

# Crafton Hills College

## Academic Senate Minutes

**Date: April 4, 2018 (3:00pm-5:00pm)**

**Next Meeting: April 18th, 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

<b><u>SINS(11) (-7)</u></b> Denise Allen Jeff Cervantez Richard Hughes Julie McKee	<b><u>Math, Eng, Art &amp; Inst Suprt (9) (-1)</u></b> Brandi Bailes Tom Bryant Catherine Hendrickson Mark McConnell Snezana Petrovic Patricia Menchaca Sherri Wilson Susana DeLaPena	<b><u>Career Ed &amp; Hmn Dvlpmnt(6)</u></b> Reynaldo Bell TL Brink Jim Holbrook Meridyth McLaren Thomas Serrano Gary Williams Senators at Large(+9) Jonathan Anderson Laurie Green Mariana Moreno	<b><u>Student Srvices(6) (-!)</u></b> Debbie Bogh James Grabow Kashaunda Harris Robert McAtee Violetta Vasquez  <b><u>Part-Time Reps</u></b> Vonny Bastedo Judy Cannon Tina Gimple
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### Guests: Mike Strong, Keith Wurtz, Rebecca Warren-Marlatt, Michelle Riggs

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		
Statements from the public (5 mins)	MS Walk – May 5, in Big Bear Gala – over 200 attendees raised over \$200,000. May 18 – Scholar’s convocation. Will include faculty at the donor luncheon.	
Administrative Report (5 mins)	Mike Strong reported. A. President’s search timeline. Shooting for a Jan 1, 2019 start date.	

	<p>B. Open office hours – Tuesday, April 10 – 1:00 pm.</p> <p>Keith Wurtz reported</p> <p>A. IEPI team will be back April 24<sup>th</sup>.</p> <p>B. Compiling all of the information that has been done with noncredit. Will bring back to senate.</p> <p>Rebecca Warren Marlatt presented</p> <p>A. Going to hold a campus management retreat – representation from all campus leadership groups. Friday, April 27<sup>th</sup>. Focus will be on campus goals and planning as well as what we want and need in a president.</p>	
CTA Report (2 <sup>nd</sup> mtg) (5 min) McLaren		
<b>Classified Senate Report (1<sup>st</sup> mtg) (5 mins)</b>	None	
<b>Student Senate Report (1<sup>st</sup> mtg) Junior Gutierrez (5 mins)</b>	None	
<b>Treasurer’s Report (1st mtg) (1 min)</b>	None, no statement from the bank.	
<b>Senate Business</b>		
Approval of 3.7.18 meeting voting record & 3.21.18 meeting minutes and voting record	Motion: to approve the minutes and voting records (Holbrook, Bastedo, MSC)	
AS President’s Report (10 min)	<ul style="list-style-type: none"> <li>Area D meeting recap – Planning session for all area academic senates for Plenary. New funding model was discussed – no one can find any benefits to the proposed plan. Fully online college - also find no benefits to this plan – several resolutions addressing this. State Chancellor has had minimal contact with the State Senate President. May call for a vote of no confidence on the State Chancellor at Plenary. Stateside processes are starting to interfere with local process. Accelerated programs for math and English – are local agencies in compliance. May need to propose our plans and have legal counsel take a look at it to verify if the college has met the requirements. Don’t leave decision to state body alone.</li> </ul>	Agendize employee recognition and online caps.

	<ul style="list-style-type: none"> <li>• Exec had a meeting with admin about online caps. Documents are on the website – can review and give comments to Mark.</li> <li>• Employee recognition event – May 15<sup>th</sup>. Will</li> <li>• Announced Flex day activities.</li> </ul>	
ASCCC Resolutions (10 mins)	AS Resolutions for Spring Plenary – documents on the AS website as well as State AS website. If anyone has strong feelings about any resolution, let Mark know.	
<b>AS Committee Reports</b> <b>1st meeting of the month (3 min)</b> <b>A. District Assembly (TL)</b> <b>B. Chairs (Sherri)</b> <b>C. Honors Steering (Judy)</b> 2 <sup>nd</sup> meeting of the month: (3 min) <b>D. Curriculum (Sherri)</b> <b>E. Basic Skills (Kashaunda)</b> <b>F. Educational Policy (Rich)</b> <b>G. Educational Technology (Brandi/Jeff)</b> Other Reports Noncredit (Denise)* SSEEM (as needed) EPI (Robert)	A. Looked at calendar. Wanting to sync up spring breaks with local school districts. Flex calendar in negotiations. Looking at increasing the amount of time for management contracts – up to 3 years. Starting next DA meeting half an hour earlier. B. Met with Keith at last meeting about how to use data to schedule classes. Discussion about scheduling will continue and come to senate before anything is decided. Looked at scheduling matrix. Spring scheduling timeline is set. Need to get dates set for chair elections. C. Students doing research presentations at other schools. Anticipate having 125 honors students by fall 18. Have the Honor’s luncheon in May.	
<b>Consent</b>		
APs and BPs	BP 5050 – Student Success and Support Program (approved S17 provided as information) AP 5050 – Student Success and Support Program BP 5110 – Counseling AP 5110 – Counseling	Motion: to approve all (Allen, Hendrickson, MSC, 1 nay, Holbrook).
<b>Old Business</b>		
Definition of a Program (5 mins)	Document was taken to PPR. Recommended forwarding to areas for further definitions and consideration. Can send any comments or feedback to Denise.	
Noncredit Courses (5 mins)	Initial course authoring plan - was forwarded to Kim Salt. ? about difference in minimum quals. Came straight from the CA Minimum quals handbook.	Motion: to approve (Brink, Anderson, MSC)

	Discussion: any department can be added to a course list.	
BP 2410 (5 mins)	Revision from SBVC AS -	Motion: to accept revision (Brink, Allen, MSC)
Faculty of the Year (5 mins)	Election Results – have the numbers. Will send out announcement.	
<b>New Business</b>		
BP/AP 7211 (5 mins)	Minimum quals/equivalency joint committee being proposed. This is a new AP. The language comes from the AS paper on determining equivalency. Support for moving it forward. Need to make sure it addresses both academic and CTE equivalencies.	Motion: to move forward (McLaren, Bastedo, MSC).
BP/AP 4020 (5 mins)	Changes were made to align to the PCAH. Numbers now represent the entire amount of time.  ? about timeline. There is one. Will our timeline meet it? Not sure. Will get clarification from Kim.	Motion: approve (McKee, Bailes, MSC).  Add to future business – to update curriculum to reflect – this will be a huge undertaking. Have to identify which classes fit where.
Audit (5 mins)	Proposal: move start date to first day of class Rule in the past was not until the beginning of the 3 <sup>rd</sup> week. Don't want an auditing student to take a seat from a unit seeking student. But this causes auditing students to be behind in the class. Instructor can still delay when auditing students officially enroll. Will need to pull the policy and edit. Discussion: need to find a way to move these types of changes faster.	Motion: to start the process to change, pull AP/BP 4070 for revisions as needed, (Wilson, Holbrook, MSC)
19-20 Academic Calendar (5 mins)	Working with school districts to align spring breaks. Why is the flex day on a Wednesday in spring of 2020? Spring 2020 semester had more Wednesdays than usual.	
Planning and Program Review (15 mins)	Discussion/study session – want to begin a discussion about how we divide out budget between the divisions. Currently have 4 – President's Office, Administration, Student Services, Instructional. Asked Valley how they do theirs. No health and safety requests on their	Motion: to extend 10 minutes (Holbrook, Brink, MSC)

	<p>PPRs. We have departments competing for resources from Grounds &amp; Maintenance. Need to start next year with creating a new model. Keep the same model for practice next year. Need to look at other schools and other models. Who should start the work? The committee can propose the changes. We have been working for the last few years to improve the tool and the process. Valley is looking at our process and tool because their process does not allow for open access to their historical planning docs. Recommendation to send this issue back to PPR to be addressed. This is part of a much larger conversation about priorities on our campus.</p>	<p>Motion: to have PPR make minor adjustments for next year and then begin researching a new model with an iterative process (Holbrook, Menchaca, MSC)</p>
SSSP Budget 17/18 (M. Strong) (10 mins)	Will move to a future agenda.	
<b>Other Business</b>		
Announcements	<ul style="list-style-type: none"> <li>• Next board meeting on campus – April 12. Coincides with AS Plenary.</li> <li>• Gods pell this weekend – Friday and Saturday. Would be great to sponsor a student.</li> <li>• Workshop on Friday for clay and ceramics.</li> <li>• Poetry slam on April 19<sup>th</sup>.</li> <li>• Diversity and Inclusion posters are available.</li> <li>• DSPS is doing an art competition – available to all students – art must relate to DSPS issues. Art of any kind. Can be dropped off at DSPS. Midsummer night’s dream also coming up. Starting April 17</li> <li>• Fire will be doing a live simulation.</li> <li>• Pizza for faculty on Flex Day.</li> <li>• Did get a counter for salary – not insulting.</li> <li>• Many professional development activities coming up.</li> <li>• April 10 - opening of the Veteran’s exhibition.</li> <li>• Latinos have been admitted at a higher rate than white students to UC system.</li> </ul>	
Adjourn		
<b>Future Business</b>		
Future Agenda Items	<p>Program Initiation Document  Discussion about and prioritization of committees  Full time Faculty Prioritization (fall)  Registration and Web Advisor  EPI Update  AS Bylaws revision (standing committee, resolution writing)  Statewide AS resolutions  Faculty of the year</p>	
<b>BPs – April 21</b>	<b>APs – April 21</b>	

<b>4225 – Course Repetition</b>	<b>4104</b>
	<b>4225 – Course Repetition</b>
	<b>4235 – Credit by Examination</b>
	<b>4236 – Advanced Placement Credit</b>
	<b>5030 – Student Rights and Grievances</b>
<b>7211 – FSAs, MQs&amp; Equivalencies</b>	<b>7211 – FSAs, MQs &amp; Equivalencies</b>