

## 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 20th, 2021

#### Time and Location

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

#### Next Meeting

November 6th, 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)

	<b>SINS</b>	<b>LAM</b>	<b>Career Ed &amp; Human Dev.</b>	<b>Student Services</b>	<b>Senators at Large</b>	<b>Part-Time Senators</b>
Total Seats	10	9	6	5	7	8
Available Seats	4	0	0	3	4	1
	<b>Andrews, Breanna</b>	<b>Bailes, Brandi</b>	<b>Brink, TL</b>	<b>Grabow, Jimmy</b>	de los Reyes, Chloe (Multilingual)	Gimple, Tina (SINS)
	<b>DiBartolo, Cheryl</b>	<b>Bartlett, Ryan</b>	<b>Green, Laurie</b>	<b>Moreno, Mariana</b>	<b>Ferrari, Ed</b> (LAM)	Bridges, Andrew (SINS)
	<b>Hellerman, Steve</b>	<b>Diponio, Gwen</b>	<b>Grounds, John</b>		<b>Hughes, Rich</b> (SINS)	Cardoza, Shannon (SINS)
	<b>Jimenez, Sabrina</b>	<b>Hamlett, Cynthia</b>	<b>McLaren, Meridyth</b>			<b>Cline, Mellisa</b> (SINS)
	<b>McKee, Julie</b>	<b>Ivy, Krista</b>	Serrano, Thomas			Gilmore, Heather (SINS)
	<b>Olivera, Chris</b>	<b>Jaques, Paul</b>	Williams, Gary			<b>Mello, Brandi</b> (SINS)
		<b>Juan, Shirley</b>				Weiler-Leon, Lindsay (SINS)
		<b>Reichert, Nicholas</b>				
		Robles, Josh				

Guests: Kay Weiss, Van Muse, Keith Wurtz, Dan Word, Ivan Pena, Joe Cabrales, Judy Cannon, Robert Alexander,

## Agenda Items

### Preliminary Business - Duration 6 minutes

Item	Start Time and Duration in Minutes	Content
Call to Order	0	AS President Brandi Bailes called the meeting to order at 3:06 pm.
Announcements (3 minutes)	Start 3:01 3 Minutes	Steve Hellerman - fundraisers Birthday Shoutouts
Statements from the public 3 per speaker 15 minutes max	0	
Kudos - Highlighting Faculty Work	Start 3:04 3 Minutes	

### Main Business - Duration 51 minutes

Item and Presenter	Approximate Start Time and Duration in Minutes	Prep Material	Goals and Notes	Proposed Action
Approval of Minutes - Bailes	Start 3:07 3 Minutes	<input type="checkbox"/> <a href="#">Minutes 10/6</a>	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.	Motion: to approve the minutes from 10.6.2021 (Green, Bartlett, MSC)

# Crafton Hills College | Academic Senate Minutes

			Note: Anyone can <a href="#">add a comment</a> if something needs to be edited.	
Proposed Executive Committee and Executive Team - Bailes	Start 3:10 15 Minutes	<input type="checkbox"/> <a href="#">Proposal</a>	Give feedback on the new duties, positions, and release for the proposed Executive Committee. Review the membership of the proposed Executive Team.  Break out rooms to discuss. Full group discussion about reviewing again at Spring Plenary.	Motion to support implementing the changes in Spring 2022 or Fall 2022 or Request to bring back changes to the next meeting of the AS or Request to continue work at the Spring Plenary.
Professional Development Spring In-Service Draft Plan	Start 3:25 10 Minutes	<input type="checkbox"/> <a href="#">Draft Schedule</a> <input type="checkbox"/> <a href="#">Workshop Topics</a>	Give feedback on the Professional Development Spring In-Service Draft Plan.  Kay shared the draft plan for Spring Flex and Inservice Days.  ? about on campus or off - Inservice will most likely be totally Zoom. Flex may have some of both.	
Bestest Faculty Plaques	Start 3:33 2 Minutes		Review cost of plaques for faculty of the year for 2021 and 2020.	Motion: to reimburse Julie McKee for the plaques. (Cline, Andrews, MSC)
Certified Nursing Assistants (CNA) Program - Wurtz	Start 3:35 10 Minutes	<input type="checkbox"/> <a href="#">Program Viability Report</a>	Give feedback on the program's viability.  Moved to a later agenda.	

		<input type="checkbox"/> <a href="#">Program Viability Process</a>		
Zero Cost Textbooks (ZCT) - Muse	Start 3:45 10 Minutes		<p>Collectively engage in identifying current or perspective ZCT courses</p> <p>Need to distinguish between Zero cost and low cost. Want to make sure we don't confuse students.</p> <p>ACCJC has specifically identified ZCT for the funding.</p> <p>Has the Google site been set up with info? Not yet. Still collecting info.</p>	
<a href="#">Good of the Order</a>	Start 3:55 3 Minutes		Feedback for AS in general and items that should be added to a future agenda	Request agenda items for future meetings or comment on board reports, ASCCC updates, or other 10+1 items.

Reports - Duration 21 Minutes

Item	Approximate Start Time and Duration in Minutes	Content
Administration's Report	Start 3:58 3 Minutes	Keith Wurtz reported. All campus meeting moved to next week.

# Crafton Hills College | Academic Senate Minutes

<p>President's Report</p>	<p>Start 4:01 3 Minutes</p>	<p>Written report:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fall 2021 Plenary is upcoming. We have 5 faculty attending. Big thank you to those faculty who are joining me at the plenary!</li> <li><input type="checkbox"/> Update on Vaccination Plan: Please listen to the latest episode of <a href="#">Amplify Your Voice</a> for updates.</li> <li><input type="checkbox"/> <a href="#">Fall Resolutions ASCCC</a></li> <li><input type="checkbox"/> <a href="#">Transfer Reform Bill Passed AB 928</a> - Opposed by FACCC, <a href="#">ASCCC</a>, OCCCC, <a href="#">Cal States, and UCs</a> Will require we update our transfer plans and has financial impact.</li> <li><input type="checkbox"/> Still waiting to see what information went out to students yesterday about the vaccine mandate. Kevin Horan has forwarded to faculty as well-will be in our inboxes.</li> </ul>
<p>1<sup>st</sup> meeting of the month (3 mins):</p> <ul style="list-style-type: none"> <li>A. Classified Senate (Mello)</li> <li>B. CTA Report (McLaren)</li> </ul>	<p>0</p>	<ul style="list-style-type: none"> <li>A. Requested written report: Classified Senate is currently working to encourage classified representation at the various committees, talking with management to actively support classified attending committees. I created a reference sheet that breaks down what each committee does, the times they meet, etc. We are also working to add a simple reporting system on the CS website to allow for people to put in a short report about their committee attendance if they are unable to meet up at the senate meeting(s).</li> </ul>
<p><b>2<sup>nd</sup> meeting of the month: (3 mins):</b></p> <ul style="list-style-type: none"> <li><b>A. Student Senate Report (Alexander)</b></li> <li><b>B. Treasurer's Report (DiBartolo)</b></li> </ul>	<p>Start 4:07 6 Minutes</p>	<ul style="list-style-type: none"> <li>A. Student Senate updated bylaws, the club rush today was successful today</li> <li>B. Plaques were ordered for Faculty of the Year awards for 2019-20 and 2020-21 as well as a memorial plaque for Catherine Hendrickson to be placed in the LRC. The total for the plaques is \$464.34. After this purchase, our account balance will be \$1879.72</li> </ul>
<p>1<sup>st</sup> meeting of the month (3 mins):</p> <ul style="list-style-type: none"> <li>A. Chairs (Andrews)</li> <li>B. Honors Steering (Cannon)</li> <li>C. Curriculum (Di Ponio)</li> </ul>		<ul style="list-style-type: none"> <li>A.</li> <li>B. Requested written report: <a href="#">Full Honors Steering Report</a></li> <li>C. Requested written report: Kim and I have been working diligently on meeting with Nancy from the CurricQnet or META version of the new program. Anyone with interest in the process can contact me. We are</li> </ul>

		<p>looking forward to having simpler ways to have cross-listed courses and honors course outlines. Please note that if a course is deleted, it may impact your program. Therefore, you will need to submit a revision of your program in Curricunet. Anyone who needs support with updating programs or outlines can contact me.</p> <p>The deadline for submitting outlines for approval by FA 2023 is coming up at the end of October. Keep checking "My Approvals" if you are the "originator" for a course outline to make sure your outline is still moving through the approval process. If it is "stuck" at an originator step, it can't move forward until you move it.</p>
<p><b>2<sup>nd</sup> meeting of the month: (3 mins)</b>  <b>A. Educational Technology (Hamlett)</b>  <b>B. Library Taskforce (Ivy)</b>  <b>C. Ed Policy (Hughes)</b></p>	<p>Start 4:13 9 Minutes</p>	<p>A. Revising ETC Charge. Working with Valley to address some changes that they are making to training rubrics.                  B. No report                  C. Have only met once. Will submit a written report about recent work and discussions of the committee. Need to know who is working on Class Caps, so he can forward the committee's work.</p>

Adjournment - Meeting was adjourned at 4:18.

### 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)

- 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.