Crafton Hills College Academic Senate Meeting Minutes	Date: Nov 1st, 2017 (3:00pm-5:00pm) Next Meeting: Nov 15th 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

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

Guests:
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		
Statements from the public (5 mins)	None	
Administrative Report (5 mins)	Mike Strong reported – looking at the location on the CHC campus that could potentially house TESS and the Print Shop. Have met with departments that would be impacted. Have the plans from the architect about feasibility showing it is feasible to put them in the East Complex. Will agendize next meeting. Have heard positive things, but need to talk with more faculty. Benefits to the college? Lowers our assessment. Would also be able to bill for direct costs. A cost analysis to show the benefits to both colleges would be helpful.	
CTA Report (2nd mtg) (5 min) McLaren		
Classified Senate Report (1st mtg) **(5 mins)**	none	

Student Senate Report (1ˢᵗ mtg) **Georgina Nunez (5 mins)**	Senior day went well. Day of the Dead table in the cafeteria. Can bring pictures of loved ones who have passed away. Sober Fest coming up – November 15	
Treasurer's Report (1st mtg) (1 min)	Balance is $100 less than last month. Sent a fruit basket to Brandi Bailes. Should we send something to Jimmy Urbanovich as well? Yes.	
Senate Business		
Approval of 10.18.17 minutes and voting record	Motion: to approve (Cervantes, Hendrickson, MSC)	
Fall Plenary Resolutions	Comments/recommendations None of the fall resolutions seem contentious. May have changes and additions up to Saturday morning.	
AS President's Report (10 min)	• Plenary is coming up. • Still have a board member who wants to visit a class. Richard Galope's reorg chart has generated a great deal of debate and concern. He has pulled this item and intends to conduct a program review for the EDCT. • Have a PT faculty member who has expressed interest in being a part time rep to senate.	

AS Committee Reports
1st meeting of the month (3 min)
    A. District Assembly (TL)
    B. Chairs (Sherri)
    C. Honors Steering (Judy)
    D. Noncredit (Denise)
2ⁿᵈ meeting of the month: (5 min)
    E. Curriculum (Brandi.)
    F. Basic Skills (Patricia)
    G. Educational Policy (Rich)
    H. Educational Technology (Denise)
Other Reports
SSEEM (as needed)
EPI (Robert)
	• DA - no meeting since last report.
	• Chairs – Friday is unsticky Friday. Using google docs to do scheduling. Have looked at program discontinuance and will look at program viability on Nov 17ᵗʰ.
	• Honors – continuing to grow – 20 more students this year than last. New signage. Have sent out a list of "Where are they now?" Have created a new logo and will be publishing a newsletter. Have done a student faculty connection workshop. Have a research conference coming up. Would like to have some faculty present. Fall luncheon coming up on Nov 29ᵗʰ. Will put the new logo on the senate agenda.
	• Non Credit – continuing to work on the plan. Hope to have it done by December.	

Old Business		
Guided Pathways (Keith) (5 mins)	Initial responses to required questions Working on self-assessment. Need feedback by November 29ᵗʰ. Was sent out to the whole campus today. Will agendize for first reading at next meeting. Second reading on Dec 6ᵗʰ.	
Amazon (proposal) (5 mins)	Update Continuing to talk to Amazon about offering classes. Moving into holiday season so it is getting slowed down. No clear path has been established yet or which certificates and classes will be offered. Amazon does offer funding for school.	
Drop for nonpayment (10 mins)	What shall we do for spring? Are continuing without dropping until further notice. Have some data on this. 1400 were not dropped for non payment in at least one section. $317,000 in lost fees – allocation was 1.3 M. 82% success rate for students who stayed but would have been dropped under old process. ?about waiving non-payment amounts – has not come up with A&R. Do we have numbers for students who owe? Larry has the numbers, will send to Mark. Recommend	

	for this to be forwarded to District Assembly to be agendized. Need to add this as a study session to a future agenda.	
Dual Enrollment (High School) courses (5 mins)	List of courses for Spring 2018 VPI (Bhakit) reported: A group met on Monday. Need to decide what data to collect. Similar issues to Amazon proposal. Deans communicating with chairs about which courses to be offered. Need to post the list of classes proposed for Spring 2018. Also have updated research on dual enrollment as well – on ORP homepage. Agendize the S18 class list for next meeting.	
New Business		
Online Honors Courses	Recommendation from the honors committee is to: allow DE addendums to be written for the honors courses as long as the regular course has a DE addendum. Notes: There is an honors DE addendum that has been submitted in curricunet which is on hold pending direction from the AS. Proposing to start with 3 classes. May put some limits on the courses. Online classes are not identified on the transcripts.	Motion: that DE addendums be allowed for Honors courses, as long as the regular course has a DE addendum (Brink, Hendrickson, MSC).
Curriculum Committee Recommendation	Background: Title 5 was changed in July 2017 and now requires both in class and out of class hours on our course outlines of record. In addition, we must place both minimums and maximums and total both of them. To adhere to this change, the Curriculum Committee would like the Academic Senate to approve the newly proposed structure for the Course outlines of Record. (See sample docs as posted): State has decided we need to change how the course outlines are written. Now have to have lecture time as well as outside time noted in course outline. Curriculum needs direction from senate about how these need to look. Will need to have a training component. This is state mandated – will have to be done. Need to address issue of Out of Class – Lecture – is confusing. Can it be changed? Will check the mandate to see. Curriculum needs the feedback ASAP. Discussion: clarification needed of Out of class, lecture, how will we know what to put? That will come with the training.	Motion: to approve with of clarification of Out of Class Lecture (Allen, Gimple, MSC)
Other Business		
Announcements	• Jose has done a feasibility study about a bond. Will present information at the next board meeting. • Several Music Program performances happening soon. Check CHC Website. • Theatre Show this Friday and Saturday. • 2 Art shows coming up. • Monday, Art Exhibition 12-2 pm. • Request to agendize the resolution about Athletics. • Starting to plan Gala –March 24th Sweet Home Crafton Hills.	
Adjourn	Meeting adjourned at 4:35 pm	

Future Business	
Future Agenda Items	Calendar (16 week and Thanksgiving) Catalog Updates (Nov 18) Puente Proposal (Susana) (Nov 18) Discussion about and prioritization of committees ETC Recommendation on online course caps Finals Schedule (future agenda) PPR Web Tool updates Definition of a Program Full time Faculty Prioritization (fall) Common Assessment Initiative (fall) CAP (Calif Acceleration Project) Multiple Measures Project Update (fall) PPR Process Registration and Web Advisor EPI Update International Baccalaureate (Debbie B) AS Bylaws revision (standing committee, resolution writing) Program Viability (recommended revise)
BPs	**APs**
4101-Independent Study 4102-Career and Technical Programs 4103-Work Experience 4110-Honary Degrees 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	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 5075-Course Adds, Drops, and Withdrawals 5150-Extended Opportunity Programs and Services