

**Crafton Hills College
Academic Senate Meeting
Minutes**

Date: March 22nd 2017 (3:00pm-5:00pm)

Next Meeting: April 5th 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

<p><u>Sciences(10)</u> Denise Allen-Hoyt Jeff Cervantez Richard Hughes Julie McKee Patricia Menchaca Ernesto Rivera Jeff Schmidt</p>	<p><u>Math, Eng, Art & Instr. Suprt (9)</u> Brandi Bailes Tom Bryant Catherine Hendrickson Mark McConnell Snezana Petrovic</p>	<p><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 Sherri Wilson</p>	<p><u>Student Services(5)</u> Robert McAtee Mariana Moreno Evan Starnard <u>Part-Time Reps (4)</u> Judy Cannon Yvonne Bastedo Dianne Purves</p>
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Guests: Dr. Kathy Bakhit, Sherrie Lowen, Mark Snowwhite, Mike Strong, Dr. Wei Zhou
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 3:07 pm.	
Statements from the public	None	
Administrative Report (5 min)	Dr. Wei Zhou reported that admin was busy working over Spring Break. Summer schedule is out. Priority registration starts April 24, General registration begins May 9.	
CTA Report (2 nd mtg) (5 min) McLaren	Looking into Canvas migration. Continuing work on Negotiations with workload focus. Will hopefully get some MOUs passed this Friday.	
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	Adhoc committee on NonCredit: Susanna DeLaPena, Tom Bryant, Snezana, Yvonne Bastedo	

	<p>March 7th meeting update - Noncredit questions from the noncredit plan and the Adhoc committee have been forwarded to the consultant.</p> <p>SAVE THE DATE - March 31st 10-2 Noncredit program consultant. CCR 219.</p> <p>Update on auditing: we have been told that this option should go live in fall. How reliable is this statement? Came from district computing.</p>	Request to add auditing to May 3 rd agenda
Senators	Elections update for 2017-2019 terms – will get the ballots in April.	
Approval of 3.1.17 Minutes & Voting Record	Motion: to approve the minutes and voting record (Purves, Bailes, MSC)	
BP 5050	Review changes as recommended by the SBVC AS - and forward to Board Ad hoc committee if deemed acceptable	Motion: To accept the changes (Purves, Hendrickson, MSC)
Spring Plenary Resolutions	<p>Area D meeting on Saturday – Plenary session in April. Have posted the draft resolutions for review by the CHC senate. Public Safety Discipline is on the agenda for consideration at the Plenary Session.</p> <p>7.01 – looks good in the current draft</p>	Motion: to keep resolution 10.01 on the consent agenda for the spring plenary session. (Holbrook, Bastedo, MSC)
<p>AS Committee Reports</p> <p>1st meeting of the month (5 min):</p> <p>A. District Assembly (Jim)</p> <p>B. Chairs (Julie)</p> <p>C. Honors Steering (Judy)</p> <p>2nd meeting of the month: (5 min)</p> <p>D. Curriculum (Catherine)</p> <p>E. Basic Skills (Patty)</p> <p>F. Educational Policy (Rich)</p> <p>G. Educational Tech (Jeff)</p> <p>EPI (as needed - Robert)</p>	<p>A. District Assembly</p> <p>Request to consider new charge and committee membership?</p> <p>Discussion: any concern about reducing the number of faculty on the committee? The percentage is about the same. Striving to make the discussion more productive. Some concern with removing the advocacy groups. How will their voice be heard? Can they still attend as needed? Yes- open meetings.</p> <p>D. Minor updates</p> <p>E. Didn't meet</p> <p>F. None</p> <p>G. met today – talking about Canvas rollout. Will have a session on Flex Day. Snezana working on an Art History degree that is fully online. That includes GE? No, only her courses. April 11th is Flex Day.</p>	<p>Motion: to approve the revised charge (Holbrook, Brink, MSC)</p> <p>Motion: to approve the revised committee membership (Holbrook, Bastedo, MSC 1 abstention - Bailes)</p>
Old Business		
Workforce Readiness Program and Certificates	Update – Reminder - this is a pilot program. Will be reviewed at the start of the fall term. Will be retaining instructional “coaches” for each course in the pilot. Courses still not approved by the state. Continuing to do the work needed to get the program going. Faculty focus is on quality. Everyone working diligently, at all levels, to get this program working. Program will run from 8-5, M-F.	
Concurrent and Dual Enrollment (Kathy)	Update on Dual Enrollment –Proposed Fall 2017 classes at each HS – included input from the discipline faculty and chairs	

	<p>? Are the requests coming from the district and then to the college. ?Are the department chairs deciding whether the classes work? Past practice... however this has been revised. Courses now come as a request, and college faculty are now weighing in on the course offerings, instructional needs, etc..</p> <p>This is a recruitment strategy because these students will have already had a college experience with us and may be more apt to select CHC for their first two years of college.</p> <p>AS needs to continue to be involved in this process to make sure the rigor of the courses is maintained. High school request seemed to be in line with our recommendations.</p>	
Enrollment Management Update Whom shall we serve?	Had a productive first meeting. Looking at creating some long term goals and objectives for the program. Revised the committee composition. Looking at how to best manage all of the Enrollment Management Initiatives.	
Grant Updates	<p>HSI grant status - Based on the new process using IPEDS data Crafton is not eligible to apply for Title V. There is a waiver process and we missed the window to apply for the waiver. We will apply for waiver at the end of this year.</p> <p>District and site Grant positions update</p> <p>Keith was not at the meeting. Will keep this item on future agenda.</p> <p>Money for a grant writer at our campus for two years has been promised.</p>	
Professional Development Plan and Funding	<p>Review comments - next steps? Send comments to PD Coordinator?</p> <p>Need to give them the feedback that this was an excellent, well written document.</p>	Motion: to forward comments to PD Coordinator, for review and return of plan (Wilson, Purves, MSC)
9+1 - pulled from the agenda	Classified Senate - removed	
New Business		
CHC Athletics (Heather)	<p>Dr. Wei Zhou presented. Need to look into a plan for this to help with enrollment.</p> <p>Who is heading up the recruitment at the high schools. Need to make sure we use environmental scan information when we choose our sports.</p> <p>Initial Work group is meeting next Thursday 9-10 am. CCR 247.</p> <p>Our intention was always to be independent from Valley with athletics. The opportunity is just coming faster.</p>	
Catalog Rights (Mariana)	<p>Consider a proposal to change CHC catalog rights – proposing allowing students to use any catalog within a student’s years of enrollment.</p> <p>Discussion: in favor. Need a statement that CTE must always follow current regulations. When would a student have to make this decision?</p>	Motion: To approve the recommendation with an added CTE statement based on consultation with relevant faculty (Wilson, Bailes,

		MSC 1 nay- Bastedo, 1 abstention - Brink)
BIT Presentation (Evan)	<p>Information about the Behavior Intervention Team that is forming. Idea is to support students before things become a major issue or incident. Have a webpage. Open to suggestions for changes. Form is not for academic conduct issues. Any issues with HIPPA or FERPA? Both have an exception for health and safety exception. An awareness of potential harm must be addressed.</p> <p>Some issues with confidentiality – Health and Safety codes are clear about who can be notified in the event of a concern – the college is not one of them. There are encryption standards with HIPPA and FERPA that we may not meet.</p> <p>Great program, but we need to make sure we are protecting student information. Need to contact IT about internet security.</p> <p>Will this be incorporated with Starfish? Yes, in some way.</p> <p>There are national models available. We should strive to be as close to the national models as possible.</p>	

Announcements

Have copies of the minimum qualities handbook available. Have posters made up of the 10+1. Reminder that if these issues come up we are supposed to be part of the solution.

Next weekend – show - Some Girls –

Week of April 10-15 – Evolutions drills. Check with Jim before reporting concerns to the police.

Group of Artists from all over the world – March 27-31

John Sisk – got into Bards MFA in Music and Sound – felt his training at Crafton helped with this immensely.

Date for Classified Senate Luncheon is April 14th

Adjourn

Meeting adjourned at 4:53.

Future Business

Future Agenda Items	<p>Strong Workforce Initiative – 1.7 mil</p> <p>Evening, weekend College and/or online degrees & certs (Apr 19)</p> <p>24 Hour Drop for non-payments (April 5th)</p> <p>MCHS - April 5th</p> <p>Equity Report Update – April 5th</p> <p>Noncredit - April 19th</p> <p>Dual Enrollment - May 3rd</p> <p>IEPI Targets (Keith) - May 3rd</p> <p>ACCJC Standard IB3 (Keith) - May 3rd</p> <p>Review Student concerns forwarded from Student Senate</p> <p>16 week classes</p> <p>Website Management and Maintenance Plan (Donna)</p> <p>Full time Faculty Prioritization (Year to Year)</p> <p>International Baccalaureate (Debbie)</p> <p>AS Exec to develop policy on Faculty Fund expenditures</p> <p>Program Sharing/highlights</p>
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Future APs and BPs - AP 7211