

Academic Senate Meeting Minutes

Date: Feb 1st, 2017 (3:00pm-5:00pm)Next Meeting: Feb 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

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| <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 Mark McConnell Snezana Petrovic | <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 | <u>Student Services(5)</u> Robert McAtee Mariana Moreno Evan Sternard <u>Part-Time Reps (4)</u> Judy Cannon Yvonne Bastedo Dianne Purves |
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Guests: Kathy Bakhit, Bruce Baron, Richard Galope, Ben Gamboa, Kristina Heilgeist, Sherri Loewen, Nicole Sarmiento, Mike Strong, Keith Wurtz, 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 |
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| Call Meeting To Order | Meeting called to order at 3:04 pm by AS President Denise Allen. | |
| Statements from the public | None | |
| Administrative Report (5 min) | Introduction of interim VPI and update on Dean positions: - Dr. Wei Zhou introduced the new VPI – Kathy Bakhit. - Dean and VPI positions – will be asking faculty and staff to serve on the hiring committees. Plan is to follow a similar process to the last hiring. - Chancellor Bruce Baron reported: a. Budget for next year - economy is slowing down. Will have continued growth for next year of 1.3% plus additional growth which could be up to 4%. May be a problem for Crafton since we are not meeting targeted growth goals. State budget includes some | Recommendations for future agenda – split of funds under Measure M – further fast-tracking of students/pathways. – Reasonable expectations of growth. |

COLA. District is working on a retirement incentive. May result in additional money to hire more faculty and support staff. Goal is to make the FON stronger on the side of full time faculty.

- b. Enrollment – may be 75 FTEs short of goal and may not be able to achieve the additional 150 that is available. May be improved by the noncredit Workforce initiative. Are continuing to explore other opportunities to increase enrollment.
- c. Workforce development plans from both colleges have been submitted.
- d. Board approved the EMPs & FMPs. The district doesn't have any more bond \$\$\$s to cover the revenue needed to complete all of the projects in the campus FMPs. Home values continue to rise, but not enough yet to go out for more \$\$\$\$. Could ask the community to consider a new bond. There are some bond \$\$\$s in the bank that can be used for a couple of projects. The state facilities bond may have some impact in terms of the projects that are selected. Tech building at Valley may be able to get some money from the State and the district could use bond money to meet the required match.
- e. The district has received \$200,000 from the state for the institutional effectiveness planning (IEPI) initiative. The institutional effectiveness committee looked at three areas mentioned in our accreditation report. IEPI visiting team provided recommendations and a plan was developed. Integrated planning is a priority with the role of the district being to support the college initiatives. Will need to work with the board to put the plan in place. Another issue is clarifying the role of the faculty senates and the 10+1. The SBCCD Board training on 10+1 will occur on May 11 and will be facilitated by state Academic Senate presenters.
- f. Guided pathways - money is available. Goal is to help students get through college faster. Money would be used to build and support systems to make that happen. Would like us to be ready to implement when the money becomes available. Need to improve the registration system/software and the timelines.
- g. Promise program grants also available. Grant funds could be used to help students go to college for free. Cohort will have tuition, fees and books provided by the grant. Potential district funding is 1.5 mil with each college receiving \$750,000.

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| Classified Senate Report (1st mtg) | Ben Gamboa reported. Adopted a resolution about guiding undocumented students. Classified Professionals week coming up in April. | |
| Student Senate Report (1st mtg) Nicole Sarmiento | Have been giving lots of tours. First open forum on Tuesday. Opportunity for students to voice concerns about anything on campus. Want to do this every month. Working on recruiting and commencement. Several issues and concerns have been brought up by the students at the open forums including issues with Financial Aid, students not being aware of Qless, concerns about food availability when the bookstore is outsourced, and several parking concerns. | Request was made to the Student Senate to provide a list of the issues and concerns and forward to the AS |
| Treasurer's Report (1st mtg) | General account - \$1597.97 4.0 \$1491.60 | |
| Senate Business | | |
| AS President &/or President Elect Reports | CHC FMP/EMP - as reported on by Chancellor. Was approved by board. Non-Credit – rollout – documents posted on AS meeting website. Have forwarded the N/C table to chairs to work on. Continue to look at the placement of the noncredit classes. Recommendation to create an adhoc committee to address some of the issues. Comment: Need to move away from passive language to make sure the actions are followed through on. Discussion: can it be anyone on the committee? Only senators can be on a senate adhoc committee. Have asked for the college to retain a noncredit expert to help guide us through the process. AS website for the State of CA has an abundance of information on noncredit. Willing to serve: Susanna DeLaPena, Tom Bryant, Snezana, Yvonne Bastedo International was approved by Crafton council. Gary has made changes as requested. Will forward to district for next steps. | Motion: to form the adhoc committee (Holbrook, Menchaca, MSC). |
| Advancement in Rank | Consideration to recommend to the CHC president advancement in rank for Associate Professor Sam Truong to Full Professor effective 7-1-2017. | Motion: to approve Sam Truong for advancement in rank by Acclimation (Purves, Holbrook, MSC) |
| Senators | Still Vacant – 3 seats for senators at large Bethany Tasaka has accepted a FT job at SBVC and as such is stepping down as a CHC PT AS rep. | Motion: to approve resignation (Moreno, Purves, MSC) |
| Approval of 12.7.16 Minutes & Voting Record | Motion: to approve. Menchaca, Williams, MSC Abstained: Holbrook, Bastedo, Henrickson, Bell, Pena | |
| 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) | B. Chairs did not meet. C. Met today. Have 62 students in the program. 7 will be attending a research conference in Irvine. Discussed ways to grow the program. Dec: AP5031, BP5031 Jan: AP 5200, BP 5200 | |

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| G. Educational Technology (Jeff) EPI (as needed - Robert) | Feb: AP 7125, BP 7125, AP 7145, AP 7150, BP 7150, AP 7211 | |
| Old Business | | |
| Proposed Revisions to the Student Success Policy | Review and make recommendations for BP 5050 – comment that the language is nice but not necessarily impactful. SSSP is specific funding source – Student Support is not the same thing. Would like a citation for the law. Narrative does not align with the policy on equity. | Motion: to approve. Purves, Moreno, MSC, nay – Holbrook, Hendrickson, Bell, McKee, McConnell |
| Grants Update (Keith W) | <p>Pathways Innovation Grant - meetings on campus to gather information, grant was written by a grant writer. The grant will allow us to develop pathways (they are not delineated in the grant).</p> <p>? or comments – need to be into Keith ASAP. Grant due on Friday. Several aspects of the grant proposal intersect 10+1 issues – need to make the VPI involved and responsible for academic areas. Also need to edit statement about non credit. Is there a Math success center coming? No, changed to STEM. K-12 teachers should advise, not steer curriculum. Need to include CSUs as partners. Keith will review prior to submitting.</p> <p>College Promise Grant – The Grant is being written for both colleges by a grant writer retained by SBVC. The district must submit one grant proposal on behalf of both colleges. A request was made last week and again on Monday to have a copy of the grant forwarded to CHC for Senate review and input at todays meeting. Nothing was forwarded. Grant is due on Friday. The AS cannot discuss, debate or make recommendations on an item it has not had a chance to review.</p> <p>Comment: Very concerned that AS input was not required as part of the promise grant development process. Again, the CHC AS voice is silent in terms of this grant proposal.</p> <p>Comment: Recommendation to include this issue in the training for the board (not seeking Academic Senate input on a grant that intersects 10+1 issues given the district BP states it shall rely primarily on the AS when it comes to any and all 10+1 matters).</p> <p>As a reminder the prior recommendation of the senate (12-7-16 AS motion) was to “delay the college promise grant until we are more clear on the impacts on the college”</p> | Motion: to support the Innovations grant submission (Moreno, Bailes, MSC) |
| New Business | | |
| Grant Approval Process (Keith) | Revisions to existing process were presented. Recommendation to establish criteria for full review as opposed to a fixed dollar amount. ?How does a grant get forwarded to the Senate (for senate related issues –program). Would come to the senate after Crafton Council. Should come to senate before Crafton Council. ?Should IRB be involved if research is part of the grant. | Will continue discussion at next meeting Motion: to continue item. McConnell, Bailes MSC) |

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| | | Recommendation: to review IRB charge. |
| Registration Dates and Catalog Addendums (Wei) | Timeline was distributed. Could deal with changes as part of a catalog addendum. CHC used to start fall registration in May, unclear when or why the date was moved to summer. Concerned about students registering at other schools because their enrollment opens earlier. Discussion: can we establish exceptions, or other reg dates for specified programs. | Motion: to support earlier registration (Brink, Bastedo, MSC – nay, Holbrook) |
| Workforce Readiness Program and Certificates | Workforce readiness – In October the AS motioned to move forward with this pilot. Have authored the curriculum courses and certificates. Working their way through the curriculum approval process. Meeting with math and English chairs to review the math, ESL and English courses. Have created the process and secured classroom sites to offer the classes. We may be leaving a lot of money on the table without this program. Issues – offsite – what do the facilities look like – need to hire and train part time faculty and evaluate them per the contract. Have to create MOUs. Matriculation – may be paper applications. Will need campus support to make the pilot work. Every department may be called on in some way to give time and energy to the project. Are going to have to deal with lots of real world issues. Reminder that this is a pilot program. We will need reevaluate pro's & con's in August. Any discussions about institutionalization must come back to senate. ? What do you need from faculty? Be involved and supportive. | Motion: to bring back the information for review in August 2017, Holbrook, de la Pena, MSC |
| 9+1 – classified senate (Ben) | Recommendations? | Continued |
| Announcements | | |
| Amy Abarra was accepted into CS Fullerton Voice Program! Very competitive program. Improv Show – Feb 24 & 25. Art student got into NYU. | | |
| Adjourn | | |
| 5:00pm | | |
| Future Business | | |
| Future Agenda Items | Strong Workforce Initiative – 1.7 mil Commencement and Outsourcing of Bookstore (2nd meeting in Feb 2017) AdHoc Registration Committee meeting IEPI Targets (March 29th 2017) ACCJC Standard IB3 (2nd meeting in Feb 2017) 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 | February AP 7125 BP 7125 AP 7145 AP 7150 |

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| | The following are neither academic or professional matters: AP 7100 BP 7100 AP 7120 BP 7120 | BP 7150 AP 7211 | | |
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