

Crafton Hills College

Academic Senate Minutes

Date: September 18, 2019 (3:00pm-5:00pm)

Next Meeting: October 2, 2019

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(10) (-5)</u>	<u>LAM (9) (-1)</u>	<u>Career Ed & Hmn Dvlpmnt(5)(0)</u>	<u>Student Services(5) (1)</u>
Cheryl DiBartolo Iris Kern Foster Richard Hughes <i>Julie McKee</i> Steve Hellerman <i>(italics=absent)</i>	Renee Azenaro Catherine Hendrickson Krista Ivy Mark McConnell Patricia Menchaca Nick Reichert	Reynaldo Bell TL Brink Meridyth McLaren Thomas Serrano Gary Williams <u>Senators at Large (12) (-10)</u> <i>Laurie Green</i> <i>Hannah Sandy</i>	<i>Debbie Bogh</i> <i>James Grabow</i> <i>Kashaunda Harris</i> Mariana Moreno <u>Part-Time Reps (-1)</u> Yvonne Bastedo (SINS) <i>Judy Cannon (SS)</i> Tina Gimple (SINS)

Guests: Mike Strong, Cynthia Hamlett, Jessica Lopez (Associated Students), Chief Al Jackson, Paul Walker
 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 3:12 pm	
Statements from the public (3 minutes per speaker)	None	

<p>Report from the administration (5 mins)</p>	<p>Mike Strong reported. 1. Course caps. Gio doing research. Will give update to the senate for the next meeting. 2. Security Standards – going building by building and looking at access control. Lockdown capability. Looking at cameras on campus, mass notification, phones and including speaker clocks. ? About how many police are available if we have multiple issues occurring at the same time. ? About why Gio is looking at caps and what is he looking at. Admin said they would review annually. Need to have faculty involved in that process. There needs to be a pedagogical approach to caps. ? About school cancellation – is it a district or local decision. There is an AP addressing. Chancellor or designee makes the decision.</p>	
<p>CTA Report (1st mtg) (5 min) Green</p>		
<p>Classified Senate Report (1st mtg) (5 mins) Brandice Mello</p>	<p>None</p>	
<p>Student Senate Report (2nd mtg) (5 mins)</p>	<p>Jessica Lopez reported. Appointing student to committees. Planning High school Senior Day – October 25th. Second club rush – last week of October. Will be in the Redlands Christmas Parade. Thanks to the Senate for advocating for student being paid who serve on hiring committees. Not sure how much.</p>	
<p>Treasurer’s Report (2nd mtg) (5 mins) DiBartolo</p>	<p>Balance is \$1719.75.</p>	
<p>Senate Business</p>		
<p>AS President’s Report</p>	<p>New senators, Events on campus - need to look out for each other. People in privileged positions need to look out for those who don’t share that privilege. Budget is not looking good. District has a classified budget almost as big as Valley. District seems to have endless money for their needs, but they want Crafton to cut to make up our budget shortfall. Encouraged faculty to attend the Board of Trustees meeting. Concern over the new funding model – the schools being penalized appear to be higher minority schools. Schools that are underserving and predominately white are benefitted. AP/BP list has been cleaned up and will be on our agenda each meeting. Crafton Counsel does not currently follow Brown Act Rules? Following to some degree, but some</p>	

	information gets left out of the minutes. Legal counsel has determined that it is Brown Act. Currently vote by consensus, but that doesn't always give a sense of how specific individuals voted.	
AS bylaws	First Reading - question about absences? Do we follow? Have been pretty lax in the past few years.	Motion: to move to second read (Williams, Menchaca, MSC)
Approval of At Large Senators	Chloe De Los Reyes and Shirley Juan	Motion: to approve and Welcome these two (Williams, Menchaca)
Approval of Minutes and Voting Record for 2019.05.15 and Minutes for 2019.09.04 meeting	Motion: to approve the minutes and voting record for 5.15.19 and 9.4.19 (Bastedo, Bell, MSC)	
Old Business		
Facilities Master Plan Project Reprioritization (20 mins)	<p>Review results</p> <ol style="list-style-type: none"> 1. PAC 2. Gym Demo 3. New Gym, Soccer Field, KIN labs 4. Public Safety 5. Enriched Environments 6. Child Development 7. SSB 8. West 9. East 10. Teaching Pool 11. Crafton Hall 12. Central Complex 2 13. Tennis Facilities 14. Arts Renovation 15. M + O <p>? Now what. This goes as our recommendation to the President's Office.</p> <p>? About the student senate list. Classified? Don't have the specifics. Will we be able to see the comparison of all? including admin? Yes. What we are asking for is in line with how the bond was advertised. Should be an open process.</p> <p>All the lists will go to Crafton Council next week. Will try to come to consensus. List will go to President's office and then come back to us. Needs to be to the</p>	

	<p>district by the end of September. They are looking to start selling the bonds and need to have the initial list.</p> <p>? About Arts renovation vs. Art moving. Will art be involved in the conversation?</p> <p>? About what happens if there is a recession? The financial advisors aren't predicting any drop in the next year to 18 months.</p>	
<p>Advancement in Rank (5 mins)</p>	<p>Report on ad hoc committee progress</p> <p>Meeting tomorrow.</p>	
<p>Campus Safety/Senate Resolution (20 mins)</p>	<p>Review draft of resolution</p> <p>Al Jackson, the Chief of Police was present.</p> <p>Paul Walker, Emergency Manager</p> <p>Have had a few incidents in the last year that were not adequately communicated. Building/room safety is an issue both in being able to secure as well as physical layout issues.</p> <p>Police are working on coming up with a comprehensive safety plan.</p> <p>? When will the research and the plan be completed?</p> <p>Completed by the end of the year (December), but implementation will take much longer. Many of the physical changes will take place once renovations begin. Soonest, probably one year for some locations, full change could take up to 5 years.</p> <p>? Are the police looking at communication of information. Have a system in place. Will work on improving.</p> <p>Has handouts and cards for us.</p> <p>If a threat is found to be credible, how long before the alert goes out? Will be within minutes. Inform them if there was an incident that was not reported out but you feel it should have been.</p> <p>Please send the Senates a copy of the report when finished. Can faculty be trained rather than just</p>	

	<p>management? Can we see the credible incident matrix? Copy given to Mark.</p> <p>Would be good to do some building specific evaluations, with faculty. What is available, is it working, is it accessible to everyone?</p> <p>There are a variety of informational flyers, posters and videos available for active shooter training. Encourage environmental awareness.</p>	
New Business		
Promise Program (10 mins)	<p>Required student involvement/spending choices. Have been hearing a lot of information about the program, but not the specifics. Students have requirements that faculty don't know about. Mandatory meetings during class times, materials have to be purchased in the bookstore. Students being promised jobs, that are not available. Funding for positions was limited. Do all Promise student think they will get a job? They shouldn't be.</p>	Have Souts come to AS meeting.
Current list of academic rank (10 mins)	Need to review the list we got from the President's Secretary.	
Course Caps (10 mins)	Senate did this a few years ago. We need to revisit. Faculty need to make decisions about what is pedagogically best for classes.	Send to chairs so they can have the conversation with the faculty.
Professor/Classified of the year (20 mins)	Review process from last year - 3 parts, nomination, items to address and voting process (online). Suggestion to open it up to anyone to nominate.	Add to next agenda.
AS Committee Reports		
<p>1st meeting of the month (3 mins):</p> <p>A. Chairs ()</p> <p>B. Honors Steering (Judy)</p> <p>C. Curriculum ()</p> <p>2nd meeting of the month: (3 mins)</p> <p>D. Basic Skills (Kashaunda)</p> <p>E. Educational Policy (Rich)</p> <p>F. Educational Technology (Cynthia Hamlett)</p> <p>Other Reports:</p>	<p>D. working on figuring the committee out.</p> <p>E. Have lost a few members from the committee. Have a few long ones to address. List is on the website.</p> <p>G. Two new DE members. Working on the process for certifying new members. Working with Keith on the Accreditation parts of the committee. Looking on getting funds for captioning. Looking on online student support options – online tutoring, media. Looking at rewording for proctored exams. Want to add a non voting member to the committee.</p>	
Announcements	<p>Art by Us! Please</p> <p>Student who got into Berklee College of Music in Boston.</p> <p>Have a new science faculty approved to teach online.</p> <p>Girls Waterpolo won first game.</p>	

	Campus was approved for a sabbatical.	
Other Business		
Meeting adjourned at 5:00 pm.		
Future Business		
Future Agenda Items	<ul style="list-style-type: none"> -Institutional Racism/Sexism/Harassment in the workplace -Student Lingo (Violetta Vasquez) -Registration and Web Advisor -President Elect and Exec elections -Guided Pathways -Equity/SSSP/BSI changes (VPSS) -Kristina Hannon-Screening Committee guidelines -Participation in District work -Participation in Facilities change workgroup 	
Adjourn		
AP/BP Schedule		
Month	BP/AP (See District Assembly website for lead information and complete schedule)	
September	AP 3415 Immigration Enforcement Activities AP 3430 Prohibition of Harassment BP 3430 Prohibition of Harassment AP 3435 Discrimination and Harassment Complaints and Investigations AP 3440 Service Animals BP 3440 Service Animals AP 6750 Parking BP 6750 Parking AP 6751 Parking Citation Payment Plan BP 6751 Parking Citation Payment Plan AP 7450 Mileage Reimbursement BP 7450 Mileage Reimbursement	
October	AP 3415 Immigration Enforcement Activities AP 5203 Lactation Accommodations AP 6345 Bids and Contracts AP 6365 Contracts AP 7110 Delegation of Authority BP 7110 Delegation of Authority AP 7236 Sub and Short term employees BP 7236 Sub and Short term employees	

November	AP 3540 Sexual Assaults on Campus BP 3540 Sexual Assaults on Campus AP 4320 Off Campus Speakers BP 4320 Off Campus Speakers AP 6530 District Vehicles BP 6530 District Vehicles AP 7210 Academic Employees BP 7210 Academic Employees AP 7215 Academic Employees: Probationary Contract Faculty
December/January	AP 3900 Speech: Time, Place, and Manner BP 3900 Speech: Time, Place, and Manner AP 4400 Community Services Programs BP 4400 Community Services Programs AP 4500 Student News Media BP 4500 Student News Media AP 6540 Insurance BP 6540 Insurance AP 7270 Student Workers BP 7270 Student Workers AP 7348 Accommodations Exec Director
February	AP 3710 Securing Copyright BP 3710 Securing Copyright AP 3715 Intellectual Property BP 3715 Intellectual Property AP 3725 Information and Communications Technology BP 3725 Information and Communications Technology AP 3750 Use of Copyrighted Material AP 5015 Residence Determination BP 5015 Residence Determination AP 5017 Responding to Inquiries of Immigration Status AP 6700 Civic Center and Other Facilities Use BP 6700 Civic Center and Other Facilities Use
March	AP 4103 Work Experience BP 4103 Work Experience AP 5030 Fees BP 5030 Fees AP 7240 Confidential Employees BP 7240 Confidential Employees AP 7250 Educational Administrators BP 7250 Educational Administrators AP 7260 Classified Supervisors and Managers BP 7260 Classified Supervisors and Managers

April

AP 5040 Student Records, Directory Information, and Privacy
BP 5040 Student Records, Directory Information, and Privacy
AP 5150 Extended Opportunity Programs and Services
BP 5150 Extended Opportunity Programs and Services