

Senate Meeting Minutes 03.03.21



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 | 13 | 4 |
| Available Seats | 4 | 6 | 0 | 3 | 3 | 1 |
| Senators | <ul style="list-style-type: none"> - Cheryl DiBartolo - Richard Hughes - Julie McKee - Steve Hellerman | <ul style="list-style-type: none"> - Ryan Bartlett - Krista Ivy - Nick Reichert | <ul style="list-style-type: none"> - Reynaldo Bell - TL Brink - Meridyth McLaren - Thomas Serrano - Gary Williams | <ul style="list-style-type: none"> - James Grabow - Mariana Moreno | <ul style="list-style-type: none"> - Breanna Andrews - Brandi Bailes - Jeff Cervantez - Chloe De Los Reyes - Laurie Green - Cynthia Hamlett (DE Lead) - Shirley Juan - Hannah Sandy - Josh Robles - Isidro Zepeda | <ul style="list-style-type: none"> - Tina Gimple (SINS) - Andrew Bridges (SINS) - Edward Ferrari (LAM) |

Guests: Kevin Horan, Keith Wurtz, Luke Bixler, Delmy Spencer, Gwen DiPonio, Janae Jacoby, Nathan Cunningham, Gio Sosa, Judy Cannon, Mike Strong

Agenda Items

All documents are linked to their agenda item.

Estimated Meeting Time: 94 minutes

Preliminary Business

| Item | Discussion | Action |
|--|---|--------|
| Call to Order | AS VP Julie McKee called the meeting to order at 3:02 pm. | |
| Statements from the public (3 minutes per speaker) | None | |
| TESS Report - Bixler (3 minutes) | <ul style="list-style-type: none"> A. Looked into having students access online databases with regular login. Should happen in the next few weeks. B. Looking into possibility of students registering through Starfish/Ed Plan. Are some software challenges. Will continue to work on this with some work arounds. | |
| ERI Updates – Hamlett (3 mins) | <p>Had ERI open meeting. Canvas will be making some changes to the quizzes part of the system. Link to see the comparison https://community.canvaslms.com/t5/New-Quizzes-Users/New-Quizzes-Feature-Comparison/ta-p/243761</p> <p>Discussed chat options that faculty can use with each other and with students.</p> <p>Discussion about pronunciation of gif.</p> | |
| <p>Approval of Minutes and Voting Record for 2/17/2021 (3 minutes)</p> <p><u>Minutes 2/17</u> <u>Voting Record 2/17</u></p> <p>Goal: Assess the written record to be sure it reflects the discussions and voting in the last meeting. Be sure to</p> | <p>Motion: to approve the minutes and voting record from 2/17/2021 (Gimple, Bartlett, MSC) Discussion: none</p> | |

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| double-check your own votes, attendance, discussions, motions, ect. | | |
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Preliminary Reports

| Item | Discussion | Action |
|---|--|--------|
| Administration's Report (5 mins) | <p>Kevin Horan: Thanks to EMS Department for facilitating our unexpected vaccine opportunity last week. Has wanted to increase the FT faculty numbers at Crafton. Using some salary savings, we will be recruiting for 3 new FT faculty positions: Math, English, Biological Sciences (Anatomy).</p> <p>Keith Wurtz: met with English and Math faculty and tutoring coordinator to increase embedded tutor opportunities and training.</p> | |
| <p>1st meeting of the month (3 mins):</p> <p>A. Classified Senate (Jaco) B. CTA Report (McLaren)</p> | <p>A. None</p> <p>B. Negotiations - passed evaluations and DE - will be posted on the union website</p> <p>New podcast coming out about Mental Health Resources for faculty</p> | |
| <p>2nd meeting of the month: (3 mins):</p> <p>A. Student Senate Report (Stiff)</p> <p>B. Treasurer's Report (DiBartolo)</p> | | |
| AS President's Report (3 mins) | <ul style="list-style-type: none"> ● Area D meeting - March 27th ● Spring Plenary - April 15-17 Let Brandi know if you are interested in attending. ● "Of the year" - call for nominations will go out by the end of the week. | |

Old Business

| Item | Discussion | Action |
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| On hold or in progress – 0 Min | <ul style="list-style-type: none"> ● On hold: Anti-racism (Bartlett) <ul style="list-style-type: none"> ○ Update: The Student Services office has received recommended definitions from several committee members to review and discuss. Next steps will be to get campus input and vote on definition. Estimated completion end of February at the latest. | |
| Social Media Policy – 3 Min – Bailes Draft Social Media Policy Goal: Review and give feedback on any updates to the draft social media policy presented at District Assembly . | ? about where this goes next. Back to District Assembly? Will have to be negotiated with both unions before anything is formalized. | Send campus wide for feedback. |
| Academic Freedom - 10 min - Bartlett Statement on Academic Freedom Goal: Document CHC's role in protecting faculty's latitude to speak, write, listen, challenge, and learn | Ryan Barlett read the document. Intended to protect faculty freedom of expression. This document was adapted from University of Chicago. Will be posted on the AS website. | Motion: to support the Academic Freedom Statement (Gimple, Ferrari, MSC) |

New Business

| Item | Discussion | Action |
|--|---|--------|
| LTF Faculty Satisfaction Survey - 10 min - Ivy Survey Link Goal: Complete the survey with the senators during the meeting. | Library Task Force has been working with the Research Office to create a Library survey. Would like the faculty to take a few minutes and take the survey. Survey is live until March 12th. | |

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| <p>Anxiety and counseling information from HR - 10 Min - Jacoby</p> <p>Goal: Review and ask questions regarding options for assistance anxiety/burnout during remote instruction and upon return to campus.</p> | <p>Reviewed our Employee Assistance Program (EAP). Numerous resources available to all district employees. Can access directly through the Anthem website.</p> | |
| <p>Campus Development Strategies PDF - 15 Min - Strong</p> <p>Strategies Draft Document</p> <p>Goal: Review and provide feedback on future plans for CHC development.</p> | <p>Mike Strong reviewed the updated facility master plan timeline. Will increase efficiency and set us for the next 25 years, very well.</p> <p>? about second pool, maker's space, food options for students on each end of the campus, and various other detail questions.</p> <p>Thanks to Mike for all of his work on this plan.</p> | |
| <p>QFE Institution-set Goals (ISSs) - 10 Min - Wurtz</p> <p>Draft Document of Goals</p> <p>Goal: Review and provide feedback on proposed goals for rates related to course completion, certificates, degrees, and transfer. Note that, on the included graphs, the red bar indicates our expected results based on past rates and the green bar represents a reasonable growth goal ("stretch").</p> <p><i>Additional information:</i> ISSs are a requirement of accreditation and are the lowest outcome levels which are acceptable to an institution. Stretch goals are also a requirement of accreditation and are the aspirational goal for the college.</p> | <p>We have to set standards for various academic components.</p> <p>Gio reviewed the previous goals and the suggested changes/edits.</p> | |
| <p>Canvas shell transfers and class cancellation and intellectual property - 5 Min - Bailes/Hamlett/McLauren</p> | <p>District violating its own AP/BP by transferring intellectual property to another instructor without permission.</p> | |

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| Goal: Discussion and direction on issues related to Canvas procedures and the protection of faculty intellectual property. | Have brought this to TESS's attention as well as VC of HR. | |
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AS Sub-Committee/Committee Assignment Reports

| Item | Discussion | Action |
|---|--|--------|
| <p>1st meeting of the month (3 mins):</p> <ul style="list-style-type: none"> A. Chairs (Andrews) B. Honors Steering (Cannon) C. Curriculum (DiPonio) D. District Assembly (Brink) | <ul style="list-style-type: none"> A. Starfish review, need to work out notifying honors of new honors courses/curriculum, meeting on Friday will review Chairs Handbook B. Research Conference on April 16th - open to all students. Julie showed us the new Honors t-shirt. 7 students presenting at HTTC Conference, Honors Alumni, graduated in 2017 - transferred to Berkley, accepted to Yale and Columbia! C. Survey feedback from two possible course outline systems coming in. Need to figure out process for notifying Honors when honors curriculum is being added. D. Kristina Hannon will now be President, new VP. Want to make DA more effective and have proposed a new structure and format for the committee. | |
| <p>2nd meeting of the month: (3 mins)</p> <ul style="list-style-type: none"> A. Educational Technology (Hamlett) B. Library Taskforce (Ivy) C. Ed Policy (Hughes) | | |

Concluding Business

| Item | Discussion | Action |
|---|-------------------------------|--------|
| Announcements (3 minutes) | March Birthday Shout Outs! | |
| Good of the Order (3 minutes) | None | |
| Adjourn | Meeting adjourned at 4:41 pm. | |

Future Business

- Lessons Learned: Forums on Race, Healing & Action – Hannon
- Registration and Web Advisor

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](#).