

# Academic Senate Meeting Minutes

Date: April 5<sup>th</sup> 2017 (3:00pm-5:00pm)Next Meeting: April 19<sup>th</sup> 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>Sciences(10)</u>   | <u>Math, Eng, Art &amp; Instr. Suprt (9)</u>   | <u>Career Ed &amp; Human Dvlpmnt(6)</u>   | <u>Student Services(5)</u>  |
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| Denise Allen-Hoyt<br>Jeff Cervantez<br>Richard Hughes<br>Julie McKee<br>Patricia Menchaca<br>Ernesto Rivera<br>Jeff Schmidt | Brandi Bailes<br>Tom Bryant<br>Catherine Hendrickson<br>Mark McConnell<br>Snezana Petrovic | Reynaldo Bell<br>TL Brink<br>Jim Holbrook<br>Meridyth McLaren<br>Gary Williams<br><u>Senators at Large</u><br>Susana DeLaPena<br>James Grabow<br>Patty Quach<br>Sherri Wilson | Robert McAtee<br>Mariana Moreno<br>Evan Sternard<br><u>Part-Time Reps (4)</u><br>Judy Cannon<br>Yvonne Bastedo<br>Dianne Purves |

Guests: Michelle Riggs, Mike Strong, Kathy Bahkit, Nicole Sarmiento

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 3:07 pm.   |  |
| Statements from the public                          | Michelle Riggs – Classified Appreciation Day – Is April 14. Need donations for luncheon. \$99,000 raised at Gala. Looking at alternative days/dates to hold the Gala in order to increase faculty participation.  |  |
| Administrative Report (5 min)                       | <i>Staffing Update and Hiring Priorities</i><br>Progressing. Interviews being held now. No concerns.<br>Athletics update. Moving to becoming our own athletic entity. Original plans were for us to operate under Valley and migrate when ready. Timeline for this has been accelerated as we cannot operate under Valley. Need to decide what sports we want to offer based on our needs, facilities and interests from our feeder HS's. | To add athletics to next agenda.<br>Repost the athletics plan. |
| CTA Report (2 <sup>nd</sup> mtg)<br>(5 min) McLaren |   |  |
| Classified Senate Report (1 <sup>st</sup> mtg)      | None  |  |

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| <b>Student Senate Report (1<sup>st</sup> mtg)</b><br><b>Nicole Sarmiento</b> | Recent focus on OmniTrans relationship. Working to get the best deal for students. Encouraging students to go to district board meeting to weigh in on student ideas for use of KVCR money. Next Board of Trustees meeting is April 13 5:00 pm at CHC. Please let the student senate know they can make their voice heard at that meeting as well. There will be a special study session with KVCR and the board in late April or early May.  |   |
| <b>Treasurer's Report (1st mtg)</b>  | None  |   |
| <b>Senate Business</b>   |   |   |
| AS President &/or President Elect Reports                                    | <p>Adhoc committee on NonCredit: Susanna DeLaPena, Tom Bryant, Snezana, Yvonne Bastedo<br/><b>March 31<sup>st</sup> 10-2</b></p> <p><b>Noncredit workshop update</b> Had a consultant come. A very good presentation and lots of information. Our questions were presented and answered.</p> <p><b>Reminder - Classified Luncheon – April 14<sup>th</sup></b></p>   |   |
| Senators   | <p>Elections update for 2017-2019 terms - email went out today.</p> <p>AS Party – May 3<sup>rd</sup> at Brewcaipa. To celebrate accomplishments and work of the 2015-2017 senate. Will have pizza and snacks.</p>   |   |
| Approval of 3.22.17 Minutes & Voting Record                                  | Motion: to approve the minutes and voting record (Purves, Bailes, MSC 1 abstention - Hughes)  |   |
| Spring Plenary Resolutions   | <p>Statewide Academic Senate resolutions and other docs for consideration have been posted to the CHC AS website – At the area meeting we were informed that one of the areas had pulled all of the resolutions off of the consent agenda, however some were put back on including the item related to the disciplines list revision. Public Safety is the only new discipline being considered at the spring 2017 plenary. Need to give AS President direction about how we would like her to vote on each of the resolutions. If there are any you have a concern about.</p> <p>Need to correct the title of the posted documents on our meeting webpage – ASCCC, not ACCJC</p> |   |
| KVCR Auction Proceeds  | <p>What budget process will be followed to determine how the proceeds will be allocated? Shall we submit a resolution on this item?</p> <p>At the last board meeting the board recommended that the Board Budget Committee (BBC) which is a standing committee of the SBCCD Board of Trustees, be tasked to develop a strategic financial plan for the FCC incentive auction proceeds and that the BBC would continue to report regularly to the Board of Trustees on this subject. The chancellor stated that the District Budget Committee would be included in the decision making process.</p>  | Motion: to move forward with resolution (Holbrook, Purves, MSC) |

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|   | <p>The Chancellor has asked for the CHC AS to hold off on bringing forward a resolution until the process that will be followed for determining how the money is to be allocated is finalized.</p> <p>Member? what is the sense of what the board is thinking about doing with the money.</p> <p>The information about what is happening in terms of the process that will be followed is not clear. However, it is clear that the board has tasked the BBC with developing a strategic financial plan - as per the action item on pages 384-385 of the 3-9-17 board agenda and related action.</p> <p>Recommendation to write a resolution. And forward to Valley AS for consideration.</p> <p>Member? How do we do this in time to get it to the board before they make a decision about the proceeds KVCR director has told CHC faculty that the money is his and that he will be making the decision as to how the proceeds will be spent.</p> <p>This is not what was stated at the board meeting, nor what has been communicated to District Assembly.</p> <p>Member? Can we hold a special meeting to adopt a resolution?</p> <p>We could meet on April 12 if needed. Could also speak publicly at the board meetings.</p> <p>According to VP Strong there will be some time before the funds come to the district. The planning is happening well in advance of the money coming in. Don't need to feel rushed to have a say in the decision making. There will be plenty of time. The Board Budget Committee meeting is on April 13<sup>th</sup> at 10:00 AM, is a public meeting.</p> <p>Who is on the budget committees? Gloria Harrison, Donna Ferracone and Joseph Williams. Also administrators – Mike Strong, Jose Torres, Scott Stark, Larry Strong</p> <p>First draft of resolution will come back to the next senate meeting.</p> |  |
| AP 7211 - FSA, Minimum Qualifications and Equivalency   | This was declared an academic and professional matter at the last DA meeting.   |  |
| <p><b>AS Committee Reports</b></p> <p>1st meeting of the month (5 min):</p> <p><b>A. District Assembly (Jim)</b></p> <p><b>B. Chairs (Julie)</b></p> <p><b>C. Honors Steering (Judy)</b></p> <p><b>2<sup>nd</sup> meeting of the month: (5 min)</b></p> <p>D. Curriculum (Catherine)</p> <p>E. Basic Skills (Patty)</p> | <p>A. Written report posted to AS meeting webpage. Reported on reorg of HR as well as other general discussion items.</p> <p>B. Special meeting on Friday for prescheduling for S18. Looking at strategizing scheduling.</p> <p>C. Last Saturday went to honors research conference. A Crafton student won 2<sup>nd</sup> place. Three students received scholarships. Another research</p>   |  |

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| F. Educational Policy (Rich)<br>G. Educational Tech (Jeff)<br>EPI (as needed - Robert) | conference in May. Had a student accepted – the 4th student from Crafton.<br>Luncheon with Honors faculty coming up. Honoring 14 students who have completed the program. April 27, 1:00. Have created an honors postcard to encourage students to join honors.  |   |
| <b>Old Business</b>  |  |   |
| Workforce Readiness Program and Certificates   | Update – Courses have been approved - registration of students is underway.<br>Have modified one of the cohorts to be a vocational ESL cohort. First cohort launches on April 17 <sup>th</sup> .   |   |
| Concurrent and Dual Enrollment (Kathy)   | Update on Dual Enrollment – List of courses at each site and discipline faculty involvement in the course selection process.<br>Member? What is the goal or intent of the schools for students taking these classes? Which population are they targeting? Is there a counselor connected to this?<br>Not one designated – but there are counselors who are part of the process.<br>Specific goal from RUSD has not been clearly identified. YHS goal is clear – gen ed.  | Need to have an extended time to discuss this.  |
| Enrollment Management Update<br>Whom shall we serve?                                   | None, yet.   |   |
| Grant Updates  | Update on position. Is this a 2 year position? What is the long term plan for sustaining this position?<br>Has not come to Crafton council yet. Will come back.  |   |
| 9+1 (Ben)  | Request from Ben Gamboa was received today to remove this item from the agenda<br><br>Motion: to remove item from current agenda and place on next agenda (Moreno, Bailes, MSF).<br>Discussion: The Academic Senate provided an opportunity and forwarded revision recommendations that would clarify responsibilities. However, no changes have been made to the document.<br>-----<br>Classified doesn't have anything to do with Curriculum, but they do support instruction. When this was first presented, the Academic Senate recommended several revisions that would help clarify the roles and responsibilities of the classified senate in regards to the items listed in the 9+1. Some of the language as written is unclear and appears to conflict with the 10+1 which are areas where the AS has primary responsibility by law.<br><br>The Academic Senate wants to make it clear that we support the classified staff and recognize their importance to the college. Our concern is that this document does not clearly reflect the roles and responsibilities of the classified senate – distinct and different from those of the Academic Senate. | Nay: McLaren, Williams, Bryant, McConnell, Purves, De la Pena, Petrovic, Hendrickson, Holbrook.<br><br>Motion: to not support as present (McConnell, Holbrook, MSC 6 abstentions, Bailes, Hughes, Wilson, Grabow, Moreno, Rivera) |

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|   | <p>Member comment: Concern that no one from the classified staff was present to respond to or address out concerns.</p> <p>Member? Can the classified senate make changes to this document and bring back if they so desire.</p> <p>Yes.</p>   |   |
| <b>New Business</b>   |  |   |
| Diversity and Inclusion Committee Strategic Plan – (Breanna)  | <p>Display of all the posters created this year. Need feedback on program details – structure, staffing, etc. Need feedback by April 14<sup>th</sup>.</p> <p>Member? about attendance numbers at the various workshops - Not being collected, however this would be good to track.</p>   | Request to add to a future agenda a discussion about getting students engaged with campus events and opportunities. |
| 24 hours drop for non payments  | <p>Update: 5612 enrollments – 324 did not pay all fees. 6% - about \$80,000. Going to look at success and retention rates of those students. Concern by CTE faculty – having to do more work. Had to verify payment for students before issuing certificates.</p> <p>Will continue for summer and fall. Impacts workload of other areas as well. Students who owe money will not be able to register for the summer and/or fall semester.</p> <p>Need to see how much FTEF was earned. As well as how much additional work is required to recoup the outstanding debt?</p>   |   |
| Staffing Plan - thoughts?   | <p>Institutional planning - Organizational structure and staffing plan</p> <p>Creating many positions. Need to create a plan to identify our priorities for programs and positions.</p> <p>District has one, but Crafton does not.</p>   |   |
| <b>Announcements</b>  |  |   |
| <p>May 18<sup>th</sup> Transfer Recognition Luncheon. Crafton had the highest admit rate from the 13 community colleges in our region into a CSU.</p> <p>Spring Awakening – Spring musical – next Friday and Saturday. Friday night show will have an ASL interpreter.</p> <p>Email went out for the PD position. Please share.</p> <p>Monday – Public Safety and Allied Health doing a simulation on disaster event. 9-1 and 2-6</p> |  |   |
| <b>Adjourn</b>  |  |   |
| Meeting adjourned at 5:02 pm.   |  |   |
| <b>Future Business</b>  |  |   |
| Future Agenda Items   | <p>Strong Workforce Initiative – 1.7 mil</p> <p>Evening, weekend College and/or online degrees &amp; certs (Apr 19)</p> <p>Noncredit - April 19<sup>th</sup></p> <p>Dual Enrollment - May 3<sup>rd</sup></p> <p>IEPI Targets (Keith) - May 3<sup>rd</sup></p> <p>ACCJC Standard IB3 (Keith) - May 3<sup>rd</sup></p> <p>Review Student concerns forwarded from Student Senate</p> <p>Dual Enrollment plan update April 19</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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| <b>Future APs and BPs - AP 7211</b> |
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