

# Crafton Hills College

## Academic Senate Agenda & Minutes

Date: Sept 4, 2013

Time: 3:00 – 4:45 p.m.

Location: LRC 226

The primary function of the Academic Senate is to make recommendations with respect to academic and professional matters. Academic and Professional matters means the following policy development matters:

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. Other academic and professional matters as mutually agreed upon.

Consult Collegially means that the district governing board shall develop policies on academic and professional matters through either or both of the following:

- Rely primarily upon the advice and judgment of the academic senate, OR

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.

**Members – Roll Call by Sign in**  
Career Ed & Human Dvlpmnt  
 TL Brink  
 Brad Franklin  
 Jim Holbrook  
 JoAnn Jones  
 Meridyth McLaren  
 Diane Pfahler

**Math, Eng & Instr. Suprt**  
 Kathleen Gibson  
 Catherine Hendrickson  
 Dean Papas  
 Scott Rippy  
 Sherri Wilson  
 Gary Williams

**Arts and Sciences**  
 Brianna Andrews  
 Denise Allen-Hoyt  
 Robert Brown  
 Richard Hughes  
 Jessica McCambly  
 Mark McConnell  
 Julie McKee  
 Bob O'Toole  
 Snezana Petrovic

**Student Services**  
 Debbie Bogh  
 Damaris Matthews  
 Mariana Moreno  
 Kim McCormick

**Guests:** Chery Marshall, Dr. Shelly Neal (Brandman), Lindsey Reyes (Brandman), Keith Wurtz

	DISCUSSION / ACTION	FURTHER ACTION
Call Meeting To Order	Academic Senate President Denise Allen called the meeting to order at 3:03 pm.	
Administrative Report Brandman University (20 min)	Dr. Cheryl Marshall reported. <ol style="list-style-type: none"> <li>1. Distributed the Management code of ethics.</li> <li>2. Provided information on current budget. KVCR will receive \$700,000 rather than \$600,000. Valley is projected to have a surplus, Crafton a deficit. No explanation from the Chancellor about why we are not receiving the one time funding. Comment: We had an established process about how to fund KVCR and this is not being followed.</li> <li>3. Up about 6% in FTEs at Crafton.</li> </ol> Brandman University Presentation Reps presented information about the Brandman and proposed programs. Distributed an informational packet.	

<p>Treasurer's Report (1<sup>st</sup> mtg) (2 min) <b>McKee</b></p> <ul style="list-style-type: none"> <li>• Reimbursement request for Back to school BBQ</li> </ul>	<p>The balance stands at \$ 1035.26. Dues are \$40 per year. Can be paid by check or monthly paycheck deferral. Only seven 4.0 scholarship checks have been paid. More may come in over time. <b>Motion:</b> To provide up \$100 for the Back to school BBQ (Brown, Jones, MSC 1 abstention) <i>Discussion:</i> can we make this reoccurring? No</p>	
<p>CTA Report (2<sup>nd</sup> mtg) (5 min) <b>McLaren</b></p>		
<p>Classified Senate Report (3 min)</p>	<p>none</p>	
<p>Student Senate Report (3 min)</p>	<p>none</p>	
<p>AS President's Report (10 min) <b>Allen</b></p> <ul style="list-style-type: none"> <li>A. Fall Plenary</li> <li>B. Wait Lists</li> <li>C. AS Committee Charges/membership</li> <li>D. AS Buddies</li> <li>E. Resolution Process</li> <li>F. Prior Resolutions on 10+1 and growth</li> <li>G. Management code of ethics</li> <li>H. Priority for instructional space is for teaching</li> <li>I. CHC and district Safety</li> </ul>	<ul style="list-style-type: none"> <li>A. November 7, 2013 - November 9, 2013 - Irvine Marriott</li> <li>B. Forwarded to Crafton Council – approved and in process. Will be used in Spring.</li> <li>C. Forwarded to R Warren-Marlatt for inclusion in the Org Handbook</li> <li>D. Reminder to keep them in the loop and to forward BUDDY shoutouts to Robert Brown</li> <li>E. Included in Bylaws as an appendix item</li> <li>F. Requesting direction for followup – have not heard anything in response to our resolutions. Do we want to be direct or confrontational with the board or take a more gentle approach? Board may not be entirely aware of the budget situation.</li> <li>G. Cheryl distributed. Further discussion can be adgenized.</li> <li>H. Message was passed on.</li> <li>I. Committees are different, need to keep representation on both</li> </ul>	<p>G. Add to a future agenda.</p>
<p>Approval of Minutes (3 min) <b>Allen</b> <b>5.8.13, 8.21.13</b></p>	<p><b>Motion:</b> To approve (Bogh, O'Toole, 4 abstentions, MSC) <i>Discussion:</i> none <b>Motion:</b> To approve with corrections (McConnell, Bogh, MSC) <i>Discussion:</i> suggestions for changes</p>	
<p>AS Committee Reports <b>1st meeting of the month:</b></p> <ul style="list-style-type: none"> <li><b>A. District Assembly (Jim)</b></li> <li><b>B. Chairs (Julie)</b> <ul style="list-style-type: none"> <li>a. Wait Lists</li> <li>b. Compressed Calendar</li> </ul> </li> <li><b>C. Honors Steering (Debi)</b></li> </ul> <p>2<sup>nd</sup> meeting of the month:</p> <ul style="list-style-type: none"> <li>A. Curriculum (Mark M)</li> <li>B. Educational Policy (Rich H) <ul style="list-style-type: none"> <li>a. Grant approval process</li> <li>b. Graduation ceremony participation policy</li> <li>c. Class size policy</li> </ul> </li> <li>C. Educational Technology (Meridyth)</li> </ul>	<ul style="list-style-type: none"> <li>A. DA info was submitted electronically. Brief recap included: Jackie Buus is training her replacement; looking at plagiarism software – have two options, faculty are evaluating; concerns were raised about problems with the Human Resources Dept at the DO – there will be a meeting to discuss these issues – CHC faculty was asked to forward HR concerns to Kathy Crow or Catherine Hendrickson who have agreed to participate in this joint campus meeting.</li> <li>B. Sticky Friday is Sept 13<sup>th</sup>. Adding classes. Waitlists will be used in spring. Still looking at schedule, timeblocks and compressed calendar. Comments included: need to make sure we maintain quality in our courses as we grow, some courses are not represented by a chair – need to make sure they get on the schedule as well. This will be handled by Jonathan</li> </ul>	

<p>Other Committee Reports (No report)</p> <ul style="list-style-type: none"> <li>A. SSEEMM</li> <li>B. IEAO <ul style="list-style-type: none"> <li>a. GE's and ILOs</li> </ul> </li> </ul>	<p>Townsend. College hour discussion should be on expansion only, not questioning whether we have it at all.</p> <ul style="list-style-type: none"> <li>C. Not yet met.</li> </ul>	
<p>Old Business</p> <ul style="list-style-type: none"> <li>A. Curriculum Committee Bylaws</li> <li>B. AS Bylaws</li> <li>C. AS vacancy</li> <li>D. Mission, Vision, Values (9.4.13)</li> <li>E. Chair(s) – Non Instructional area</li> <li>F. Preview of the Electronic Ed Plan Tool (future agenda item)</li> </ul>	<ul style="list-style-type: none"> <li>A. Bylaws have been revised. <b>Motion:</b> to approve revisions as presented and forward to Curriculum (Holbrook, McConnell, MSC) <i>Discussion:</i> Question about monitoring for course rigor – is this really the purview of the committee?</li> <li>B. AS Bylaws – have been revised. Question about AS taking on issues that aren't part of the union. There was discussion about this at the retreat. Not reflected in the minutes, will have to look for the notes.</li> <li>C. Seeking nominations – have 2 seats open, also need to find a PT rep. Could do this at the PT orientation meeting in the future. Also need to give more information to PT about the role of PT in AS.</li> <li>D. Keith presented. Feedback will be included with the other MVV information distributed and used for the Flex day MVV workshop on Sept 25<sup>th</sup></li> <li>E. Sent a recommendation. <b>Motion:</b> To accept recommendation as forwarded (Holbrook, Andrews, MSC) <i>Discussion:</i> issue with use of non-voting. No reason non instructional can't vote on our chairs committee. Chairs is a CTA term, but anyone can be on our Chairs Council.</li> </ul>	
<p>New Business</p> <ul style="list-style-type: none"> <li>A. Brandman University</li> <li>B. One time monies for CHC</li> <li>C. District employee turnover and local impacts</li> </ul> <p>(30 min) <b>Allen</b></p>	<ul style="list-style-type: none"> <li>A. <b>Motion:</b> To move forward in the process of having Brandman on our campus (Brink, Holbrook, MSC) <i>Discussion:</i> do we have the space? Yes and they pay for the space. Could be good for us.</li> <li>B. Discussed earlier</li> <li>C. Add to a future agenda</li> </ul>	<p>Add issues with teaching aids to the next agenda. C. Move to future agenda</p>
<p>Announcements</p>	<p>Family Fest – Oct 12<sup>th</sup> 9:30-2:30. Welcome Back BBQ – Friday, Sept 6<sup>th</sup> Transfer Fair - Tuesday</p>	
<p>Statements from the public</p>	<p>None</p>	
<p>Adjourn</p>	<p>Meeting adjourned at 4:57 pm.</p>	
<p><b>Mission Statement</b> To advance the education and success of students in a quality learning environment.</p>	<p><b>Vision Statement</b> To be the premier community college for public safety and health services careers and transfer preparation.</p>	<p><b>Institutional Values</b> creativity, inclusiveness, excellence, and learning-centeredness.</p>