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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Denise Allen</td>
<td>Brandi Bailes</td>
<td>Reynaldo Bell</td>
<td>Debbie Bogh</td>
</tr>
<tr>
<td>Jeff Cervantes</td>
<td>Tom Bryant</td>
<td>TL Brink</td>
<td>James Grabow</td>
</tr>
<tr>
<td>Richard Hughes</td>
<td>Catherine Hendrickson</td>
<td>Jim Holbrook</td>
<td>Kashaunda Harris</td>
</tr>
<tr>
<td>Julie McKee</td>
<td>Mark McConnell</td>
<td>Meridyth McLaren</td>
<td>Robert McAtee</td>
</tr>
<tr>
<td></td>
<td>Snezana Petrovic</td>
<td>Thomas Serrano</td>
<td>Violetta Vasquez</td>
</tr>
<tr>
<td></td>
<td>Patricia Menchaca</td>
<td>Gary Williams</td>
<td>Part-Time Reps</td>
</tr>
<tr>
<td></td>
<td>Sherri Wilson</td>
<td>Senators at Large(+7)</td>
<td>Vonny Bastedo</td>
</tr>
<tr>
<td></td>
<td>Susana DeLaPena</td>
<td>Jonathan Anderson</td>
<td>Judy Cannon</td>
</tr>
</tbody>
</table>

Guests: Kathy Bahkit, Rebecca Warren Marlatt, Renee Azavaro, Van Muse,
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

<table>
<thead>
<tr>
<th>Items</th>
<th>Recommendation/Discussion/Future Business</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call Meeting To Order</td>
<td>AS President Mark McConnell called the meeting to order at 3:06.</td>
<td></td>
</tr>
<tr>
<td>Statements from the public</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Administrative Report</td>
<td>Dr. Wei Zhou reported.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Addressing online college – issues, focus on why needed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Six strategic enrollment guidelines.</td>
<td></td>
</tr>
</tbody>
</table>
C. IEPI team coming next week. Will be gathering information from us about what is working, what is not. Need to make sure we provide them with as much information as possible about what we feel needs to be fixed.

Kathy Bakhit reported
A. Thanks to the noncredit committee for their hard work. Have been looking at which areas are showing a positive job market. Next step will be putting together the noncredit curriculum. May be some funding available.

Rebecca Warren-Marlatt
A. Update on guided pathways. Compiling information from all of the faculty and staff meetings held over the last year. Using to create the plan. Need feedback from faculty to make it a strong plan.

CTA Report (2nd mtg) (5 min) McLaren
None

Classified Senate Report (1st mtg) (5 mins)
None

Student Senate Report (1st mtg) (5 mins)
Georgina Nunez (5 mins)
Junior Gutierrez – Student Senate President. Gearing up for club rush. Looking at doing some forums for addressing enrollment in evening classes.

Treasurer’s Report (1st mtg) (1 min)
None – no checks from district yet.

Senate Business

Approval of 1.31.18 minutes and voting record
Motion: to approve the minutes from 1.31.18 with corrections (Allen, Hendrickson, MSC – 4 abstentions, Williams, Harris, Bastedo, Hughes)

AS President’s Report (10 min)
A. Not dropping for non-payment. Continues to be discussed at district. We do make more money by not dropping however there are issues – CTE certificates that weren’t really earned, library, sciences, etc.

B. AVID presentation – has sparked some good conversation, both pro and con.

C. Have committees formed for CTE Dean and Biological Science search. Anyone

Add a short DACA presentation to the agenda.
interested in serving on the committees, let Mark know.

D. State AS – resources for DACA. We are in conflict with the national mandates. Document does not really provide solutions or information about what to do if a student is taken away. Difference between an executive warrant and a judicial warrant. Our police have put together a tip sheet. Willing to come to campus to provide information. San Bernardino ACLU is very knowledgeable and can also do some training. Did have a presentation through equity. Can post info. Have a Professional expert coming in March—consultant on undocumented students. It is an issue for some of our current students. Send ideas for the presentation to Mark.

### 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 (Kashaunda)**
- **G. Educational Policy (Rich)**
- **H. Educational Technology (Brandi/Jeff)**

Other Reports

- **SSEEM (as needed)**
- **EPI (Robert)**

### Consent

<table>
<thead>
<tr>
<th>APs and BPs</th>
<th>BP/AP 4010 – Academic Calendar</th>
<th>Motion: to approve (Brink, Allen, MSC1 nay - Holbrook)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BP/AP 4070 - Course Auditing and Auditing Fees</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BP/AP 4102 - Career and Technical Education Programs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BP/AP 4013 - Work Experience</td>
<td></td>
</tr>
</tbody>
</table>
BP/AP 5020 - Nonresident Tuition (not 10+1)

Discussion: need some non-substantive clean up. We have policies that don’t represent what we actually do.

### Old Business

#### 2nd Read: Program Viability Document (5 mins)
Revision recommendation: shall we accept the recommendation to divide this doc?
ACCJC requires we have a program discontinuance policy.
Discussion: What is the current policy? Will look at that next. Support from faculty but also caution. Funds often times disappear after faculty have identified a program and resources.

Motion: to support the recommendation to split the document into two documents: program initiation and program discontinuance (Wilson, McLaren, MSC)

#### Faculty of the year/Part time faculty of the year/Classified of the year (10 mins)
Review of prior process – recommendations needed for this year as well as subsequent years.
Meridyth reported and went over the document the AS has used to determine how to award the Professor of the year moving forward. We have a policy that we are not following.
Support for continuing the intent of the process. To link with UofR and the city.
Need to have a policy that is realistic.
Need to revisit the criteria.
Recommendation to keep the process.
Academic Senate Exec will revise process and present to senate before the end of the year.

Find out if the other schools still do this.
Motion: to follow the process/procedure for this year that we have used for the past few years (Allen, Brink, MSC)

#### ETC Resolution – 2nd reading
Motion: to approve the first amendment (Allen, Brink, MSC)
Motion: to approve the second amendment (Wilson, Allen, MSC)
Motion: to approve the third amendment (Allen, Bastedo, MSC)
Motion: to approve the fourth amendment (Allen, Bastedo, MSC)
Motion: to approve the resolution (Holbrook, Bastedo, MSC)

Discussion: what makes this happen? Pay attention to what is going on. Does the Office of Instruction have the ability to not follow this? Yes.

Find definition of Lighthouse grievance.

### New Business

#### Financial Aid – fully online option
When will this be available? Required for online students.
Some forms of financial aid can be done online – Promise Grant. Not necessarily true for Federal Funds. Some students will be selected for
Verification. They will have to come. Looking into what we can do in the future.

### Honorary degrees

| BP/AP 4110 | Should we offer them and if yes, what guidelines should we follow? Could be granted to community members or students who have died during their time at Crafton. If we want to do this, we need to have some guidelines. Difference between honorary and post humus degrees. Faculty member against post humus if the student has met requirements but not opposed to honorary. Honorary degrees have the potential to be given arbitrarily. | Motion: does not support honorary degrees (Williams, Harris, MSC) |

### Other Business

#### Announcements

- This weekend – play – Friday and Saturday 8:00 pm Student art exhibit focused on Black History Month. A Recognized Theatre faculty coming for a presentation. African Soul Enterprise (dance company) coming to do a presentation.

#### Adjourn

- Meeting adjourned at 4:41 pm.

### Future Business

#### Future Agenda Items

- Calendar (16 week and Thanksgiving)
- Discussion about and prioritization of committees
- Full time Faculty Prioritization (fall)
- Registration and Web Advisor
- EPI Update
- AS Bylaws revision (standing committee, resolution writing)
- Amazon (closed classes)
- Statewide AS resolutions
- Guided Pathways Plan (Keith)
- Drop for nonpayment
- Definition of a Program

#### BPs

<table>
<thead>
<tr>
<th>APs</th>
</tr>
</thead>
<tbody>
<tr>
<td>4060-Delineation of Functions Agreements</td>
</tr>
<tr>
<td>----------------------------------------</td>
</tr>
<tr>
<td>4110-Honorary Degrees</td>
</tr>
<tr>
<td>4225-Course Repetition</td>
</tr>
<tr>
<td>4235-Credit by Examination</td>
</tr>
<tr>
<td>5010-Admissions</td>
</tr>
<tr>
<td>5030-Fees</td>
</tr>
<tr>
<td>5075-Course Adds, Drops, and Withdrawals</td>
</tr>
<tr>
<td>5150-Extended Opportunity Programs and Services</td>
</tr>
</tbody>
</table>