

# Crafton Hills College

## Academic Senate Minutes

**Date: February 7<sup>th</sup>, 2018 (3:00pm-5:00pm)**  
**Next Meeting: February 21st 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

<u><b>SINS(11) (-7)</b></u> Denise Allen Jeff Cervantez Richard Hughes Julie McKee	<u><b>Math, Eng, Art &amp; Instr. Suprt (9)</b></u> Brandi Bailes Tom Bryant Catherine Hendrickson Mark McConnell Snezana Petrovic Patricia Menchaca Sherri Wilson Susana DeLaPena	<u><b>Career Ed &amp; Hmn Dvlpmnt(6)</b></u> Reynaldo Bell TL Brink Jim Holbrook Meridyth McLaren Thomas Serrano Gary Williams <u><b>Senators at Large(+7)</b></u> Jonathan Anderson Laurie Green Mariana Moreno	<u><b>Student Services(6)</b></u> Debbie Bogh James Grabow <b>Kashaunda Harris</b> Robert McAtee Violetta Vasquez  <u><b>Part-Time Reps</b></u> <b>Vonny Bastedo</b> <b>Judy Cannon</b> Tina Gimple
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**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	Recommendation/Discussion/Future Business	Action
Call Meeting To Order	AS President Mark McConnell called the meeting to order at 3:06.	
<b>Statements from the public (5 mins)</b>	None	
<b>Administrative Report (5 mins)</b>	Dr. Wei Zhou reported. A. Addressing online college – issues, focus on why needed. B. Six strategic enrollment guidelines.	

	<p>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.</p> <p>Kathy Bakhit reported</p> <p>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.</p> <p>Rebecca Warren-Marlatt</p> <p>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.</p>	
CTA Report (2 <sup>nd</sup> mtg) (5 min) McLaren	None	
<b>Classified Senate Report</b> (1 <sup>st</sup> mtg) (5 mins)	None	
<b>Student Senate Report</b> (1 <sup>st</sup> mtg) 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.	
<b>Treasurer’s Report</b> (1st mtg) (1 min)	None – no checks from district yet.	
<b>Senate Business</b>		
<b>Approval of 1.31.18 minutes and voting record</b>	Motion: to approve the minutes from 1.31.18 with corrections (Allen, Hendrickson, MSC – 4 abstentions, Williams, Harris, Bastedo, Hughes)	
<b>AS President’s Report</b> (10 min)	<p>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.</p> <p>B. AVID presentation – has sparked some good conversation, both pro and con.</p> <p>C. Have committees formed for CTE Dean and Biological Science search. Anyone</p>	Add a short DACA presentation to the agenda.

	<p>interested in serving on the committees, let Mark know.</p> <p>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.</p>	
<p><b>AS Committee Reports</b>  1st meeting of the month (3 min)  <b>A. District Assembly (TL)</b>  <b>B. Chairs (Sherri)</b>  <b>C. Honors Steering (Judy)</b>  <b>D. Noncredit* (Denise)</b>  2<sup>nd</sup> meeting of the month: (3 min)  <b>E. Curriculum (Brandi)</b>  <b>F. Basic Skills (Kashaunda)</b>  <b>G. Educational Policy (Rich)</b>  <b>H. Educational Technology (Brandi/Jeff)</b>  Other Reports  SSEEM (as needed)  EPI (Robert)</p>	<p>A. District Assembly – had some technical issues with the BPs &amp; APs but were able to still get a significant amount of work done.</p> <p>B. Chairs – looked at common start or end dates for late starts. Supported the resolution about DE caps. Talked about some issues with making auditing students wait 2 weeks to enroll.</p> <p>C. Honors – Added 13 new honors students this semester. Have hit 100. Had 60 students attend the meet and greet. We have many students going to research conferences</p> <p>D. Noncredit plan is at Crafton Counsel but has not been approved yet. Curriculum is on hold until it is approved. Any new charges need to come through the senate. Denise was invited to present our noncredit plan to the AS at Plenary.</p>	
<b>Consent</b>		
<p>APs and BPs</p>	<p>BP/AP 4010 – Academic Calendar  BP/AP 4070 - Course Auditing and Auditing Fees  BP/AP 4102 - Career and Technical Education Programs  BP/AP 4013 - Work Experience</p>	<p>Motion: to approve (Brink, Allen, MSC1 nay - Holbrook)</p>

	BP/AP 5020 - Nonresident Tuition (not 10+1) <i>Discussion:</i> need some non-substantive clean up. We have policies that don't represent what we actually do.	
<b>Old Business</b>		
2 <sup>nd</sup> 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. <i>Discussion:</i> 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 – 2 <sup>nd</sup> 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) <i>Discussion:</i> 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.
<b>New Business</b>		
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)
<b>Other Business</b>		
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.	
<b>Future Business</b>		
Future Agenda Items	<ul style="list-style-type: none"> <li>Calendar (16 week and Thanksgiving)</li> <li>Discussion about and prioritization of committees</li> <li>Full time Faculty Prioritization (fall)</li> <li>Registration and Web Advisor</li> <li>EPI Update</li> <li>AS Bylaws revision (standing committee, resolution writing)</li> <li>Amazon (closed classes)</li> <li>Statewide AS resolutions</li> <li>Guided Pathways Plan (Keith)</li> <li>Drop for nonpayment</li> <li>Definition of a Program</li> </ul>	
<b>BPs</b>	<b>APs</b>	

4060-Delineation of Functions  
Agreements

4110-Honary Degrees  
4225-Course Repetition

5010-Admissions  
5030-Fees

5075-Course Adds, Drops, and  
Withdrawals

5150-Extended Opportunity Programs  
and Services

4060-Delineation of Functions Agreements

4110-Honorary Degrees  
4225-Course Repetition  
4235-Credit by Examination  
4236-Advanced Placement Credit

5010-Admissions  
5030-Fees

5045-Student Records - Challenging Content and Access Log

5075-Course Adds, Drops, and Withdrawals

5150-Extended Opportunity Programs and Services