year to Year) Funding for Graduation International Baccalaureate (Debbie) Faculty Prioritization (Year to Year) AS Exec to develop policy on Faculty Fund expenditures Program Sharing/highlights		
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