

## 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](#)

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### 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)

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

Guests: Keith Wurtz, Delmy Spencer, Ivan Pena, Judy Cannon, Kashaunda Harris, Robert Alexander,

## 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 3:09 pm
Announcements (3 minutes)	Start 3:01 3 Minutes	December 8 - Children of EOPS students - Present Wrapping
Statements from the public 3 per speaker 15 minutes max	0	
Kudos - Highlighting Faculty Work	Start 3:04 3 Minutes	December Birthday Shoutouts! Catherine Hendrickson memorial time - LRC patio Kinesiology did a great job on PPR Thanks to Josh and Shela for writing the state guided pathways report Kashaunda's 5th anniversary of working at Crafton Kudos to counseling for surviving enrollment Congrats to Chris on his research Kudos to Ericka for helming a great NA heritage months

### Main Business - Duration 61 minutes

Item and Presenter	Approximate Start Time and	Prep Material	Goals and Notes	Action
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# Crafton Hills College | Academic Senate Minutes

	Duration in Minutes			
Approval of Minutes - Bailes	Start 3:07 3 Minutes	<input type="checkbox"/> <a href="#">Minutes 11/17</a>	<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, etc.</p> <p>Note: Anyone can <a href="#">add a comment</a> 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>	Motion: to approve the minutes (Brink, Weiler, MSC)
Faculty Handbook	Start 3:10 15 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. Discussion: in breakout rooms, made suggestions for future editions, make a living document</p>	Motion: to support the handbook but document suggestions for changes (Macamay, Bartlett, MSC)
Review Fall Resolutions	Start 3:25 10 Minutes	<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>Example: Request that the chairs of the Math and English department speak to the work required by resolution 20.01 F21</p>	

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			Example: Resolution to adopt the paper “The Role of Faculty in Tutoring and Learning Centers” (9.03 F21) locally.	
Plan for addressing policies, procedures, and processes as they arise.	Start 3:35 25 Minutes	<input type="checkbox"/> <a href="#">Current Charge</a> <input type="checkbox"/> <a href="#">Minutes and Agendas</a>	<p>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...</p> <p>Ed Policy report from <a href="#">Aug 18 AS minutes</a>:  <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></p> <p>We don’t have enough faculty to do all of the work. Need to make sure each committee is producing to keep the workload manageable.</p>	Motion: to update the Ed Policy charges at Plenary (McLaren, Gilmore, MSC)
Plenary	Start 4:00 5 Minutes	<input type="checkbox"/> <a href="#">Padlet</a> <input type="checkbox"/> <a href="#">Fall Plenary Documents</a>	Add ideas for plenary to the padlet	
<a href="#">Good of the Order</a>	Start 4:05 3 Minutes		Feedback for AS in general and items that should be added to a future agenda	<p>Request agenda items for future meetings or comment on board reports, ASCCC updates, or other 10+1 items.</p> <p>Motion: to approve upto \$150 for supplies and food for Catherines</p>

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				Memorial Event (McKee, Bartlett, MSC)
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## Reports - Duration 21 Minutes

Item	Approximate Start Time and Duration in Minutes	Content
Administration's Report	Start 4:08 3 Minutes	Booster and Flu Shot Clinic tomorrow from 12-5 pm. RoadRunner Express Enrollment Event coming up. Hoping Enrollment picks up for Spring. Currently improving but needs to go higher (less bad). Facilities renovations updates.
President's Report	Start 4:11 3 Minutes	None
<b>1<sup>st</sup> meeting of the month (3 mins):</b> <b>A. Classified Senate (Mello)</b> <b>B. CTA Report (McLaren)</b>	Start 4:14 6 Minutes	A. None B. Negotiated a Dec 17th date for uploading vaccine information (card or exemption request)- different than the date that was in the letter sent out by the district. January 7th date still in place.
2 <sup>nd</sup> meeting of the month: (3 mins): A. Student Senate Report (Alexander) B. Treasurer's Report (DiBartolo)	Start 4:14 6 Minutes	

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<p><b>1<sup>st</sup> meeting of the month (3 mins):</b>  <b>A. Chairs (Andrews)</b>  <b>B. Honors Steering (Cannon)</b>  <b>C. Curriculum (DiPonio)</b></p>	<p>Start 4:20 9 Minutes</p>	<p>A. Discussed additional course information that will need to be in the course schedule - tech, field trips, etc. If not in schedule, can not be added later.</p> <p>B. Honors Research Conference was a success. Honors Student and Faculty gathering tomorrow, via Zoom. Honor's student had 2 poems accepted into a journal - only Community College student who had a piece accepted. <a href="https://palousereview.wsu.edu/">https://palousereview.wsu.edu/</a></p> <p>C. Meeting with rep to start figuring out how to do the new course outline format. Building the course outline template. Now is the time to make the changes. It will be difficult later to change the campus format. ?Can we do an all campus demo?</p>
<p>2<sup>nd</sup> 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
- 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

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- 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

### Vision Statement

Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive

### Institutional Values

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

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diverse campus community through engagement and learning.

community, and a beautiful collegiate setting.