Crafton Hills College **Academic Senate Minutes**	**Date: December 6th, 2017 (3:00pm-5:00pm)** Next Meeting: January 17th 2018 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**	**Vonny Bastedo**
	Susana DeLaPena	**Laurie Green**	**Judy Cannon**
		Mariana Moreno	Tina Gimple

Guests: Jose Torres, Kirsten Colvey, Rebeccah Warren Marlatt, Kathy Bakhit, Keith Wurtz,
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	Called meeting to order at 3:04 pm.	
Statements from the public (5 mins)	Thank you's to all who donated to CHC Foundation. Sweet treats are coming.	
Administrative Report (5 mins)	Happy Holidays from Wei. Dean for SINSs is in process. Down to the final 3. Thanks to all who came to the open forum, this was a great way to start discussions. Will still follow the proper procedures for fixing issues. Moving forward with the guided pathways.	

	Kathy Bahkit reported as well. Check email for DE Lead position announcement. Information for application is in the email. Work on ESL program continues. Need to create a discipline. Planning to give some release time to a faculty. ?Was this position (release time) approved by the union? "Yes, they have approved it."	
CTA Report (2nd mtg) (5 min) McLaren		
Classified Senate Report (1st mtg) **(5 mins)**	None	
Student Senate Report (1st mtg) **Georgina Nunez (5 mins)**	None	
Treasurer's Report (1st mtg) (1 min)	$1931.76 balance	
Senate Business		
Approval of 11.15.17 minutes and voting record	Continued to the next agenda	
AS President's Report (10 min)	Talking with Wei about FT faculty that have not been replaced. So many vacancies it is hard to remember where the holes are. If you know you are missing faculty in your area, please let Mark M know. Shouldn't the deans know? Yes, but we have had quite a bit of turnover and interims in place. Don't we have a process in place for rehiring? Yes. There have also been discussions about reevaluating the Resource Allocation Model. STEM came up at the open forum yesterday. Have had confirmation from Dean that the STEM center will be open in January. Union has asked the senates to evaluate the time spent on committees. Is this something that needs to go in the contract. Recently attended a workshop on efficiency. In order to get efficiency there has to be a ton of support.	

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: (3 min)
  E. Curriculum (Brandi.)
  F. Basic Skills (Patricia)
  G. Educational Policy (Rich)
  H. Educational Technology (Denise)
Other Reports
SSEEM (as needed)
EPI (Robert)
	A. Denise Allen is the new District Assembly president (taking over for Jeremiah Gilbert). Pulled a few APs and BPs. Will look at creating an information step before first reading when looking at APs and BPs to make sure they are not rushed through.
	
	B. Chairs – may need to revisit room priority for scheduling. Creating a master course scheduling matrix. Need to be careful about creating a procedure that needs to be followed by everyone. Works for some departments but not all.
	
	C. Had the research conference earlier in the month. Very successful. Had 5 faculty present as well. 80 people at the honors luncheon last week. Had a student essay accepted to a journal (one of two works from a community college). Thanks for the faculty support.
	
	D. Committee is in recess pending outcome of the noncredit plan review. The committee completed the noncredit implementation plan. Being presented today.	

Old Business		
IEPI Targets and Data (Wurtz) (5 mins)	Required to set targets each year. How do we determine when we reach the top? Will need to have that discussion in Crafton Council.	Motion: to approve Holbrook, Brink, MSC)
Audit Process (McConnell) (5 mins)	Review of process – a form needs to be filled out. Form is on the website – under students, forms. Student who is auditing can be added to Canvas. How much does it cost to audit? Depends if the student is already enrolled at Crafton or not. Don't currently have any way to distinguish between auditing students and regular students in Canvas.	Check with Trelisa about distinguishing students in Canvas.
Guided Pathways (Bakhit) (5 mins)	Kathy reported. Opportunity for us to get some money from the state to support work we are already doing. Response from students has been they don't like having to pick a major right away. This is a state mandate, we don't have any choice in this. Suggestions to explore a metamajor approach. Counselors need to make it clear to students that they can change majors.	Motion: to support (Allen, Brink, MSC 1 abstention - Hughes)

New Business		
BSI/SE/SSSP Integrated Plan (Colvey) (15 mins)	Draft of the BSI/SE/SSSP Integrated Plan 1st reading Kirsten Colvey reviewed the process. Who do we send comments and suggestions to? Should be forwarded to Kirsten.	Motion: to consider this for first and second reading, with minor changes (Hendrickson, Harris, MSC – 1 abstention – Bailes).
Research report on Bond measure (Jose Torres) (15 mins)	Report was created to address the needs identified by the Master plan process the college and district did a few years ago. Want to see if a bond measure is feasible. Results are favorable for a bond according to the research that was completed. ?Would we still follow the prioritized list from before? Yes. ?Have they looked at other bond measures that may be on the ballot in the fall? Yes.	
PPR (Menchaca) (5 mins)	Process improvement - want to have more transparency about changes that happen at higher steps. Want to add 2 extra steps at the admin level to include an explanation/justification for any additions or changes to the prioritizion.	Motion: to approve the additional steps in PPR (Bogh, de la Pena, MSC 2 abstentions – Hughes, Bryant) Add PPR role up to a future agenda.
Dual Enrollment (Menchaca) (10 mins)	Scheduling process – presented a proposed form that can be used by the college and the high school. We have asked the VPI for an implementation plan and it is yet to be delivered. We don't have any structures or policies or procedures in place.	Motion: to accept as a planning document (Wilson, Williams, MSC 1 abstention - Bryant)
Noncredit plan (D. Allen) (5 mins)	First reading – Denise reviewed the plan. Thanks to Denise for all of her work on this plan.	Motion: to approve for first reading (Williams, McLaren, MSC)
AP 2410 (McConnell) (5 mins)	First Reading -	Motion: To accept for first reading (Brink, Bryant, MSC)
Other Business		
Finals Schedule (5 mins)	Study Session-explorative – add to January agenda. Send comments to Mark.	

Announcements	Musical theatre – Saturday 8 pm. Composers recital tonight, 7 pm. Jazz concert is tomorrow -8 pm.
Adjourn	Adjourned 4:59 pm.

Future Business

Future Agenda Items	Guided Pathways (final draft) December 6 Multiple Measures and Common Assessment Initiative (S. Wilson) CAP (Calif Acceleration Project) (S. Wilson) Calendar (16 week and Thanksgiving) Discussion about and prioritization of committees Drop for nonpayment ETC Recommendation on online course caps (future agenda) PPR Web Tool updates **Definition of a Program** Full time Faculty Prioritization (fall) Registration and Web Advisor EPI Update International Baccalaureate (Debbie B) AS Bylaws revision (standing committee, resolution writing) Program Viability (recommended revise) Amazon (closed classes) Statewide AS resolutions

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