

# Academic Senate Meeting Agenda & Minutes



Please see the [Academic Senate pages](#) of the Crafton Hills College website for information on [the Brown Act](#), [Motions and Rules of Order](#), and [Meeting Norms](#).

## Crafton Hills College

### Mission Statement

The mission of Crafton Hills is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.

### Vision Statement

Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.

### Institutional Values

Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.

## Academic Senate Primary Function and Conducting Business

The primary function of the Academic Senate is to make recommendations with respect to academic and professional matters, including policy development. These Academic and Professional matters are known as the 10+1 ("Ten Plus One") and include the following:

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. +1: 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:

1. Rely primarily upon the advice and judgment of the academic senate, OR
2. 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.

## Zoom Information

Link: <https://cccconfer.zoom.us/j/98822892587>

Dial: +1 669 900 6833 (US Toll), +1 346 248 7799 (US Toll), or +1 253 215 8782 (US Toll)

Meeting ID: 988 2289 2587

## Members

(Roll Call by Zoom Participant List)

	SINS	LAM	Career Ed & Human Dev.	Student Services	Senators at Large	Part-Time Senators
Total Seats	10	9	5	5	15	4
Available Seats	6	7	0	2	4	1
Senators	<ul style="list-style-type: none"> <li>- Cheryl DiBartolo</li> <li>- Rich Hughes</li> <li>- Julie McKee</li> <li>- Steve Hellerman</li> </ul>	<ul style="list-style-type: none"> <li>- Krista Ivy</li> <li>- Nick Reichert</li> </ul>	<ul style="list-style-type: none"> <li>- Reynaldo Bell</li> <li>- TL Brink</li> <li>- Meridyth McLaren</li> <li>- Thomas Serrano</li> <li>- Gary Williams</li> </ul>	<ul style="list-style-type: none"> <li>- Debbie Bogh</li> <li>- James Grabow</li> <li>- Mariana Moreno</li> </ul>	<ul style="list-style-type: none"> <li>- Breanna Andrews</li> <li>- Brandi Bailes</li> <li>- Jeff Cervantez</li> <li>- Chloe De Los Reyes</li> <li>- Laurie Green</li> <li>- Cynthia Hamlett</li> <li>- Shirley Juan</li> <li>- Hannah Sandy</li> <li>- Josh Robles</li> <li>- Jodi Hanley</li> <li>- Isidro Zepeda</li> </ul>	<ul style="list-style-type: none"> <li>- Tina Gimple (SINS)</li> <li>- Andrew Bridges (SINS)</li> <li>- Edward Ferrari (LAM)</li> </ul>

### Guests:

Keith Wurtz, Mike Strong, Delmy Spencer, Hannah Siff, Jake Fuller, Luke Bixler, Judy Cannon, Kevin Horan

## Agenda Items

Estimated Meeting Time: 88 minutes

### Preliminary Business

Item	Discussion	Action
Call to Order	AS President Brandi Bailes called the meeting to order at 3:03 pm.	
Statements from the public (3 minutes per speaker)	None	
TESS Report (Bixler) (3 minutes)	Luke Bixler gave an update on A. WebAdvisor. Company is discontinuing the product. We have made many modifications/ customizations to the program over the years. Need to find a new system - either in house or a different	

	<p>product. Will start testing the system Sept/Oct 2021. Moving to a self service interface.</p> <p>B. Technology Team - starting planning process for items that were identified as needing to be addressed over a 3 year period. ? Will faculty be invited to test the new system? Yes, they will reach out and get direction from faculty. Is Starfish being considered to take over the role of WebAdvisor? Might not be able to do all of the functions, some question about the system being able to meet state mandates. Support finding a system that is more user/student friendly. Currently the registration system is very confusing and frustrating. Comment that WebAdvisor is old. Starfish may also have some issues.</p>	
Approval of Minutes and Voting Record for 9/30/2020 (3 minutes) <a href="#">Link to Minutes and Voting Records</a>	Motion: to approve minutes and voting record for 9/30/2020 (Brink, Green, 2 abstentions, Hughes, Cervantez, MSC)	

## Preliminary Reports

Item	Discussion	Action
Administration's Report (5 mins)	<p>Kevin Horan reported:</p> <ul style="list-style-type: none"> <li>A. Accreditation visit starts next week.</li> <li>B. Two open forums</li> </ul> <p>Keith Wurtz</p> <ul style="list-style-type: none"> <li>A. Welcome and Exit meeting info has been sent out.</li> <li>B. Admin will not be at the open forums</li> <li>C. Visiting team is here to see how we meet the standards, not to find out things we aren't doing.</li> <li>D. Ok to tell the team you might need to get them information later.</li> <li>E. Anyone who has been invited to a one or one or group meeting, Keith has sent out possible questions.</li> </ul> <p>? Do we expect additional meeting requests once the team is here? No.</p>	
1 <sup>st</sup> meeting of the month (3 mins): A. <b>Classified Senate (Jaco)</b> B. <b>CTA Report (McLaren)</b>	<ul style="list-style-type: none"> <li>A. None</li> <li>B. Prop 15, union lunch Oct 21</li> </ul>	
2 <sup>nd</sup> meeting of the month: (3 mins): A. <b>Student Senate Report (Fuller) added to this agenda</b>	<p>Hannah Siff reported;</p> <ul style="list-style-type: none"> <li>A. Student and Faculty Talent Show.</li> <li>B. Simon Silva speaking on campus</li> <li>C. Coming out day panel on Thursday</li> </ul>	

B. Treasurer's Report (DiBartolo)		
AS President's Report (5 mins)	DA meeting was yesterday. Most of the APs/BPs were pulled to go be looked over by Ed Policy. Board meeting will be looking at changing the function and structure of KVCR.	Motion: to add student senate report to this agenda (Brink, Hanley, MSC)

## Old Business

Item	Discussion	Action
ERI Updates (5 mins)	Looking at how to reflect the class delivery type in the schedule Reviewed training availability. Updating the website to include more resources Plan of communication for safety protocols Looking at what faculty need to do if they can't teach their class. ? About survey for faculty needs - when can we expect that? Gio will follow up.	
<a href="#">Economic Development and Corporate Training</a> (EDCT) Division of San Bernardino Community College District (10 mins)	Initial meeting was attended by a number of CHC senators to discuss working together with them rather than competing. CCCOAE	
Library Taskforce (5 mins)	The Library Task Force is authorized by the Academic Senate to develop and propose a permanent advisory committee that serves as a two-way communication link between campus programs and the Library. Its purpose is to establish avenues to garner regular feedback from the campus on Library services, collections, and spaces. In addition, the Library may consult the advisory committee on major issues and initiatives. The task force will outline committee membership, goals, and reporting mechanisms to the Academic Senate for approval and adoption by Spring 2021 semester, to convene in the Fall 2021 semester. ? Could it start in Spring 2021? Want to have a clear plan before it starts. Should they have senate approval before moving forward? There is no formal process for providing information to the library about what resources faculty would like to have to support curriculum and what students need. Should make this a formal committee. Could this task be added to another committee, or possibly two, rather than create an additional committee? Or if it	

	<p>becomes a permanent committee, perhaps it would only meet a few times a year. Intention is for the task force to establish a process, that could happen without a committee meeting regularly. We need a mechanism in place.</p> <p>Need to get volunteers to serve. Created the charge so faculty would know what the committee is supposed to do. Need to take the request out to all faculty.</p>	
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## New Business

Item	Discussion	Action
Synchronous Expectations for Spring Instruction (10 minutes)	<p>Schedule Published: Oct 2 Students Register Nov 2</p> <p>Discussed the differences between a synchronous and asynchronous instruction. Type of class needs to be determined now. If a class was original schedule for FTF, it needs to be offered synchronously. If it is not going to be synchronous, the class needs to change to Online/DE in the schedule, so students are aware of how the class will be taught.</p>	
Faculty Evaluation Guidelines During COVID-19 (15 minutes)	<p>Keith Wurtz and Meridyth McLaren</p> <p>Not a new process. Was intended to alleviate some of the fears faculty were having about being evaluated for online courses. No questions. Can bring up at all campus meeting as well.</p>	
Abbreviation Clarity in Spring Schedule (5 minutes)	<p>"ONLI-NE"</p> <p>Can't have a Building listed without a room. Will do a lot of messaging to students so they are aware of what the abbreviations mean.</p> <p>Should we use the term Remote?</p>	
75/25 VS FON (10 minute)	<p>Gio Sosa</p> <p>75/25 was briefly explained.</p> <p>From Ed Master Plan Report Card: Is the 75/25 an accurate and useful measure of faculty need? Is FON a better representation?</p> <p>Need to have more explanation of how the FON is calculated before we can discuss. Are there other measures we can use to determine if we have adequate numbers of faculty?</p>	

## AS Sub-Committee/Committee Assignment Reports

Item	Discussion	Action
1 <sup>st</sup> meeting of the month (3 mins): <b>A. Chairs (Andrews)</b> <b>B. Honors Steering (Cannon)</b> <b>C. Curriculum (Bogh)</b>	<b>A.</b> Looking at how to navigate once the Assessment Center is gone. Handling challenges. Looked at the challenges and importance of disaggregating SLO data Reviewed PLO, cycle <b>B.</b> Campus research conference coming up in November. Honors transfer event next Friday. <b>C.</b> None	
2 <sup>nd</sup> meeting of the month: (3 mins) <b>D. Educational Technology (Hamlett)</b> <b>E. District Assembly (Brink)</b>		

## Concluding Business

Item	Discussion	Action
Announcements (5 minutes)	Birthday Shout-out	
<a href="#">Good of the Order</a> (3 minutes)	Start thinking about questions you may have or goals that you want to meet that can be answered by data, rather than having data just presented.	
Adjourn	Meeting adjourned at 4:29	

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## Future Business

- Advancement in Rank
  - Student Lingo (Violetta Vasquez)
  - Resolution Denouncing White Supremacy, Systemic Racism, and White Privilege
  - Registration and Web Advisor
  - Dual Enrollment
  - Faculty Role on Participatory/District Committee
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## Administrative Procedures (AP) and Board Policies (BP)

Please see the [Academic Senate pages](#) of the Crafton Hills College website for information on [Administrative Procedures and Board Policies](#).

Month	BP/AP
March	<ul style="list-style-type: none"><li>- AP 4103 Work Experience</li><li>- BP 4103 Work Experience</li><li>- AP 5030 Fees</li><li>- BP 5030 Fees</li><li>- AP 7240 Confidential Employees</li><li>- BP 7240 Confidential Employees</li><li>- AP 7250 Educational Administrators</li><li>- BP 7250 Educational Administrators</li><li>- AP 7260 Classified Supervisors and Managers</li><li>- BP 7260 Classified Supervisors and Managers</li></ul>
April	<ul style="list-style-type: none"><li>- AP 5040 Student Records, Directory Information, and Privacy</li><li>- BP 5040 Student Records, Directory Information, and Privacy</li><li>- AP 5150 Extended Opportunity Programs and Services</li><li>- BP 5150 Extended Opportunity Programs and Services</li></ul>