

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 requires 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.

[The Brown Act](#)

[Motions and Rules of Order](#)

[Meeting Norms](#)

Meeting Information

Date

October 1st, 2021

Time and Location

3PM - 4:30 PM Via Zoom Link:
<https://cccconfer.zoom.us/j/98822892587>

Next Meeting

October 20, 2021

Meeting Outline

- Announcements
- Kudus
- Public Comment
- Main Business
- Good of the Order
- Reports

Additional Documents

Additional documents are linked in the preparation section of each agenda item.

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	1
	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)	Cardoza, Shannon (SINS)
	Hellerman, Steve	Diponio, Gwen	Grounds, John		Hughes, Rich (SINS)	Cline, Melissa (SINS)
	Jimenez, Sabrina	Hamlett, Cynthia	McLaren, Meridyth		Pfahler, Diane (SINS)	Gimple, Tina (SINS)
	McKee, Julie	Ivy, Krista	Serrano, Thomas			Gilmore, Heather (SINS)
	Olivera, Chris	Jaques, Paul	Williams, Gary			Mello, Brandi (SINS)
		Juan, Shirley				Weiler-Leon, Lindsay (SINS)
		Reichert, Nicholas				
		Robles, Josh				

Guests: Kevin Horan, Keith Wurtz, Ivan Pena, Robert Alexander, Mike Strong, Larry Aycock, Laura van Genderen, Judy Cannon, Delmy Spencer, Joe Cabrales

Agenda Items

All documents are linked to their agenda item.

Estimated Meeting Time: 85 minutes

Preliminary Business - Duration 6 minutes

Item	Duration in Minutes	Content
Call to Order	0	AS Senate President called the meeting to order at 3:02 pm.
Announcements (3 minutes)	3	<p>Student Senate will have a taco truck on campus for Club Rush on October 20 from 11 am -1 pm.</p> <p>SBCCDTA has put snacks and Fridge magnets in a few locations around campus</p> <p>PD Wellness Wednesdays are back</p> <p>Tech Tuesdays are back - will send out info on Monday and on Tuesdays at 2 there will be an opportunity to further discuss or as any DE related questions.</p> <p>Saturday, November 13th will be the 3 Peaks Food Drive at Redlands Family Assistance- 9:30-noon.</p> <p>Girls and Boys Club of Redlands in need of volunteers. If anyone has students needing to do volunteer hours, reach out to them for more information.</p>
Statements from the public 3 per speaker 15 minutes max	0	
Kudos - Highlighting Faculty Work	3	<p>Faculty have been doing amazing work for Hispanic Heritage Month.</p> <p>Brandi has reinstated SBCCDTA coffee and donuts!</p> <p>Chairs have been doing amazing work on the spring schedule</p> <p>PD Faculty are working hard on the Spring Inservice</p>

Main Business - Duration 53 minutes

Item and Presenter	Duration in Minutes	Prep Material	Goal and Notes	Action
Approval of Minutes - Bailes	3	<input type="checkbox"/> Minutes 9/15	<p>Assess the written record of our meeting 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.</p> <p>Note: Anyone can add a comment if something needs to be edited.</p>	Motion: to approve the 9.15.21 minutes (Hamlett, Brink, MSC).
Sabbatical Committee - Bailes	5		<p>Assign 3 members to the Sabbatical Committee. There are three seats.</p> <p>Suggestions:</p> <ul style="list-style-type: none"> ● B. Andrews - Volunteered, has sat on the committee previously, member of AS, current Department Chair. ● R. Greyraven - Volunteered, has sat on the committee previously, district-wide equity committee member ● K. Ivy - Volunteered and is non-instructional, which has not been represented on the committee ● R. McAtee - Volunteered and is non-instructional, which has not been represented on the committee. Would prefer to be selected only if needed. <p>Winners in BOLD</p>	Anonymous vote of Senators to assign seats.

Quote and example for plaque and verbiage from the LRC folks - McKee	5		Approve the details for a plaque in memory of Catherine Hendrickson.	Motion: to support the verbiage and plaque (McKee, DiBartolo, MSC).
Resolution: In support of the role of education in combating vaccine hesitancy and anxiety and COVID-19 misinformation	15	<input type="checkbox"/> Draft Resolution	<p>This is the first read of the resolution.</p> <p>The idea of the resolution is to clearly define the obligations of CHC to combat vaccine hesitancy and anxiety and COVID-19 misinformation in a way that is compassionate, fact-based, and unbiased. It has 4 whereas statements and 4 resolves.</p> <p>Breakout rooms for 7 minutes. Reconvened for group discussion. Suggestions for changes were discussed and recorded on the document.</p>	<p>Motion: to approve the resolution for first read (Brink, Macamay, MSC).</p> <p>Motion: to approve for second reading, (Pfahler, Jacques, MSC 2 abstentions, Bartlett, McKee)</p> <p>Motion: to approve with edits so it can be presented to the Board of Trustees, tomorrow (Hamlett, Jacques, MSC, 2 abstentions, Bartlett, McKee).</p>
Follow-up on Plenary Items - Ferrari/Bartlett Link to Plenary Documents	15	<input type="checkbox"/> RR vs CD - Ferrari <input type="checkbox"/> Comparison of methods <input type="checkbox"/> Committee Decision Models (page 13)	<p>Discuss the pros and cons and details of adopting a Consensus Decision-making model as an alternative to Robert's Rules of Order.</p> <p>If we want to do this, we need to formally adopt and create guidelines.</p> <p>Need to have training and cheat sheets. Ryan Bartlett, Ed Ferreri and Steve Hellerman volunteered for the workgroup.</p>	Motion: to create a workgroup to study the implications and draft a process (Hellerman, Ferrari, MSC)

			<p>Anonymous comment reader is a good way to encourage participation of those who may not feel comfortable voicing their opinion.</p> <p>? about whether anonymous comments follow Brown Act. Yes, since they will be read aloud.</p>	
Dual Enrolled GPA requirement - Wurtz	5	<input type="checkbox"/> Dual enrollment eligibility section.	<p>Address obstacles facing adult education students wishing to dual enroll.</p> <p>Discussion: what is adult education, Larry explained about adult education and dual enrollment, is a GPA required by law - no, it is determined locally.</p>	Motion: to admit students in adult education without a GPA requirement(Ferrari, Brink, MSC)
4-Point Rubric for SLOs - Wurtz	5	<input type="checkbox"/> Sample Default Rubric	<p>Create a default rubric for departments to use when SLO rubrics are not supplied.</p> <p>Note: that In-Service day(s) will allow us time to address all rubrics each Spring and Fall. AS can also use this time to make changes to the default rubric.</p>	Motion: to approve the default rubric
Good of the Order	3		<p>Feedback for AS in general and items that should be added to a future agenda</p>	<p>Request agenda items for future meetings or comment on board reports, ASCCC updates, or other 10+1 items.</p>

Reports - Duration 23 Minutes

Item	Duration in Minutes	Content
Administration's Report	3	Kevin Horan reported: there will be a communication going out to students about the Board's decision to put into place a vaccine mandate. The

communication will not have details about the how and when, however, it will be outlining a communication timeline as we navigate through the logistics of how to implement the mandate. The re-opening task force will be meeting next week and will be reviewing more details regarding what the DO team has been able to learn about options and tools for implementing the mandate.

Mike Strong reported: Quick update on the Facility Master Plan (FMP) addendum--We have revised it to address and include all of the Senate's comments. It was presented to and approved by the Crafton Council last week for first read. It is scheduled for second read and final approval at Crafton Council next Tuesday, 10/12.

Dean Muse via Proxy reported: Everyone is aware of the Open Educational Resources (OER) or otherwise known as Zero Cost Textbooks (ZCT) efforts at Crafton over the past several years. We want to focus closely on curriculum development (i.e. required textbook and materials) for this academic year paying specific attention to providing Crafton students with the options of being able to fully complete select degree and/or certificate programs with all the courses having zero cost textbooks.

The goal for Crafton is to roll out at least six degree and/or certificate programs where students have the option to complete them with zero cost textbooks. I presented the concept to Chairs last week and they will be bringing it into department meetings this semester. The focus is to identify courses that have the potential to have ZCT paying specific attention to those courses that are in degree and/or certificate programs.

The good news is that between development at Crafton and Valley, half of the Gen Ed requirements already have ZTC options. All that are still needed are at least one class each in the 1C, 3A, and 3B areas. There are also certain programs where half or greater of the required classes already have ZTC options.

We will be devoting time in the upcoming Spring In-Service for the next steps which are to explore the identified classes more to determine the likelihood of them employing ZTC. We will have a speaker and workshop leader who will

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		help guide faculty in this. The final step is to issue contracts to faculty – both full-time and adjunct – to research, develop, and implement the ZTC into the courses. The amount is still being determined as the number of courses will affect the total but it should equate to between 7-10 hours of time compensated.
President's Report	5	
1st meeting of the month (3 mins): A. Classified Senate (Mello) B. CTA Report (McLaren)	6	Written reports can be submitted
2 nd meeting of the month: (3 mins): A. Student Senate Report (Alexander) B. Treasurer's Report (DiBartolo)	0	
1st meeting of the month (3 mins): A. Chairs (Andrews) B. Honors Steering (Cannon) C. Curriculum (DiPonio)	9	A. At our previous meeting on 10/1/21, we discussed "Zero Cost Textbook" opportunities and explored which disciplines and faculty members would be good places to start with discussions on moving forward with OER. In our next meeting on 10/15/21, we will start looking at scheduling of summer 2022 classes. This is a little later than usual due to a lack of clarity in our crystal ball. B. None C. None
2 nd meeting of the month: (3 mins) A. Educational Technology (Hamlett) B. Library Taskforce (Ivy)	0	A. Educational Technology (Hamlett) a. ETC is currently reviewing the recently revised and updated State and Federal DE regulations that guide our DE Addendum, in-house training, and training

C. Ed Policy (Hughes)		<p>equivalency. We are beginning to build a rubric that will facilitate a more streamlined process for verifying training equivalency and also planning to revise and update ETC's charge in the near future.</p> <p>Our current training opportunities can be found at https://www.craftonhills.edu/faculty-and-staff/online-teaching/facilitated_training_courses.php</p> <p>B. Given at 9/15 meeting C. Ed Policy (Hughes) a. Requested Written Report</p>
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Concluding Business - Duration 3 minutes

Item	Duration in Minutes	Content
Adjourn	0	Meeting adjourned at 4:32 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
- On hold: Anti-racism (Bartlett)
 - o 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)

- Draft Social Media Policy
 - Goal: Review and give feedback on any updates to the draft social media policy presented at the District Assembly.
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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](#).

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.