

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

December 1, 2021

Time and Location

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

Next Meeting

January 19, 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 | Macamay, 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: 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 | |
| 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 11/17 | 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 |

[The Brown Act](#)

[Motions and Rules of Order](#)

[Meeting Norms](#)

Crafton Hills College | Academic Senate Agenda



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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. Make sure the attendance record is accurate. Bylaws say senators will be dropped after 3 absences. Check to make sure motions are accurately reflected in minutes.</p> | |
| Faculty Handbook | Start 3:10 15 Minutes | <input type="checkbox"/> Draft Faculty Handbook | 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. | Motion to form an ad hoc group to review the handbook or Motion to support the handbook |
| Review Fall Resolutions | Start 3:25 10 Minutes | <input type="checkbox"/> Resolution Packet | <p>Work in breakout rooms to review resolutions and make recommendations for further work by AS or its subcommittees.</p> <p>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.</p> | Motions or requests for specific work to be done by AS or its subcommittees in relation to a specific resolution. |
| Plan for addressing policies, procedures, and processes as they arise. | Start 3:35 25 Minutes | <input type="checkbox"/> Current Charge <input type="checkbox"/> Minutes and Agendas | Discussion on addressing policies, procedures, and processes as they arise. These may include student code of conduct, in-depth or elaborate APs and BPs, handbooks, website pages, best practices for communication, etc... | Motion to update the Ed Policy charge with this work. or Motion to address work with ad hoc committees or |

[The Brown Act](#)

[Motions and Rules of Order](#)

[Meeting Norms](#)

Crafton Hills College | Academic Senate Agenda

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| | | | Ed Policy report from Aug 18 AS minutes : <i>“Rich can continue to chair. APs and BPs have been removed from the campus committee. Have not met yet. Need to have further conversation about what the committee charge would be, how often the committee might need to meet, etc.”</i> | Motion to form a new committee to address work or Motion to address work at plenary Motion to update all or sub-committee changes to address work |
| Plenary | Start 4:00 5 Minutes | <input type="checkbox"/> Padlet <input type="checkbox"/> Fall Plenary Documents | Add ideas for plenary to the padlet | |
| 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 |
|--|--|---------|
| Administration’s Report | Start 4:08 3 Minutes | |
| President’s Report | Start 4:11 3 Minutes | |
| 1st meeting of the month (3 mins): | Start 4:14 | |

[The Brown Act](#)

[Motions and Rules of Order](#)

[Meeting Norms](#)

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|---|----------------------------------|--|
| <p>A. Classified Senate (Mello) B. CTA Report (McLaren)</p> | <p>6 Minutes</p> | |
| <p>2nd meeting of the month: (3 mins): A. Student Senate Report (Alexander) B. Treasurer’s Report (DiBartolo)</p> | <p>Start 4:14 6 Minutes</p> | |
| <p>1st meeting of the month (3 mins): A. Chairs (Andrews) B. Honors Steering (Cannon) C. Curriculum (DiPonio)</p> | <p>Start 4:20 9 Minutes</p> | |
| <p>2nd meeting of the month: (3 mins) A. Educational Technology (Hamlett) B. Library Taskforce (Ivy) C. Ed Policy (Hughes)</p> | | |

Adjournment - 4:29 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



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- 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)
 - 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.

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

Vision Statement

Institutional Values

[The Brown Act](#)

[Motions and Rules of Order](#)

[Meeting Norms](#)

Crafton Hills College | Academic Senate Agenda



The mission of Crafton Hills is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.

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.

Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.

[The Brown Act](#)

[Motions and Rules of Order](#)

[Meeting Norms](#)