

# Crafton Hills College

## Academic Senate Minutes

Date: Sept 6<sup>th</sup>, 2017 (3:00pm-5:00pm)

Next Meeting: Sept 20th 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>SINS(11) (-7)</u>	<u>Math, Eng, Art &amp; Instr. Suprt (9)</u>	<u>Career Ed &amp; Hmn Dvlpmnt(6)</u>	<u>Student Services(6)</u>
Denise Allen Jeff Cervantez Richard Hughes Julie McKee	Brandi Bailes Tom Bryant Catherine Hendrickson Mark McConnell Snezana Petrovic Patricia Menchaca Patty Quach Sherri Wilson Susana DeLaPena	Reynaldo Bell TL Brink Jim Holbrook Meridyth McLaren Thomas Serrano Gary Williams <u>Senators at Large(+7)</u> Jonathan Anderson Laurie Green Mariana Moreno	Debbie Bogh James Grabow Kashaunda Harris Robert McAtee Evan Sternard Violetta Vasquez  <u>Part-Time Reps</u> Vonnie Bastedo Judy Cannon*

Guests: Wei Zhou, Rebecca Warren-Marlatt, Rene Azenaro, Tina Gimple, Georgina Nunez

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 was called to order at 3:05	
Statements from the public	None	
Administrative Report (5 min)	<p>President Zhou reported on the status of the budget and the closing of some of the instructional space for the Spring term.</p> <p>He also reported on new monies that are coming down from the state for guided pathways as well as the integration of SSSP, equity and Basic skills. The work is underway on this project.</p> <p>DUAL enrollment was discussed and the president assured the senate that the college in consultation with the Academic Senate would be developing a</p>	

	<p>DUAL enrollment handbook for the HS's with a list of classes that can be offered on the HS campuses.</p> <p>We have been working with the RIM of the world HS to develop some partnerships to provide some college classes for the HS.</p> <p>Dean positions – hiring status – no update</p>	
CTA Report (2 <sup>nd</sup> mtg) (5 min) McLaren	No report	
<b>Classified Senate Report (1<sup>st</sup> mtg)</b>	No one was present to report	
<b>Student Senate Report (1<sup>st</sup> mtg)</b> <b>Georgina Nunez</b>	Club rush is Wed Sept 27 <sup>th</sup> from 10am – 3pm. The ICC is deciding on food trucks. Theme is “All Around the World.”	
<b>Treasurer’s Report (1st mtg)</b>	No Report	
<b>Senate Business</b>		
AS President’s Report	<p>Mark reported that he has been attending more and more district meetings. The district is not hearing or relying on the Academic Senate in the decision making process. The district included a new item in the budget for Strong Workforce dollars and allocated \$300,000 dollars for an expenditure that was not clear.</p> <p>President McConnell also reported that he is meeting with the president and the VPI on a regular basis. District assembly included an item about rebranding the image of the district and colleges to the community, more information to follow</p>	
Approval of Senators	<p>PT Rep(s): Written statements – nominations, elections</p> <p>The only PT faculty member who has continued to express an interest in serving this year is Tina Gimple. Ms. Gimple provided a statement of interest and also provided a verbal introduction of her background and interest in serving..</p>	Motion made by Jim Holbrook to accept Tina Gimple as a 3 <sup>rd</sup> PT rep. 2 <sup>nd</sup> by Catherine Hendrickson. MSC
Approval of 8.10.16 and 8.16.17 Minutes and Voting Record	Minutes say agenda at the top and this needs to be fixed prior to posting the approved minutes.	Motion to approve both the minutes and voting record as amended by Denise Allen 2 <sup>nd</sup> by Jonathan Anderson. MSC
Bylaws	Reviewed and Approved revisions as forwarded	Motion was made by Jim Holbrook to accept the revisions as presented. 2 <sup>nd</sup> by Catherine Hendrickson
2017-2018 Committee Assignments	Assignment list was reviewed – this is a living document. The AS will continue to be updated on revisions and changes.	

<p>10+1 issues</p> <p><b>AS Committee Reports (NONE)</b>  1st meeting of the month (5 min):  <b>A. District Assembly (TL)</b>  <b>B. Chairs (Sherri)</b>  <b>C. Honors Steering (Judy)</b>  <b>D. Noncredit (Denise)</b>  2<sup>nd</sup> meeting of the month: (5 min)  E. Curriculum (Brandi.)  F. Basic Skills (Patricia)  G. Educational Policy (Rich)  H. Educational Technology (Denise)  Other Reports  SSEEM (1<sup>st</sup> meeting)  EPI (Robert)</p>	<p>Removed from the Agenda.</p> <p>A. TL reported on District Assembly. Talked about committees that need to be revisited and renamed. There is a new tool for tracking APs &amp; BPs. Several APs &amp; BPs were discussed and will be reviewed at the next DA meeting. Zero textbook costs were also brought up.</p> <p>B. Sherri reported about the classrooms and spaces that will be shut down for the spring term. Also asked for college hour to be agendized on a upcoming agenda.</p> <p>C. Judy reported about honors, the honors courses and the new honors space that has just opened. Also reported on activities and events that are being offered for honors students. Looking for faculty who would be interested in serving on the panel. Honors classes can be offered in a DE format, but those honors courses that faculty want to teach online will need to be approved for DE which means a DE addendum.</p> <p>D. Denise reported on progress made at first two meetings. The work will continue. The goal is to have recommendations in place by the end of the fall term.</p> <p>Charge: The Educational Technology Committee (ETC) is authorized by the Academic Senate to develop and recommends policies for CHC eLearning Distance Education (DE). The committee makes recommendations for DE pathways, reviews and makes revision recommendations for the Intro to Online Learning Course (CHC 062), as well as the process by which online instructors and courses are evaluated. The committee reviews and approves eLearning DE instructors and courses. The committee reviews the success of the eLearning DE program and makes recommendations for professional development to address identified deficiencies. Makes recommendations for the CHC eLearning online portal. Develops recommendations related to the continued growth, quality and success of the college's eLearning DE program to instructional support services, student services and the curriculum committee. Conducts an annual review and make revision recommendations for the CHC DE Distance Education (DE) plan to ensure compliance with state and national DE standards, regulations, and guidelines.</p> <p>Voting Members: Faculty members as appointed by the Academic Senate, including the CHC Distance Education Coordinator, one faculty member from Student Services and one from Instructional Support (one member will also serve as the ETC representative to the Curriculum Committee).</p>	<p>Motion made by Vonnie Bastedo 2<sup>nd</sup> by Catherine Hendrickson to approve the ETC charge. MSC</p>
<b>Old Business</b>		
<p>DUAL Enrollment</p>	<p>Still want an report.Would like to know:</p>	

	<p>What is being offered this fall in Redlands (and where) and what is being offered in Yucaipa? And which faculty members have been engaged in the decision about the courses to be offered?</p> <p>What is being offered proposed for the spring in Redlands (and where) and what is being proposed in Yucaipa? And which faculty members have been engaged in the decision about the courses to be offered?</p> <p>In spite of several requests, the AS has not been consulted on this program in spite of the fact that this is an academic and professional matter.</p>	
MCHS (Meridyth)	Removed from the agenda – will be included on the next agenda.	
ESL (Gary) Viability	Removed from the agenda – will be included on the next agenda.	
Resolution on STEM	<p>Request to review the Whereas's and the resolves. Discussion ensued. Several questions related to STEM and concerns were raised. Need to bring back an explanation of what the program is supposed to do verse what it is doing. Educational program development is an academic and professional matter. Need to be clear as to what the resolution is supporting.</p> <p>After much discussion, there was a call for the question made by Denise</p>	<p>Motion by Denise Allen 2<sup>nd</sup> by Susana DeLaPena to approve first reading.</p> <hr/>
ACCJC Mid Term Report (Rebecca)	Rebecca provided a handout and and briefly went over the details. Jim stated his appreciation for the work that had been done on this document.	<p>Jim motioned to accept the report and waive the necessity for a 2<sup>nd</sup> read. 2<sup>nd</sup> by Denise. MSC</p>
<b>New Business</b>		
<b>Other Business</b>		
<p>Announcements</p> <p>Several announcements were made about activities and upcoming events.</p> <p>Request was made to be agendize the partnership with Amazon on the next agenda, what is being done, what is the plan?</p> <p>Comments were made about DACA – and our continuing support for the students we serve regardless of citizenship status.</p>		
<b>Future Business</b>		
Future Agenda Items	<p>Discussion about and prioritization of committees</p> <p>Program Viability (summer revise)</p> <p>Physical Therapy Assistance Viability Proposal (PTA)</p> <p>Definition of a Program</p>	

	<p>Full time Faculty Prioritization (fall)  Common Assessment Initiative (fall)  CAP (Calif Acceleration Project)  Multiple Measures Project Update (fall)  PPR Process  STEM Program Resolution  Puente Proposal (Susana)  Registration and Web Advisor  EPI (update in Sept 17)  International Baccalaureate (Debbie B)</p>
Adjourn	Meeting adjourned at 5:00pm
<b>BPs</b>	<b>APs</b>
<p>4101-Independent Study  4102-Career and Technical Programs  4103-Work Experience  4110-Honary Degrees</p> <p>4240-Academic Renewal  5020-Nonresident Tuition  5040-Student Records, Directory Information, and Privacy  5050-Student Success and Support Program  5075-Course Adds, Drops, and Withdrawals  5150-Extended Opportunity Programs and Services</p>	<p>4101-Independent Study  4102-Career and Technical Programs  4103-Work Experience  4110-Honoray Degrees  4227-Repeatable Courses  4228-Course Repetition – Significant Lapse of Time  4229-Course Repetition – Variable Units  4240-Academic Renewal  5020-Nonresident Tuition  5040-Student Records, Directory Information, and Privacy  5045-Student Records - Challenging Content and Access Log  5050-Student Success and Support Program</p> <p>5075-Course Adds, Drops, and Withdrawals  5150-Extended Opportunity Programs and Services</p>