

Senate Meeting Minutes 9.1.2021



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	6	5	7	8
Available Seats	4	0	0	3	4	2
	Andrews, Breanna	Bailes, Brandi	Brink, TL	Grabow, Jimmy	de los Reyes, Chloe (Multilingual)	Bridges, Andrew (SINS)
	DiBartolo, Cheryl	Bartlett, Ryan	Green, Laurie	Macamay, Mariana	Ferrari, Ed (LAM)	Cline, Mellisa (SINS)
	Hellerman, Steve	Diponio, Gwen	Grounds, John		Hughes, Rich (SINS)	Gimple, Tina (SINS)
	Jimenez, Sabrina	Hamlett, Cynthia	McLaren, Meridyth			Gilmore, Heather (SINS)
	McKee, Julie	Ivy, Krista	Serrano, Thomas			Mello, Brandi (SINS)
	Olivera, Chris	Jaques, Paul	Williams, Gary			Weiler-Leon, Lindsay (SINS)
		Juan, Shirley				
		Reichert, Nicholas				
		Robles, Josh				

Guests: Keith Wurtz, Mike Strong, Judy Cannon, Kevin Horan, Ivan Pena, Delmy Spencer, Robert Alexander, Joe Cabrallas, Kashaunda Harris

Agenda Items

All documents are linked to their agenda item.

Estimated Meeting Time: 86 minutes

Preliminary Business

Item	Discussion	Action
Call to Order	AS President, Brandi Bailes called the meeting to order at 3:01 pm	
Statements from the public (3 minutes per speaker)	None	
TESS Report - Bixler (3 minutes)	None	
<p>Approval of Minutes and Voting Record for 2/17/2021 (3 minutes)</p> <p>Voting Record 5/5 Minutes 8/18 Voting Record 8/18</p> <p><i>Goal: Assess the written record to be sure it reflects the discussions and voting in the last meeting. Be sure to double-check your own votes, attendance, discussions, motions, ect.</i></p> <p>Note: Anyone can add a comment if something needs to be edited.</p>	<p>Motion: to approve the voting record from 5/5/21 and the minutes and voting record from 8/18/2021 (Weiler, Green, MSC, 1 abstention, Serrano)</p>	

Preliminary Reports

Item	Discussion	Action
Administration's Report (3 mins)	<p>Kevin Horan reported: thanks to everyone for a successful start to the year. Nice to see smiling faces on campus again.</p> <p>Keith Wurtz reported: thanks to all as well. Chairs moving to 75% remote and 25% FTF for spring.</p>	

	<p>Strong: thanks to Brandi for getting the reopening task force going again. Working through all of the Covid tracing and notifications.</p> <p>Delmy Spencer reported: thanks to everyone. Have had a lot of positive feedback. Students glad to be on campus. Will look at on campus services for spring.</p>	
President's Report (5 mins)	<ul style="list-style-type: none"> ● Committees to be reviewed by Admin - will done in Crafton Council ● Committee Chair Training - updating training. Will go out in a few weeks. ● Outdoor office and instructional space - need to figure out where these areas will be and signage. ● Data and Research Task Force (DRTF) ● Evaluations <ul style="list-style-type: none"> ○ Large amount this Fall - peer evaluators have been assigned. ● New District Committees <ul style="list-style-type: none"> ○ Have a new DA committee structure. Need to fill many seats on committees. ○ District Budget Advisory Committee <ul style="list-style-type: none"> ■ (2 from each campus) 3rd Thursday at 2pm ○ District Program Review Committee <ul style="list-style-type: none"> ■ (1 from each campus - Campus Planning and Program Review Committee membership preferred) 2nd Tuesday at 10:30am (dark in June & July) (AS VP) ○ District Diversity, Equity, & Inclusion Advisory Committee <ul style="list-style-type: none"> ■ (2 from each campus) 2nd Tuesday at 3pm ○ Facilities Advisory Committee <ul style="list-style-type: none"> ■ (1 from each campus) TBD ○ Policies & Procedures Advisory Committee <ul style="list-style-type: none"> ■ (1 from each campus) 2nd Wednesday at 2pm (AS Prez) 	

	<ul style="list-style-type: none"> • Attending Committees Vs Joining Committees - Can attend any committee without formally joining. • IEAOC committee could use a few more faculty. 	
1st meeting of the month (3 mins): A. Classified Senate (Jaco/Mello) B. CTA Report (McLaren)	<p>A. Alex Jaco has a new job, Brandice will be serving as interim President. Have been reviewing mission, vision and values statements.</p> <p>B. New podcast, negotiations last Friday, fixed cameras in the classroom MOU.</p>	
2 nd meeting of the month: (3 mins): A. Student Senate Report (Alexander) B. Treasurer's Report (DiBartolo)		

Old Business

Item	Discussion	Action
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 definitions. • Social Media Policy (Bailes) <ul style="list-style-type: none"> ◦ <u>Draft Social Media Policy</u> ◦ <i>Goal: Review and give feedback on any updates to the draft social media policy presented at <u>District Assembly</u>.</i> ◦ This item will remain on the agenda until it has been approved by the District Assembly now Chancellor's Council 	

<p>Follow-up on Plenary Items - 0 mins - Ferrari/Bartlett/Bailes</p> <p>Link to Plenary Documents</p> <p><i>Goal: Continue to update and review items from the Fall plenary.</i></p>	<p>Consensus Decision making is an option. Ed Ferrari is willing to look into it. Ryan Bartlett will also review.</p> <p>Executive Committee and Executive Team first draft for agenda at Sept 15 meeting.</p>	
<p>Bylaws Update - 5 minutes - Bailes</p> <p>Link to edited bylaws</p> <p><i>Goal: Review updates to bylaws to ensure they reflect the motion allow FT faculty to nominate PT faculty for their area seats and edit bylaws to reflect this change (Ferrari, DiPonio) and increase overall PT senator seats from 4 to 8 and edit bylaws to reflect this change</i></p>	<p>Updates have been made to allow PT faculty to run for unfilled FT seats in a division.</p> <p>Motion: to add voting record to the agenda (Brink, McKee, MSC) Discussion: none</p> <p>Motion: to remove 'maintain voting record' from the VP position. (Grounds, Hamlett, MSC) Discussion: none</p>	

New Business

Item	Discussion	Action
<p>Welcome Part-time Senators - 1 minute - Bailes</p>	<ul style="list-style-type: none"> ● Cline, Mellisa (SINS) ● Gimple, Tina (SINS) ● Gilmore, Heather (SINS) ● Mello, Brandi (SINS) ● Weiler-Leon, Lindsay (SINS) ● Andrew Bridges (SINS) <p>Welcome and Thanks! Shannon Cardoza introduced herself. Has also requested to be a PT senator. All 8 seats we created are full.</p>	
<p>Mission, Vision, and Values - 10 minutes - Sosa/Bailes</p> <p>Link to MVV Document</p> <p><i>Goal: Review and give feedback on the Mission, Vision, and Values statements for CHC.</i></p>	<p>Have been through all 3 senates, have revised based on feedback. Close to final draft, but can still provide more feedback. Gio has the documents with all of the suggestions.</p> <p>Forward any additional comments to Gio.</p>	

<p><i>Note: Anyone with the link can comment on this document. However, comments added without the name of a senator to sponsor them during discussion may not be addressed by the senate body.</i></p>		
<p>Facilities Master Plan - 10 minutes - Strong</p> <p>Link to Master Plan</p> <p><i>Goal: Review and give feedback on the yellow highlighted facilities master plan updates.</i></p> <p><i>Note: Anyone with the link can comment on this document. However, comments added without the name of a senator to sponsor them during discussion may not be addressed by the senate body.</i></p>	<p>Kevin was able to get more of the funds to support our projects. Reviewing needs then will look at facilities to see what we need to meet. Reviewed what has been done/updated since 2017 plan.</p> <p>? about what happens to BC area? Will be torn down after the new instructional building is built.</p> <p>? about adding more computer labs in new space - yes can be added.</p> <p>This is just the general info. The specifics for building planning/programming will come later.</p> <p>? about more bicycle space, suggestion to make signal sensitive to bikes. Will have further discussion with the city about bike lanes on the main road.</p> <p>? about electric charging stations. Want to work it into our solar grid. Need to find something that is financially feasible. Still having discussions. Currently looking at \$40-50,000 a year for charging stations.</p> <p>? about looking at outsourcing to other companies. Have looked into this. Still has some cost associated with this.</p> <p>? about increasing safety for pedestrians crossing the street.</p> <p>? about creating outdoor instructional space. Even formally naming outdoor spaces would help direct students to specific outdoor areas.</p> <p>Will go to Crafton Council then back to board.</p>	<p>Will resend document with highlighting.</p> <p>Motion: to support the presented Master Plan update (McKee, Ferrari, MSC, 2 abstention, Hughes, Ivy) Further Discussion: none</p>

<p>Tenure and Sabbatical Committees - 10 minutes - Bailes/McLauren/Wurtz/Horan</p> <p>Goal: Address membership of tenure and sabbatical committees</p>	<p>Who should be assigned to these committees? How often should it change? How should we address it in the bylaws?</p> <p>Suggestion to have some training for these committees.</p> <p>AS can appoint one person to the committee. Process is flawed, changes in process have to go through the Union and negotiations.</p> <p>Will send out documents - one with suggestions for how we should do our process of appointing for tenure and sabbatical committees as well as a suggestion for a different Tenure process to go to the union.</p>	<p>Continue discussion at next meeting.</p>
<p>Tutoring Center data & Tutoring Center Task Force - 10 minutes - Reichart</p> <p>Goal: Review tutoring data and updates and recruit for the GET SET task force.</p>	<p>GET SET</p> <p>Growing Engagement in Tutoring and Supporting Embedded Tutors</p> <p>Chloe, Sabrina, Josh and Brandi offered to participate.</p> <p>Request to add to chairs agenda.</p> <p>When will meeting happen? October 14 at 2 pm.</p>	

AS Sub-Committee/Committee Assignment Reports

Item	Discussion	Action
<p>1st meeting of the month (3 mins):</p> <p>A. Chairs (Andrews)</p> <p>B. Honors Steering (Cannon)</p> <p>C. Curriculum (DiPonio)</p>	<p>A. Credit by Exam will be reviewed. Will make changes to the Spring 2022 schedule to reduce FTF sections.</p> <p>B. The list of schools where our Honors graduates are going is growing! Are also adding to the Honors to Honors list. Continue to recommend students to the program.</p>	

	C. Transfer to new CurricUnet. System should be ready by the end of the year.	
2 nd meeting of the month: (3 mins) A. Educational Technology (Hamlett) B. Library Taskforce (Ivy) C. Ed Policy (Hughes)		

Concluding Business

Item	Discussion	Action
Announcements (3 minutes)	2 spaces left in reading apprenticeship program. 25 week synchronous class for effective teaching practices program Library workshop series for students going on Birthday shoutouts!	
Good of the Order (3 minutes) <i>Goal: Comments and complements for AS in general and items that should be added to a future agenda</i>		
Adjourn	Meeting adjourned at 4:34 pm.	

Future Business

- Lessons Learned: Forums on Race, Healing & Action – Hannon
- Registration and Web Advisor
- Tutoring and STEM Center Roles - Weiss
- Summer Schedule Public Documentation
- Update deduction form - DiBartolo/McKee
- 4.0 Scholarship - DiBartolo/Bailes

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](#).