

Crafton Hills College

Academic Senate Minutes

Date: October 2, 2019 (3:00pm-5:00pm)
 Next Meeting: October 16, 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> Cheryl DiBartolo Iris Kern Foster Richard Hughes Julie McKee Steve Hellerman <i>(italics=absent)</i>	<u>LAM (9) (-3)</u> Renee Azenaro Catherine Hendrickson Krista Ivy Mark McConnell Patricia Menchaca <i>Nick Reichert</i>	<u>Career Ed & Hmn Dvlpmnt(5)(0)</u> Reynaldo Bell TL Brink Meridyth McLaren Thomas Serrano Gary Williams <u>Senators at Large (12) (-8)</u> Chloe De Los Reyes <i>Laurie Green</i> Shirley Juan <i>Hannah Sandy</i>	<u>Student Services (5) (-1)</u> Debbie Bogh James Grabow <u>Part-Time Reps (4) (-1)</u> Yvonne Bastedo (SINS) Judy Cannon (SS) <i>Tina Gimple (SINS)</i> <i>Andrew Bridges (SINS)</i>
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Guests: Laura Oliver, Mike Strong, Brandie Mello, Laura Van Gunderen

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 called the meeting to order at 3:08 pm	
Statements from the public (3 minutes per speaker)	None	

Report from the administration (5 mins)	Mike Strong reported on prioritization. PPR met and prioritized again. List will go to Crafton Council next and then to the president. ? If there was a significant change from the list from the year before. Not to Mike's knowledge. Reminder there is a justification process if any of the PPR recommendations are changed.	
CTA Report (1st mtg) (5 min) Green	Move to next meeting so we can report on the CTA/CCA conference next week.	
Classified Senate Report (1st mtg) (5 mins) Brandice Mello	Chili cookoff, Oct 31. Open to classified, staff and students. \$6 per person.	
Student Senate Report (2 nd mtg) (5 mins)		
Treasurer's Report (2 nd mtg) (5 mins) DiBartolo		
Senate Business		
AS President's Report	District Assembly info – <ul style="list-style-type: none"> A. Have received a 3 Million dollar grant to purchase a building for a Makerspace. B. Presented Information about colleges negatively impacted by the new Student Funding formula. Penalizing the colleges that need the money the most. C. Went over the DA constitution, no major changes. D. Pulled BP 3430 due to conversation at our last meeting. Some concerns about the language related to the definitions and descriptions. It passed. E. TESS is applying for money for training. Want to focus on Oracle. F. Police will now have one sworn officer on campus during operational hours, unless there is an emergency elsewhere. Hiring more officers. G. Jose Torres – presented first projects to be funding by the bond. H. AS President will be attending CTA/CCA conference to explore the relationship potential between the two entities. I. Brown Act workshop at Valley Wednesday, 10/30/19. J. Next meeting will have an election for the Historian position. 	Nomination: Gary Williams for historian (Williams, Hellerman)
AS bylaws (10 mins)	2 nd reading Motion: to approve the bylaws with changes (Williams, Bogh, MSF)	

	<p>Discussion: like having the opportunity for additional part time faculty. Would like to add language about attendance – we had discussion but no final determination, Conflicts ? About standing committees – do we have a non credit committee? New committee, need to decide if it is a senate committee. ?should we add a term limit?</p> <p>Motion: to move to a 3rd reading (Brink, Kern, MSC)</p> <p>Discussion: none</p>	
Approval of Minutes and Voting Record for 2019.09.18	<p>Motion: to approve minutes and voting record (Hendrickson, Williams, MSC, 1 abstention, Bogh)</p> <p>Discussion: none</p>	
Old Business		
Basic Skills (10 mins)	Move full discussion to a future agenda.	
Promise Program (20 mins)	Will come to the next meeting. Promise students have a progress report – not sure of reporting method.	
Professor of the Year (10 mins)	Review Process - suggestions for changes to the process. Will make the changes and bring back for approval and a future meeting.	
Campus Safety/Senate Resolution (20 mins)	<p>Does the resolution need to be brought back for a 1st reading? Have brochures and forms, but doesn't really address what to actually do in an emergency. A full plan will not necessarily be available or in effect for years. Students do have some concerns. Should we coordinate with the students. ? About classified opinion. Have not been satisfied with response. Other agencies have reached out to offer training to us. Could have silent alarms. Financial aid has some security measures. Some campuses have an icon on the computer, for a faculty to contact security. Would be good to have measurable language. Need to list specifics. We can't really make demands. May be more effective to have this also go through the union – because it can be negotiated. What are we wanting to do with this? More discussion? Forward the resolution? Don't want to just keep talking about this. STEM center has not been able to lock the doors. Admin is aware but not going to do anything about it in the near future.</p>	<p>Motion: document concerns through a resolution, to be brought back for a first reading (Menchaca, Williams, MSC)</p>

	<p><i>Discussion:</i> what are we documenting? Any issues, any place that doesn't seem safe, doors left open, could compile a list to forward to safety committees, do we still have a facilities master plan committee? no – most of those issues are being handled by District Assembly. We should not have to be doing the job of the admin in fixing the issues. The faculty need to make sure the admin gets the information. Need to put it in PPR, bring it up at Crafton Council. Don't have faith in the admin as far as our safety. Patricia and Gary will work on the resolution. What is the feeling at Valley as far as safety? Not sure. Police chief did give a report at DA – we have a variety of threats to our safety, not just shooting. Need to have a plan that covers everything – safety in the parking lots, classrooms as well as major emergencies. We need to be a part of the conversation. They may have a plan, but they don't know how that will actually work for faculty in practice. They have a clear plan for what the police will do, but not really what the employees on the campus will actually do. We need to have some way to communicate.</p>	
<p>Course Caps (10 mins)</p>	<p>Clarification - has been opened by district negotiation team. We need to have an idea of what the caps should be based on pedagogy so we can communicate those to the union.</p> <p>Have caps in curricunet, but admin is not following the process for adjusting them. They are using past class sizes rather than faculty recommendation. Can negotiate language.</p> <p>How to get this request out to faculty? Mark could create a template. For community college, lower class size is going to be beneficial in all areas. Will try to get the information back by the next meeting.</p>	<p>Add to next meeting agenda.</p>
<p>New Business</p>		
<p>DE Committee changes (10 mins)</p>	<p>Proposed change in membership Want to add the Assistive Tech Specialist – currently Suzanne Delaharty, as a non voting member. Want to change the requirements on the DE addendum about on campus meetings or DE addendums. All online and hybrid classes will have language in the schedule about possible.</p>	<p>Motion: to expand ETC membership to include Assistive Tech Specialist as a non voting member</p>

	<p>Discussion: did you discuss the potential negative impact? Could this deter students from registering for our online or hybrid class? We need to have truth in advertising. Maybe have a clearer sentence. Can the language only go on the courses that require proctored exams or on campus meetings.</p>	<p>(Hendrickson, Bastedo, MSC) Motion: to add suggested language to class schedule (Bogh, Cannon, MSF 1 yes- Hendrickson, 1 abstention).</p>
<p>Area D Meeting (5 mins)</p>	<p>Rio Hondo College, Sat. October 12 10-3:30. Need representative.</p> <p>Anyone interested in attending to represent the college, let Mark know. ? About location – Mark will check. It's at San Diego Mesa College</p>	
<p>Open Forum Questions for the VPSS (20 mins)</p>	<p>Develop open forum questions</p> <p>Send questions to Mark. Cannot have different questions for different candidates.</p> <p>What is their vision for the position and how does it align with the college mission and vision.</p> <p>How do they plan to professionally develop themselves in the next five years.</p> <p>How do you handle when an instructor reports a student for plagiarism. How do you proceed?</p>	
<p>AS Committee Reports</p>		
<p>1st meeting of the month (3 mins): A. Chairs () B. Honors Steering (Judy) C. Curriculum ()</p> <p>2nd meeting of the month: (3 mins) D. Basic Skills (Kashaunda) E. Educational Policy (Rich) F. Educational Technology (Cynthia Hamlett)</p> <p>Other Reports:</p>	<p>A. None B. Honors – Dec 5, conference. Looking for faculty who can present research for the students. 10 minute presentation. Will have an honors student writing a piece for the Redlands Daily Facts each month. C. None</p>	
<p>Announcements</p>	<p>Need people for Ed Policy. Committee membership is assigned by the Senate, not by Deans. Art by Us, starts next Monday. Reception next Wednesday.</p>	

	<p>STEM center event, last Thursday. Cal Poly Pomona faculty member was presenting.</p> <p>This Friday, Saturday and Sunday is the first show with the new faculty member. Most is kid friendly, but some may have questionable language for young children. Look up Fun Home.</p> <p>Want to make sure we keep art and theatre from being censored.</p>	
Other Business		
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	<p>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</p>	
October	<p>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</p>	

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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