

Academic Senate Meeting Minutes

Date: Feb 15th 2017 (3:00pm-5:00pm)

Next Meeting: March 1st 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

Sciences(10)

Denise Allen-Hoyt
Brandi Bailes
Jeff Cervantez
Richard Hughes
Julie McKee
Patricia Menchaca
Ernesto Rivera
Jeff Schmidt

Math, Eng, Art & Instr. Suprt (9)

Tom Bryant
Catherine Hendrickson
Liz Langenfeld
Mark McConnell
Snezana Petrovic

Career Ed & Human Dvlpmnt(6)

Reynaldo Bell
TL Brink
Jim Holbrook
Meridyth McLaren
Gary Williams
Senators at Large
Susana DeLaPena
James Grabow
Patty Quach
Sherri Wilson

Student Services(5)

Robert McAtee
Mariana Moreno
Evan Sternard
Part-Time Reps (4)
Judy Cannon
Yvonne Bastedo
Dianne Purves

Guests: Mike Strong, Wei Zhou, Kathy Bahkit, Rebecca Warren Marlatt, Kathy Gibson, Nicole Sarmiento, Ben Gamboa

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 3:08 pm	
Statements from the public	none	
Administrative Report (5 min)	Mike Strong reported. a. Current focus is on enrollment, workforce and Non Credit. Working on getting curriculum approved and contracts in place. Need to get marketing information put together and disseminated. Do we have classroom space to accommodate this program? Will have more room once LADM remodel is complete.	

	b. Construction: LADM has been renamed central complex. Should be open June 12. Currently on schedule.	
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 &/or President Elect Reports	<p>Adhoc committee on NonCredit: Susanna DeLaPena, Tom Bryant, Snezana Petrovic, Vonnice Bastedo. Meeting on Friday – request to move the meeting because of the holiday weekend. Also don't have a noncredit expert to attend. Will reschedule.</p> <p>Non-Credit Faculty position – positions have been added to the annual plan. Actual job descriptions need to be developed.</p> <p>International Faculty position – job description is being developed.</p> <p>CHC Director of Grant Development and Management - plan is to fund a position at each college from grant funding.</p>	
Senators	Still Vacant – 3 seats for senators at large Liz Langenfeld has submitted her letter of resignation from AS	Motion: to accept the resignation (Bailes, Purves, MSC)
Approval of 2.1.17 Minutes & Voting Record	Motion: to approve the minutes and the voting record (Cervantes, Bastedo, MSC – abstentions, Hughes, Quach)	Need to add establishing real growth targets to the future agenda items.
AS Committee Reports 1st meeting of the month (5 min): A. District Assembly (Jim) B. Chairs (Julie) 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 Tech (Jeff) EPI (as needed - Robert)	D. Approved courses in EMS and Ecology as well as the Noncredit courses – had a few issues with the process since it is so new. Chairs need to make a decision about which departments/disciplines will have purview over the approval of noncredit courses in each of the 10 areas. E. Talked about creating a coordinator position for Basic Skills. F. Will look at the remaining AP next week. Want to open a discussion (add to a future agenda) about reimbursements for professional development. G. Reminder about Canvas rollout support tools - ETC did not meet this week. Canvas learning tools, steps for becoming familiar with Canvas is available on the college website. Is there going to be student support for the switch to Canvas? What face to face	Table needs to be discussed at Chairs. Agendize professional development funding/reimbursement

	<p>support is planned? Student senate is working to put together some student workshops.</p> <p>Dec: AP5031, BP5031 Jan: AP 5200, BP 5200 Feb: AP 7125, BP 7125, AP 7145, AP 7150, BP 7150, AP 7211</p>	
Old Business		
Workforce Readiness Program and Certificates	<p>Update – starting to design advertising and a web presence. Will be carried to the state as a pilot program. Courses are only approved until fall. Then will have to be reapproved with broader faculty oversight. Have books selected for some of the courses. Is there funding to supply textbooks for the classes? Yes, there may be funding provided by the employment development department for instructional materials.</p>	
Web Advisor Self-Serve Registration interface	<p>Recommendation that the district implement Ellucian's student GUI (graphical user interface) registration solution (self-serve) (the one the district already owns) while the college continues to explore the EPI solution.</p>	<p>Motion: to forward to Crafton Council (McLaren, McAtee, MSC)</p>
Grants Update (Keith W)	<p>Innovation Award grant was submitted with significant input from faculty, staff and management. Promise Grant – not submitted by the deadline. Keith will provide more info at a later point. When will we know the result for the Innovation Grant? After April 6th.</p>	
Grant Approval Process (Keith)	<p>Continued from 2-1-17 meeting – recommendations for changes were added. (District positions) Discussion: does CSEA need to be included. No.</p>	<p>Motion: to approve (Purves, Cervantes, MSC)</p>
Registration Dates and Catalog Addendums (Wei)	<p>Recommendations to AS from Exec for consideration by the body: Addendums to the catalog shall include changes, revisions, new courses, and programs approved after the published catalog date. Discussion: how will we do this? Who do we send this information to? Not a problem to switch from grammatical corrections (current use of addendum) to a course/program update addendum. Just a matter of approving it and doing it. Submit information for the addendum to Kristina Heilgeist. We need to stop trying to move glaciers by breathing on them. Do the work and get it done.</p>	<p>Motion: to approve this additional use of the catalog addendum (Holbrook, Bastedo, MSC)</p> <p>Add discussion about class/hour/week scheduling.</p>
Commencement and Outsourcing of Bookstore (Mike S)	<p>Had a request from Student Life to increase budget to cover the increasing costs. Budget has been increased. Bookstore – request has been sent out. Have had a few inquiries. Bids due Feb 28th. Looking at doing the background work this spring and summer and</p>	

	<p>have the store open by fall. Need a faculty member to be a part of the RFP review and ranking committee. Holbrook volunteered to be on the committee.</p> <p>Who else is on the committee? Make up was listed. Is this the first time there has been this level of collaboration for this type of project. Kudos for the collaboration.</p>	
State Budget Update (Mike)	<p>State budget is projecting growth money. Will most likely not meet the full allotment this year. Have to decide what our enrollment goal is for next year. How is FTE figured? Formula was provided. ---</p> <p>Comments/Questions included:</p> <p>Rushing students through is not helping our FTEs. Goal should be to transfer students who have deep knowledge. Has ORP found any patterns in our student loss? Can we disaggregate enrollment data? Some programs are expensive. Need to look at things universally. We need to grow, but we are not addressing many issues – blocking students from registering for example. What about students on waitlists? Are we opening new sections to accommodate the waitlist? Need to look at scheduling across disciplines – don't do a good job of looking at other classes being offered at the same time as other classes. Also need to look at underserved evening students.</p>	<p>Request to have enrollment loss data brought to Senate.</p> <p>Need to agendize enrollment concerns and strategies.</p>
New Business		
9+1 – classified senate (Ben)	<p>Review and make recommendations - ? about the specific role this document is advocating for. Need to see more of the Classified lens in the resolves. Whereases are strong – resolves are not clear about the actual role of classified in the processes.</p>	<p>Motion: McLaren, Williams (MSC, nay – Basedo, Holbrook, Hughes, Pretrovic, Sternard, Bell, Pach, Wilson, Bailes, Menchacha,</p>
Dual Enrollment	Review of Success and completion rates for Dual enrollment courses at the local high schools.	
Announcements		
Documents forwarded to exec about where money is being sent. Reading day – March 8 10-4. Art event in Gallery. February 21 st . Next Fri and Sat – Theater Show.		
Adjourn		
5:00pm		
Future Business		
Future Agenda Items	<p>Strong Workforce Initiative – 1.7 mil</p> <p>Review Student concerns forwarded from Student Senate</p> <p>Policy for budget line(s) growth – and program support</p> <p>AdHoc Registration Committee meeting</p> <p>ACCJC Standard IB3 (Keith)</p> <p>IEPI Targets (March 29th 2017)</p>	

		24 Hour Drop for non-payments (March 29th 2017) Website Management and Maintenance Plan (Donna) Full time Faculty Prioritization (Year to Year) International Baccalaureate (Debbie) AS Exec to develop policy on Faculty Fund expenditures Program Sharing/highlights		
Future APS and BPS				
December AP 5031 BP 5031	January AP 5200 BP 5200 The following are neither academic or professional matters: AP 7100 BP 7100 AP 7120 BP 7120	February AP 7125 BP 7125 AP 7145 AP 7150 BP 7150 AP 7211		