

# Crafton Hills College

## Academic Senate Minutes

Date: November 6, 2019 (3:00pm-5:00pm)

Next Meeting: November 20, 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>  <b>Cheryl DiBartolo</b> <b>Iris Kern Foster</b> <b>Richard Hughes</b> <b>Julie McKee</b> <b>Steve Hellerman</b>  <i>(italics=absent)</i>	<u>LAM (9) (-3)</u>  <b>Renee Azenaro</b> <i>Catherine Hendrickson</i> <b>Krista Ivy</b> <b>Mark McConnell</b> <b>Patricia Menchaca</b> <b>Nick Reichert</b>	<u>Career Ed &amp; Hmn Dvlpmnt(5)(0)</u> <i>Reynaldo Bell</i> <b>TL Brink</b> <b>Meridyth McLaren</b> <i>Thomas Serrano</i> <b>Gary Williams</b>  <u>Senators at Large (12) (-8)</u> <b>Chloe De Los Reyes</b> <b>Laurie Green</b> <b>Shirley Juan</b> <b>Hannah Sandy</b>	<u>Student Services (5) (-1)</u> <b>Debbie Bogh</b> <b>James Grabow</b> <i>Kashaunda Harris</i> <b>Mariana Moreno</b>  <u>Part-Time Reps (4) (-1)</u> <b>Yvonne Bastedo (SINS)</b> <i>Judy Cannon (SS)</i> <b>Tina Gimple (SINS)</b> <i>Andrew Bridges (SINS)</i>
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**Guests:** Kristina Hannon, HR, Kevin Horan, CHC President, Jessica Lopez, Student Senate, Laura Van Genderen, Brandice Mello, Mike Strong, Cynthia Hamlett

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>	AS President Mark McConnell called the meeting to order at 3:05 pm.	
<b>Statements from the public (3 minutes per speaker)</b>	None	

<p><b>Report from the administration (10 mins)</b></p>	<p>Kevin Horan reported.</p> <ul style="list-style-type: none"> <li>A. Wants to initiate One Book, One College. Wants to put together a group to choose the book. Wants to focus on equity and inclusion. Could also include a field trip. We can do that. Check emails, volunteers will be needed.</li> <li>B. Safety Resolution. Does not need a resolution, try working with other groups instead. Wants to proactively work with AS and Classified Senates. Distributed information about current safety policies and practices. Encouraged Senate to communicate with the Safety Committee to work on some of the issues. Will be doing a building assessment in Spring. Plans on doing an active shooter and natural disaster training at in service day.</li> <li>C. Future Agenda Item – Racism, Sexism, and Harassment. Has been on the AS agenda since September. Listed all the dates that this has been on the agenda. No tolerance on this campus. Senate should work with HR to learn the processes.</li> </ul> <p>Comments: need to expand the safety response protocols. Currently focus on crime and OSHA issues – need to look at other emergency situations. ? About who determines when the campus should be closed. Safety committee will discuss. Documents handed out are about processes. Need for more comprehensive plans. Need to have a protocol for students or staff who can't safely get to campus. May not close the entire campus, but need to have something in place to let them know about being able to miss class.</p>	
<p><b>Classified Senate Report (1<sup>st</sup> mtg) (5 mins) Brandice Mello</b></p>	<p>Postponed chili cookoff to next Wednesday. Please donate or attend.</p>	
<p>CTA Report (2nd mtg) (5 min) Green</p>		
<p>Student Senate Report (2<sup>nd</sup> mtg) (5 mins)</p>		
<p>Treasurer's Report (2<sup>nd</sup> mtg) (5 mins) DiBartolo</p>		

Senate Business		
<b>AS President's Report</b>	<p>Have had 20 faculty complaints about the union. Went to the union Exec board meeting to express concerns. Spoke as Senate president and for himself.</p> <p>Did not have a senate rep on VPSS or LAM Dean hiring committee at the second level. AS not being involved in hiring according to precedent.</p> <p>District Assembly was not controversial, just odd language in AP 3540 about Dating Violence.</p> <p>Lock down on Valley campus-suspected gunman-on Friday. Not handled very well by admin. Power outage later that day. No protocol seemed to have been followed for either event.</p> <p>The only accessible PAC entrance door was locked with a padlock and chain on Monday.</p> <p>AS President seems to have focused a lot on the negative, because he has high expectations of faculty, students, and staff. Wants excellence across the campus.</p> <p>Working to close the loop on senate issues.</p>	
<b>Fall Plenary (15 mins)</b>	<p>Plenary coming up. Will post info in real time.</p> <p>Looking at minimum quals for disciplines that don't have specific degrees – I.e., welding</p> <p>? About DE guidelines – don't see a resolution.</p>	
<b>Veteran's Center (5 mins)</b>	<p>There is some questioning about staffing of Veteran's center. Had a faculty coordinator, language for creation of Veteran's center included a faculty coordinator, but have not rehired the position.</p> <p>Need to do research about what other schools do.</p> <p>Is there documentation that states a faculty member should be in the center? Bring to next meeting.</p> <p>Current position will not be able to look like the original position.</p> <p>There is a full time classified position being written.</p> <p>There is a current temporary position. A lot of Veteran's Centers are staffed by classified staff.</p> <p>Concerned that it seems like a pattern is developing where faculty roles are being replaced by classified positions.</p> <p>Need to have a task force to look at all of the information. - Renee and Tina volunteered.</p>	<p>Bring to exec to create research plan.</p>
<b>STEM Center (5 mins)</b>	<p>AS President - It has been brought to my attention that the faculty position is being removed from the STEM center, but I have not received any rationale as to why, simply that there is a plan that has never been presented.</p>	<p>Will bring previous resolution back about STEM center.</p>

	<p>The STEM center is full of students every day, there are workshops, field trips, and students being tutored. There are rarely open seats. Our STEM center is diverse and regularly has a large number of women and non-white students in it. A faculty member at CalPoly Pomona said that he wants to create a STEM center like ours.</p> <p>It also houses our first fully realized guided pathway, even though it does not get recognized for that.</p> <p>The STEM center is an environment of learning and requires a faculty member. STEM is not just a group of classes, it is a culture of students that need unique support that only a faculty member can provide.</p> <p>? Why change it if it is successful.</p> <p>We have a lack of students on our campus feeling like they are part of a community. STEM Center helps students feel like they are part of a community.</p> <p>The district provides no budget for the STEM center. Students from across the campus work in or use the STEM center. We have a history of issues with administrators and STEM. We had a dean shut it down violating all kinds of policy rules.</p> <p>A lot of money was spent through a grant. If you build it, they will come, and students have been coming and coming. We have to be mindful to not lose the ground that we have made.</p> <p>Kevin Horan: We are in a 4.5 million dollar deficit, there just is no additional funding. The STEM center will not go away.</p> <p>There is an issue with communication. ? What will this look like.</p> <p>Issue with Promise Program taking money from other programs.</p>	
<p><b>AS bylaws (15 mins)</b></p>	<p>4<sup>th</sup> reading -  Discussion: to have a part time rotation for seats. Not commit them to 2 years. Large learning curve – semester by semester is not enough.</p> <p>Discussion of 3 absences.</p> <p>Committees changes</p> <p>Term limits. H</p>	<p>Motion: to approve (Gimple, Bastedo, MSC).  Motion: to approve absences language with changes (Bogh, Green, MSC)</p>

	Conflict language. Senator can retain seat but be a non voting member.	<p>Motion: to approve A &amp; B (Bastedo, Bogh, MSC)</p> <p>Motion: to approve absence conflict language (Gimple, Hughes, MSC, 1 abstention)</p> <p>Motion: to approve H (Bastedo, Gimple MSC).</p> <p>Motion: to approve the entire document with changes (Bastedo, Bogh, MSC)</p>
<b>Approval of Minutes and Voting Record for 2019.10.16</b>		Move to next agenda
<b>Old Business</b>		
<b>DE changes (10 mins)</b>	Changes to the class schedule description (moved from last meeting)	Move to next agenda
<b>Campus Safety/Senate Resolution (20 mins)</b>	<p>How does it fit into the 10+1? Is it a +1? Have we been given authority to take safety? Yes, by chief of police. Chief of police does not speak for the governing board.</p> <p>Need to have this in another format. Maybe not a resolution. Need more documentation added. Need specifics about what we want to see happen.</p> <p>Mike Strong encourage Mark or AS rep to attend safety committee and discuss safety concerns.</p> <p>Need to create a memo to present to safety committee.</p>	<p>Motion: to approve for first reading (Azenaro, Menchaca, MSC, 11 yes, De Los Reyes, Reichert, Menchaca, Brink, Hellerman, Williams, Sandy, Grabow, Huges, Kern Foster, Azenaro, 9 nay, Gimple, McKee, DiBartolo, Green, Bastedo, McLaren, Moreno, Bogh.</p>
<b>New Business</b>		

<b>SBCCD Screening Committee Handbook (20 Minutes)</b>	Kristina Hannon - presented the screening committee guide. Wants input from faculty. ? About information for the role of the HR person. Have been inconsistencies. ? About the APs and BPs that drive the guide. As well as Title 5. Send comments and suggestions to Mark and Kristina. Date for feedback? By December 1 <sup>st</sup> . Will bring back almost final draft.	
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**AS Committee Reports**

<b>1st meeting of the month (3 mins):</b> <b>A. Chairs ( )</b> <b>B. Honors Steering (Judy)</b> <b>C. Curriculum ( )</b> 2 <sup>nd</sup> meeting of the month: (3 mins) D. Basic Skills (Kashaunda) E. Educational Policy (Rich) F. Educational Technology (Cynthia Hamlett) Other Reports:	A. None B. Honors and non honors research conference coming up. All students welcome to submit C. None	
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<b>Announcements</b>	Transfer letters being given to faculty to distribute to students. Union has requested a written copy of the statement Mark read at the meeting to fully address concerns. Union will also be requesting the documentation that AS President was directed by the senate to address the union. Three peaks challenge November 16 <sup>th</sup> . Redlands Family Services Men's and Woman's polo – good season, learned a lot. Evolutions next week – EMT doing drills with actors – others are welcome to participate.	
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**Other Business**

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**Future Business**

<b>Future Agenda Items</b>	<ul style="list-style-type: none"> <li>-Basic Skills</li> <li>-Institutional Racism/Sexism/Harassment (February agenda-work with HR)</li> <li>-Infusing Anti-Racism/No Hate Education in Community Colleges (ASCCC Resolution 3.02 FA19)</li> <li>-Student Lingo (Violetta Vasquez)</li> <li>-Registration and Web Advisor</li> <li>-Guided Pathways</li> <li>-Equity/SSSP/BSI changes (VPSS)</li> <li>-Participation in Facilities change workgroup</li> </ul>
<b>Adjourn</b>	
<b>AP/BP Schedule</b>	
<b>Month</b>	<b>BP/AP (See District Assembly website for lead information and complete schedule)</b>
September	<ul style="list-style-type: none"> <li>AP 3415 Immigration Enforcement Activities</li> <li>AP 3430 Prohibition of Harassment</li> <li>BP 3430 Prohibition of Harassment</li> <li>AP 3435 Discrimination and Harassment Complaints and Investigations</li> <li>AP 3440 Service Animals</li> <li>BP 3440 Service Animals</li> <li>AP 6750 Parking</li> <li>BP 6750 Parking</li> <li>AP 6751 Parking Citation Payment Plan</li> <li>BP 6751 Parking Citation Payment Plan</li> <li>AP 7450 Mileage Reimbursement</li> <li>BP 7450 Mileage Reimbursement</li> </ul>
October	<ul style="list-style-type: none"> <li>AP 3415 Immigration Enforcement Activities</li> <li>AP 5203 Lactation Accommodations</li> <li>AP 6345 Bids and Contracts</li> <li>AP 6365 Contracts</li> <li>AP 7110 Delegation of Authority</li> <li>BP 7110 Delegation of Authority</li> <li>AP 7236 Sub and Short term employees</li> <li>BP 7236 Sub and Short term employees</li> </ul>
November	<ul style="list-style-type: none"> <li>AP 3540 Sexual Assaults on Campus</li> <li>BP 3540 Sexual Assaults on Campus</li> <li>AP 4320 Off Campus Speakers</li> <li>BP 4320 Off Campus Speakers</li> <li>AP 6530 District Vehicles</li> <li>BP 6530 District Vehicles</li> <li>AP 7210 Academic Employees</li> <li>BP 7210 Academic Employees</li> <li>AP 7215 Academic Employees: Probationary Contract Faculty</li> </ul>

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