

# Crafton Hills College

## Academic Senate Minutes

**Date: May 16, 2018 (3:00pm-5:00pm)**  
**Next Meeting: Thursday, August 9th, 2018**  
**Time: 8:30am– 3:30pm**  
**Location: Yucaipa Police Station**

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; Inst Suprt (9) (-1)</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 (+9)</b></u> Jonathan Anderson Laurie Green Mariana Moreno	<u><b>Student Srvices(6) (-1)</b></u> Debbie Bogh James Grabow Kashaunda Harris Robert McAtee Violetta Vasquez  <u><b>Part-Time Reps</b></u> <b>Vonny Bastedo</b> Judy Cannon <b>Tina Gimple</b>
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### Guests:

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
<b>Call Meeting To Order</b>	Meeting called to order at 3:08pm	
<b>Statements from the public (5 mins)</b>	Michelle provided an update on the status of the 4.0 scholarships. There is \$1660 in the account, so we will be able to provide \$100 per student as there are 16 4.0 scholars. We need to find a way to increase contributions to this fund in the upcoming year if we wish to continue.	

<b>Administrative Report (5 mins)</b>	<p>Keith asked for feedback on the room use and provided additional updates on the instructional spaces for fall. He also sent an email announcement about paying faculty to write noncredit courses over the summer. Faculty who are interested need to contact Keith.</p> <p>He provided an update on FT faculty hires – In the process of hiring FT temps for math and EMS. The Multimedia and CS hires should be done by the end of next week. The new LAM Dean will start in July. She has experience with K-12 and fundraising.</p> <p>Mike talked about the IEPI report and the follow-up. The action plan is being developed and Keith will be cover the specifics later in the agenda. The budget committee met today and has updated their recommendations for how to spend the IEPI \$\$\$. Focus is on resource allocation model and enrollment management. Have several actions delineated in the plan on how to move forward with the recommendations.</p>	
<b>CTA Report (2<sup>nd</sup> mtg) (5 min) M. McLaren</b>	<p>None, just that voting for the new contract language and salary schedules is underway and will close on Thursday May 17<sup>th</sup>. Results of the ratification vote will be posted by the weekend.</p>	
Classified Senate Report (1 <sup>st</sup> mtg) (5 mins)		
Student Senate Report (1 <sup>st</sup> mtg) Junior Gutierrez (5 mins)		
Treasurer’s Report (1st mtg) (1 min)		
Report on Bond (Jose Torres/Angel Rodriguez)	<p>Mike spoke about the Bond initiative. Angle and Jose were going to present on this, but were unable to make it. He shared a video PR piece and then went through the PPT presentation the district has developed about the bond – comments were provided. Additional comments should be forwarded to Angel Rodriguez.</p>	

**Senate Business**

Approval of 5.2.18 meeting & voting and voting record	Motion to approve the 5.2.18 voting record by J. Holbrook, 2 <sup>nd</sup> by V.Bastedo. MSC abstained K. Harris.	
Funding for AS event on May 16th	At Tuscano's Pizza in Yucaipa. Shall we provide up to \$200 to cover the cost of Pizza's?	Motion to approve by Gary Williams, 2 <sup>nd</sup> by Brandi Bailes. MCS.S.Petrovic and J.Holbrook abstained.
AS President's Report (10 min)	<p>Staff Appreciation Day. Mark McConnell reported.</p> <ul style="list-style-type: none"> <li>• The district climate survey results are predictable and as expected.</li> <li>• We are working on the athletics courses and associated disciplines. The issue is MQs for the courses and how to align the courses to the correct disciplines so that the faculty hires match the skills required/desired to teach the classes.</li> <li>• There is a reorg going on at the district. Mike will speak about this later.</li> <li>• We are making good progress towards hiring temp positions for retiring faculty. Professors of the year are S.Petrovic and M.Yau and Scott Simon is the PT faculty of the year.</li> <li>• Last board meeting was uneventful. The big issue was classified contract and the fact that the board is offering them a contract that is 15% below the median.</li> </ul>	
President Elect, other positions	Open for nominations – please consider.	
<p>AS Committee Reports</p> <p>1st meeting of the month (3 min)</p> <p>A. District Assembly (TL)</p> <p>B. Chairs (Sherri)</p> <p>C. Honors Steering (Judy)</p> <p><b>2<sup>nd</sup> meeting of the month: (3 min)</b></p> <p><b>D. Curriculum (Sherri)</b></p> <p><b>E. Basic Skills (Kashaunda)</b></p> <p><b>F. Educational Policy (Rich)</b></p> <p><b>G. Educational Technology (Brandi/Jeff)</b></p> <p>Other Reports</p> <p><b>Professional Development</b></p> <p>Noncredit (D. Allen)*</p> <p>SSEEM (as needed)</p> <p>EPI (Robert)</p>	<p>D. Some additional courses we approved. Done for the year</p> <p>E. Last meeting of the semester was last Friday. The votes are required to be in by 10am this Friday to consider funding requests submitted by Keith Wurtz. Souts and Kashaunda have agreed to stay on as co-chairs until someone else steps up to fill the roll.</p> <p>F. Ed policies work is done for the year</p> <p>G. Working on a policy to define regular and effective contact. So faculty will know what this means. ETC approved 9 instructors and 19 courses this year.</p> <p>Professional Development – The PD coordinator thanked all for filling in the forms. There are some changes on how the hours will be submitted next year. Snezana provided updates on additional PD programs and plans</p>	

	for the 2018-2019 academic year. She also provided an overview of the work done throughout the 2017-2018 academic year.	
<b>Consent</b>		
Resolution in opposition to the proposed online community college	Adapted from a draft provided by CCA.	
Resolution in opposition to Performance-Based Funding Formula	Adapted from a draft provided by CCA.	
Donation of equipment to the AS	Donation of a Surface Pro and peripheral items from Denise Allen (\$1000 total).	Motion to approve by D.Allen and 2 <sup>nd</sup> by V. Bastedo MSC
<b>Old Business</b>		
AP 7211	Equivalency Request Forms <ul style="list-style-type: none"> <li>• Masters</li> <li>• Bachelors</li> <li>• AA</li> </ul>	Motion to approve by D.Allen the supplementary documents to be used for one year and revisited and revised by the committee and forwarded to the AS for consideration. 2 <sup>nd</sup> by Jim Holbrook. MSC.
Posting Policy (L. Cook)	Mark provided an update on the posting policy and the related issues. Request to also have a take-down policy and/or that the posting policy include a cleanup clause.	
Definition of a Program (D. Allen)	Definitions look fine as submitted.	Motion to approve by J.Holbrook, 2 <sup>nd</sup> by T.Gimple. MSC. 1 abstention.
Program Initiation Process	Shall we approve the revised program initiation document? (If approved then the revised Program Discontinuance will come forward in Sept.)  3-7-18 Motion: "to continue to work on this after definition of a program (Wilson, Holbrook, MSC)"	moved to approve by J.Holbrook 2 <sup>nd</sup> by J.Cervantez. MSC.
IEPI (K. Wurtz)	Keith provided a overview of the updated IEPI plan. He provided several plan highlights including we are going to move forward with and in what order. Some actions include cleaning up	Motion to approve by Jim Holbrook, 2 <sup>nd</sup> by Tina

	<p>classrooms and adding additional instructional components to increase flexibility in terms of room use. We are going to use some of the budget to develop additional programs, with a focus on noncredit and CTE. ? about the initiatives and how we are going to increase student success. Message is to support students at all levels.</p>	
<b>New Business</b>		
Emeritus Resolutions		<p>Motion to continue this item to the next regularly scheduled AS meeting by D.Allen seconded by G.Williams. MSC</p>
AVID (K. Wurtz)	<p>AVID – overview of the proposed program. When will the program initiation plan be presented? How are we connected to RCC with this?</p> <p>Keith reported on AVID – this is an instructional strategy that faculty can participate in or not. Crafton &amp; RCC were allocated \$150,000 to become demo colleges for AVID. The data shows AVID is a strong equity tool. The PD committee has been looking at this for the better part of a year. Provides faculty with several student engagement techniques that faculty can use to enhance instruction. Uses Socratic inquiry to help students become more invested in their learning. There is a tutoring piece as well. Primarily run through the PD committee. We got the money for two years.</p> <p>?How did we get involved in this and who applied? The grant will pay for our \$30,000 a year membership.</p> <p>?What is the definition of a demo college. We would be a college that would be willing to share our knowledge and experience with other colleges in the region.</p>	
Reclassification of District Employees	<p>What the district is looking to do is to change the organizational structure of the EDCT and the employees that currently work under this umbrella.</p> <p>TESS and Research are being considered as perhaps reporting to Richard. The EDCT will stay under Richard for now. Valley AS voted to not support this at their AS meeting today.</p>	<p>Motion by J.Holbrook to not support the re-classification of R. Galope and any reorg until after consultation with the</p>

		Academic Senates in the fall. Seconded by D.Allen MSC
Preferred Student Names	Rebecca spoke about preferred names. She provided an update as to where we are at this time with adding preferred names to the class rosters. Comments and recommendations were provided by senators as well as comments about things to consider and clarification to provide to students in terms of their choices. This will also need to be addressed for Canvas.	
<b>Other Business</b>		
Announcements	End of year event at Tuscano's next Friday after graduation. Composer's concert tonight is featuring a PHD candidate from UCLA that graduated from CHC.	
Adjourn	5:00pm	
<b>Future Business</b>		
Future Agenda Items	Discussion about and prioritization of committees Full time Faculty Prioritization (fall) Planning and Program Review Prioritization Process Registration and Web Advisor EPI Update AS Bylaws revision (standing committee, resolution writing) Faculty of the year (selection process) President Elect Revisit/reaffirm faculty liaisons (dual enrollment, noncredit, legislative, CTE, Guided Pathways) Guided Pathways (articulation) Revise policy on advancement and rank	
<b>18-19 BPs</b>	<b>18-19 APs</b>	