

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

November 17th, 2021

Time and Location

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

Next Meeting

December 1, 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	3	3
	Andrews, Breanna	Bailes, Brandi	Brink, TL	Grabow, Jimmy	de los Reyes, Chloe (Multilingual)	Cardoza, Shannon (SINS)
	DiBartolo, Cheryl	Bartlett, Ryan	Green, Laurie	Moreno, Mariana	Ferrari, Ed (LAM)	Cline, Melissa (SINS)
	Hellerman, Steve	Diponio, Gwen	Grounds, John		Hughes, Rich (SINS)	Gilmore, Heather (SINS)
	Jimenez, Sabrina	Hamlett, Cynthia	McLaren, Meridyth		Pfaler, Diane (Career Ed & Human Dev.)	Mello, Brandi (SINS)
	McKee, Julie	Ivy, Krista	Serrano, Thomas			Weiler-Leon, Lindsay (SINS)
	Olivera, Chris	Jaques, Paul	Williams, Gary			
		Juan, Shirley				
		Reichert, Nicholas				
		Robles, Josh				



Guests:

Agenda Items

Preliminary Business - Duration 6 minutes

Item	Start Time and Duration in Minutes	Content
Call to Order	0	
Announcements (3 minutes)	Start 3:01 3 Minutes	
Statements from the public 3 per speaker 15 minutes max	0	
Kudos - Highlighting Faculty Work	Start 3:04 3 Minutes	

Main Business - Duration 61 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"/> Minutes 11/3	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	Motion to approve the minutes or Motion to approve the minutes with changes

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			<p>your own votes, attendance, discussions, motions, etc.</p> <p>Note: Anyone can add a comment if something needs to be edited.</p>	
<p>Formulation of an Ad Hoc workgroup to review the Student Conduct and Discipline Due Process</p>	<p>Start 3:10 15 Minutes</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Student Conduct and Discipline Due Process <input type="checkbox"/> AP 5520 Student Discipline Procedures 	<p>The student code of conduct needs to be updated to reflect remote instruction. The process for academic dishonesty needs to be updated to better include faculty input. Both of these are related to Academic Procedures and would need district-wide rewording. The goal should be to eliminate unnecessary details from the AP to allow the colleges more freedom to create Student Discipline Procedures that best fit their faculty and student body.</p>	<p>Motion to recommend the creation of an ad hoc workgroup to work with the VPSS and Dean, Student Services & Student Development review the student conduct and discipline processes campus-wide and to bring findings and recommendations back to the academic senate by Fall 2022.</p> <p>or</p> <p>Motion to task the Ed Policy committee with this work.</p>
<p>Certified Nursing Assistants (CNA) Program - Wurtz</p>	<p>Start 3:25 10 Minutes</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Program Viability Report <input type="checkbox"/> Program Viability Process 	<p>Give feedback on the program's viability.</p>	<p>Resolution to recommend the development of the program</p> <p>or</p> <p>Request to bring back changes to a future meeting of the AS.</p>
<p>Faculty Handbook</p>	<p>Start 3:35 10 Minutes</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Draft Faculty Handbook 	<p>Review the handbook as the primary resource for all of the most important information needed for all faculty: instructional, non-instruction, non-student contract, full-time, and part-time.</p>	<p>Motion to form an ad hoc group to review the handbook</p> <p>or</p> <p>Motion to support the handbook</p> <p>or</p> <p>Motion to task the Ed Policy committee with this work.</p>

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APs and BPs	Start 3:45 10 Minutes	<input type="checkbox"/> Folder of APs/BPs	Work in breakout rooms to review the APs and BPs for feedback to the district. <ul style="list-style-type: none"> • 2310 - Participation in Local Decision Making • 7340 - Leaves (specifically moving "other leaves" from a board decision to a chancellor decision) 	No motions are needed.
Review Fall Resolutions	Start 3:55 10 Minutes	<input type="checkbox"/> Resolution Packet	Work in breakout rooms to review resolutions and make recommendations for further work by AS or its subcommittees.	Motions or requests for specific work to be done by AS or its subcommittees in relation to a specific resolution. Example: Request that the chairs of the Math and English department speak to the work required by resolution 20.01 F21 Example: Resolution to adopt the paper "The Role of Faculty in Tutoring and Learning Centers" (9.03 F21) locally.
Good of the Order	Start 4:05 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
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Administration's Report	Start 4:08 3 Minutes	
President's Report	Start 4:11 3 Minutes	<p>Written report:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Liaisons <ul style="list-style-type: none"> ○ CTE Faculty Liaison - Laurie Green ○ Legislative Liaison - Brandi Bailes (need volunteer) ○ Noncredit Liaison - Need volunteer ○ Guided Pathways Liaison - Josh Robles ○ OER Liaison - Ed Ferrari <input type="checkbox"/> Faculty Leads <ul style="list-style-type: none"> ○ Distance Education - Cynthia Hamlett ○ Professional Development - Kashaunda Harris ○ Curriculum - Gwen Diponio and Kim Salt ○ Guided Pathways - Josh Robles and Shella Scott ○ Multilingual - Chloe de los Reyes ○ AB 705 - Shirly Juan and Lauren Bond <input type="checkbox"/> New Podcast featuring ASCCC Vice President Ginni May. Q and A includes: <ul style="list-style-type: none"> ○ What's something that you wish everyone knew about ASCCC that is not well known? ○ Can you explain the 10+1 without saying "10+1" or "faculty purview"? ○ How do you describe the relationship between the local senates and ASCCC? <input type="checkbox"/> ETC and Chairs needs volunteers: <ul style="list-style-type: none"> ○ ETC curriQūnet META edit suggestions workgroup <ul style="list-style-type: none"> ■ Goal: Rethink the DE addendums. As we move to CurriQunet from curricUNET, we have a chance to really pull apart the DE addendum and simplify it as much as we can. ○ DE course section notes workgroup <ul style="list-style-type: none"> ■ Goal: Identify what applications, assignments, and hardware need to be announced to students in the

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		course schedule and the best plan of communication from chairs to our part-time faculty.
1 st meeting of the month (3 mins): A. Classified Senate (Mello) B. CTA Report (McLaren)		
2nd meeting of the month: (3 mins): A. Student Senate Report (Alexander) B. Treasurer's Report (DiBartolo)	Start 4:14 6 Minutes	
1 st meeting of the month (3 mins): A. Chairs (Andrews) B. Honors Steering (Cannon) C. Curriculum (DiPonio)		
2nd meeting of the month: (3 mins) A. Educational Technology (Hamlett) B. Library Taskforce (Ivy) C. Ed Policy (Hughes)	Start 4:20 9 Minutes	

Adjournment - Approximately 4:29

Curriculum Updates

The following are new classes and programs that are being addressed by the [Curriculum Committee](#).

[The Brown Act](#)

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- ART 123 Illustration
 - BUSAD 102 Introduction to Business Information Worker
 - BUSAD 113/PHIL 113 Business Ethics
 - CIS 090 College Keyboarding and File Management
 - CSCI 105 Introduction to Unix/Linux
 - CSCI 113 Programming Fundamentals: Java
 - ETHS 106 Introduction to Women's Studies
 - ETHS 141H Race, Ethnicity, and Diversity-Honors
 - KIN/S 133A Disc (Frisbee) Sports I, II, III, and IV
 - MULTI 191 History, Practices, and Culture of Making
 - MULTI N-601 Makerspace Experience
 - PHIL 103H Critical Thinking and Argumentation
 - WFP/N 621 Nursing Assistant Theory
 - WFP/N 622 Nursing Assistant Skills Lab
 - WFP/N 623 Nursing Assistant Clinical

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

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.