

# Crafton Hills College

## Academic Senate Minutes

Date: Sept 19<sup>th</sup>, 2018 (3:00pm-5:00pm)  
**Next Meeting: October 3, 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>SINS(11) (-7)</u>	<u>Math, Eng, Art &amp; Instr. Suprt (9) (-1)</u>	<u>Career Ed &amp; Hmn Dvlpmnt(6)(-2)</u>	<u>Student Services(6) (-2)</u>
Denise Allen Jeff Cervantez Richard Hughes Julie McKee	Brandi Bailes Tom Bryant Susana DeLaPena Catherine Hendrickson Mark McConnell Patricia Menchaca Snezana Petrovic Sherri Wilson	Reynaldo Bell Meridyth McLaren Thomas Serrano Gary Williams  <u>Senators at Large(+12)</u> Jonathan Anderson Renee Azenaro Cheryl DiBartolo Andrew Bridges Iris Kern Foster Laurie Green Steve Hellerman Mariana Moreno	Debbie Bogh James Grabow Kashaunda Harris Violetta Vasquez  <u>Part-Time Reps</u> Yvonne Bastedo Judy Cannon Tina Gimple

**Guests:** Brooke Sumners, Brandice Mello, Laura Van Andersen

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	VP Patricia Menchaca called the meeting to order at 3:05 pm.	
Statements from the public (3 minutes per speaker)	Board of Trustees candidate for Area 4, Sam Irwin introduced to himself Denise Allen, Yucaipa City Council. Running for an elected position ++655uis hard work. Please consider supporting the endorsed candidates financially or with yard signs.	

	Birthday celebration for Catherine Hendrickson's 80 <sup>th</sup> birthday (included delicious chocolate cake and a statement from Catherine).	
<b>Administrative Report (10 min)</b>	None	
<b>CTA Report (2<sup>nd</sup> mtg) (5 min) McLaren</b>	Luncheon today. Negotiations has started. Opening wages and benefits. General meeting and STRS retirement workshop on October 27, 10-2. CCA conference in October. Still have spaces available if faculty are interested in attending.	
Classified Senate Report (1 <sup>st</sup> mtg)		
Student Senate Report (1 <sup>st</sup> mtg) Brooke Sumners	Trustee forum coming up. Open to students and public. Will be encouraging voter registration. Looking at food options on campus.	Motion: to allow Student senate to report (Bailes, Cervantez, MSC)
Treasurer's Report (1st mtg)		
<b>Senate Business</b>		
AS President's Report	None	
Professor Emeritus	Resolution for John Gist. Not ready yet. Will move to 2 <sup>nd</sup> meeting in October.	
Approval of 9.6.18 Minutes & Voting Record	Motion: to approve the 9.5.18 minutes and voting record (Bastedo, Green, MSC abstentions: Wilson, Harris) <i>Discussion:</i> change date on agenda, minutes are correct	
AS Committee Reports 1st meeting of the month (5 mins): A. Chairs (Sherri) B. Honors Steering (Judy) C. <b>Curriculum (Sherri)*</b> 2 <sup>nd</sup> meeting of the month: (5 min) D. <b>Basic Skills (Kashaunda)</b> E. <b>Educational Policy (Rich)</b> F. <b>Educational Technology (Brandi/Jeff)</b>	Note: Curriculum committee will report the first meeting of the month starting in Oct.  C. Curriculum – no more parking lot for expired course, need to establish ownership of courses we no longer offer so it is clear who is charged with deleting them. Need to agendize. Have Kim put together a list and options to consider and bring to senate.  D. Basic Skills – application for funding will be available online. Want to create embedded tutors in math and English classes.  E. Ed Policy - several APs and BPs on the list. Discussion of AP 4060, 4100, 4226, 4232  F. ETC – approved a number of courses and instructors for online. Looking at modifying the instructor approval process to make it more efficient and streamlined. Deans have been coming to provide feedback. Valley people have been attending to find out more information about OEI and online. There is a lot of work in DE. Will have to discuss	Motion: to approve APs ad BPs as discussed (Bastedo, Hendrickson, MSC)

	<p>whether we want to follow Valley's lead and have more release time for the leads.</p> <p>Approval of the following BPs &amp; APs</p> <p>BP&amp;AP 4060 – Delineation of Functions Agreements</p> <p>BP&amp;AP 4100 – Graduation Requirements for Degrees and Certificates</p> <p>BP&amp;AP 4226 – Multiple and Overlapping Enrollments</p> <p>BP&amp;AP 4232 Pass/No Pass</p>	
<b>Old Business</b>		
Bylaws (10 mins)	<p>1<sup>st</sup> reading</p> <p>Motion: to approve first reading. (Bailes, Hellerman, MSC)</p> <p><i>Discussion:</i> none</p>	
Bereavement Policy (10 mins)	<p>1<sup>st</sup> reading. Currently don't have any process in place for what to do if a faculty member experiences a death. Have created a policy and procedure to assist faculty if they experience this situation.</p>	<p>Motion: To approve for first read (Wilson, Hellerman, MSC)</p>
Branding Discussion	<p>District – Potential Name and Associated Logos.</p> <p>District has charged Angel to look at renaming the District, new logos. Senate will contact Angel to come and present the information and get feedback. Have received some information that each college would like to keep their current logos since we just approved that. Where is this push coming from? Need to hear from Angel to get the specific information. Renaming may be good for transfer. How much money has been spent on this? Will get that information. Need to focus on what is best for students. Is this a done deal? Will have to find that out from Angel. Need to find out what the problem is we are trying to solve, who identified the problem? Where did the name of the mascot come from?</p>	
<b>New Business</b>		
Faculty of the Year/Classified of the Year (10 mins)	<p>Need to have a task force to come up with some recommendations for this process. What do we want to do with this? Used to be a more prestigious honor.</p> <p><i>Discussion:</i> Can we do a poll of all senators? We are the reps. Could send it out to all faculty and ask them for their input.</p> <p>Volunteers – Azenaro, Bell, Hendricskon, Harris, Vasquez, Bastedo. Meridyth will email current process and information to volunteers</p>	<p>Motion: to create a task force to define and investigate processes the Faculty and classified of the Year awards (Hughes, Bastedo, MSC,</p>

		Abstain, Wilson)
<b>Other Business</b>		
Announcements – Catherine Hendrickson announced that Patricia Menchaca has been published in the Journal of Forensic Science. Transfer center is recruiting professors to pass out the unit completion letters to students. Flex day is Oct 2. Canvas trainings and ADA, Starfish and Safe Spaces. Will also focus on student motivation and success. Also looking at AVID. Student productions are being cast – will be a series of monologues. Are listed on webpage – please send flyers.		
<b>Future Business</b>		
Future Agenda Items	Advancement in rank - Revise policy (AP 7210) – forwarded to chairs to take to their dept members Program Discontinuance (10 mins) 2018-2019 AS Committees - Charges & membership (as revised) to be forwarded for input to AS sub committee chairs Registration and Web Advisor President Elect Guided Pathways (articulation) CLEP UC Pathways 10+1 Issues and Concerns from Fall 18 retreat John Gist Emeritus Resolution	
Adjourn - Meeting adjourned at 4:30 pm.		
<b>Month</b>	<b>BP/AP</b>	
September	4060 Delineation of Functions Agreements 4100 Graduation Requirements for Degrees and Certificates 4226 Multiple and Overlapping Enrollments 4232 Pass/No Pass	
October	2510 Collegial Consultation	
November	4250 Probation, Dismissal, and Readmission 5045 Student Records-Challenging Content & Access Log - <b>no BP</b> 5055 Enrollment Priorities	
December/January	5110 Counseling 5120 Transfer Center 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies	
February	5150 Extended Opportunity Programs and Services 5300 Student Equity	
March	5500 Standards of Student Conduct 5530 Student Rights and Grievances	
April	4103 Work Experience 4104 Contract Education - <b>no BP</b>	