

## 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.

### 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)

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

Guests: Keith Wurtz, Delmy Spencer, Ivan Pena, Joe Cabrales, Judy Cannon, Kay Weiss, Kashaunda Harris, Robert Alexander, Dan Word

## Agenda Items

### Preliminary Business - Duration 6 minutes

Item	Start Time and Duration in Minutes	Content
Call to Order	0	AS President called the meeting to order at 3:02 pm.
Announcements (3 minutes)	Start 3:01 3 Minutes	Thursday, Dec 9 1pm - unveiling of plaque for Catherine Hendrickson LRC Patio
Statements from the public 3 per speaker 15 minutes max	0	None
Kudos - Highlighting Faculty Work	Start 3:04 3 Minutes	Congrats to Jimmy for his spectacular time in his Half Marathon Race. Thanks to all who helped at the Three Peaks Challenge Equity and Diversity DE Online Course is an amazing class - both in content and visual appeal.

### 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"/> <a href="#">Minutes 11/3</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	Motion to approve the minutes (Brink, Cardoza, MSC)

			<p>your own votes, attendance, discussions, motions, etc.</p> <p>Note: Anyone can <a href="#">add a comment</a> if something needs to be edited. Make sure attendance record is accurate. Bylaws say senators will be dropped after 3 absences. Check to make sure motions are accurately reflected in minutes.</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"> <li><input type="checkbox"/> <a href="#">Student Conduct and Discipline Due Process</a></li> <li><input type="checkbox"/> <a href="#">AP 5520 Student Discipline Procedures</a></li> </ul>	<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>Discussion: What is the issue that has been brought up that needs to be fixed? Need for clarity for faculty. What is the followup, process, etc.</p> <p>Suggestion to keep Ed Policy and send this to them. At Plenary we decided to disband Ed Policy and use volunteers. Do we want to continue with that plan? Did we actually vote to disband Ed Policy? Senators will have to volunteer if we choose Ad Hoc - will put this on plenary. Volunteers for this Ad Hoc Committee - Diane, Ryan, Shirley, Ed</p>	<p>Motion to recommend the creation of an ad hoc workgroup to work with the VPSS and Dean, Student Services &amp; 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. (Ferrari, Pfahler, MSC 1 Abstention - Jimenez)</p>

			Will add discussion about dissolving Ed Policy to another agenda for further discussion.	
Certified Nursing Assistants (CNA) Program - Wurtz	Start 3:25 10 Minutes	<input type="checkbox"/> <a href="#">Program Viability Report</a> <input type="checkbox"/> <a href="#">Program Viability Process</a>	<p>Give feedback on the program's viability.</p> <p>Want to address any concerns. One concern was about space - plenty of space is PSAH. Program will also run mainly at night.</p> <p>Thanks to the members who helped write the viability document for the program.</p> <p>Is it a credit program? No, non credit. Can make it credit, but that would require more organizing.</p> <p>? about why pursue a career program with such a low salary. It is an entry level position, and people tend to move through it to higher levels. Can actually make more than \$18.</p> <p>How much do the students pay? No charge for classes, may be some material fees.</p> <p>Is it open to everyone? Yes.</p>	Motion: recommend moving forward with the Enhanced non-credit certificate in CNA (Pfahler, Brink, MSC)
Faculty Handbook	Start 3:35 10 Minutes	<input type="checkbox"/> <a href="#">Draft Faculty Handbook</a>	<p>Review the handbook as the primary resource for all of the most important information needed for <b>all</b> faculty: instructional, non-instruction, non-student contract, full-time, and part-time.</p> <p>We have quite a few options for what to do with this document.</p>	<p>Motion: to form an ad hoc group to review the handbook (Ferrari, McKee, ) Motion withdrawn.</p> <p>Motion: to approve (Ferrari, 7 3 nay, MSF)</p>

# Crafton Hills College | Academic Senate Minutes

			<p>Kashaundra provided some additional information about the process that got it to the stage.</p> <p>Recommend to bring this back to another senate meeting.</p>	<p>Discussion: has this gone to Chairs? No</p>
APs and BPs	<p>Start 3:45 10 Minutes</p>	<input type="checkbox"/> <a href="#">Folder of APs/BPs</a>	<p>Work in breakout rooms to review the <a href="#">APs and BPs</a> for feedback to the district.</p> <ul style="list-style-type: none"> <li>• 2310 - Participation in Local Decision Making</li> <li>• 7340 - Leaves (specifically moving “other leaves” from a board decision to a chancellor decision)</li> </ul>	<p>No motions are needed.</p>
Review Fall Resolutions	<p>Start 3:55 10 Minutes</p>	<input type="checkbox"/> <a href="#">Resolution Packet</a>	<p>Work in breakout rooms to review resolutions and make recommendations for further work by AS or its subcommittees.</p> <p>Will move to the next agenda.</p> <p>Table of contents shows what is approved. Look through. If something requires further discussion, we will bring it back. If everything looks acceptable, we don't need to do anything else.</p>	
<a href="#">Good of the Order</a>	<p>Start 4:05 3 Minutes</p>		<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 21 Minutes

Item	Approximate Start Time and Duration in Minutes	Content
Administration's Report	Start 4:08 3 Minutes	<p>Thanks to all who participated in Food Drive.                      Registration for spring is open. Will be sending out information about Vaccination Mandates on Friday. CovidClinic has been selected as the vendor.                      2 pm Friday - all Campus Meeting.                      Joe Cabralles reported: Thank you all for getting out the word to students about the vaccine clinic pop-up. We had 109 vaccinated. Next round is December 2.</p>
President's Report	Start 4:11 3 Minutes	<p>Written report:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Liaisons                             <ul style="list-style-type: none"> <li>o CTE Faculty Liaison - Laurie Green</li> <li>o Legislative Liaison - Brandi Bailes (need volunteer)</li> <li>o Noncredit Liaison - Need volunteer</li> <li>o Guided Pathways Liaison - Josh Robles</li> <li>o OER Liaison - Ed Ferrari</li> </ul> </li> <li><input type="checkbox"/> Faculty Leads                             <ul style="list-style-type: none"> <li>o Distance Education - Cynthia Hamlett</li> <li>o Professional Development - Kashaunda Harris</li> <li>o Curriculum - Gwen Diponio and Kim Salt</li> <li>o Guided Pathways - Josh Robles and Shella Scott</li> <li>o Multilingual - Chloe de los Reyes</li> <li>o AB 705 - Shirly Juan and Lauren Bond</li> </ul> </li> <li><input type="checkbox"/> <a href="#">New Podcast</a> featuring ASCCC Vice President Ginni May. Q and A includes:                             <ul style="list-style-type: none"> <li>o What's something that you wish everyone knew about ASCCC that is not well known?</li> <li>o Can you explain the 10+1 without saying "10+1" or "faculty purview"?</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ How do you describe the relationship between the local senates and ASCCC?</li> <li><input type="checkbox"/> ETC and Chairs needs volunteers:             <ul style="list-style-type: none"> <li>○ <a href="#">ETC curriQūnet META edit suggestions workgroup</a> <ul style="list-style-type: none"> <li>■ 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.</li> </ul> </li> <li>○ <a href="#">DE course section notes workgroup</a> <ul style="list-style-type: none"> <li>■ Goal: Identify what applications, assignments, and hardware need to be announced to students in the course schedule and the best plan of communication from chairs to our part-time faculty.</li> </ul> </li> </ul> </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><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 4:14 6 Minutes</p>	<ul style="list-style-type: none"> <li>A. Will be participating in 2 parades - Redlands and Yucaipa. Will have cookies and hot chocolate available on the quad for students. ? Is there a way for faculty to get involved with the process - either planning or participating in the event. Would be a great thing - will bring this up at Student Senate meeting.</li> <li>B. Balance stands at \$1750.53</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 (DiPonio)</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. Educational Technology (Hamlett)</b></li> </ul>	<p>Start 4:20 9 Minutes</p>	<ul style="list-style-type: none"> <li>A. Have a new Tech Specialist at the District. Are looking at DE addendum process. Revamping CHC 062. Request to have a training or workshop on how to make my Canvas shell look as great as the @One course.</li> </ul>



<p><b>B. Library Taskforce (Ivy)</b> <b>C. Ed Policy (Hughes)</b></p>		<p>B. Library Task force will conclude at the end of the year. Now have process in place for faculty to provide feedback. C. Still need to discuss Caps and how it relates to Ed Policy.</p>
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Adjournment - 4:20 pm.

## Curriculum Updates

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

- 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

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## 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.
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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.