

**Crafton Hills College
Chairs Council
October 17, 2008
Minutes**

Members Present: JoAnn Jones; Kelly Boebinger; Catherine Pace-Pequeño; T. L. Brink; Mario Perez; Snezana Petrovic; Brad Franklin; Aaron Race; Jodi Hanley; Rick Hogrefe; Dan Word; Frances White; Laura Winningham; Robert Brown

Members Absent: Judy Giacona; Mark Jonasson

Others Present: Daniel Bahner, facilitator; Donna Ferracone; Laurens Thurman; Cheryl Marshall; Jim Holbrook

1. Meeting was called to order by Daniel Bahner at 9:05.
2. Minutes of the October 3, 2008, meeting were approved as presented by general consensus.
3. The General Education Plan and Problem Areas with Scheduling Task Force reported that:
 - A. They have talked with Judi Harrington and are in the process of correlating their proposed grid with IGETC patterns.
 - B. It was decided to go with what we have for the next year, with chairs attempting to schedule for G.E. Category A in the 3:00, 5:00, and 7:00 p.m. slots.
 - C. There's a working assumption that this will require marketing.
 - D. It'll be best to look for gaps and then fill them.
 - E. Also, let's key an eye on what's filling and then consider late starts.
 - F. The Procedures Regarding the Selection and Evaluation of Faculty Chairs Task Force reported that they are moving ahead with the survey, the results of which they will report at a later meeting.
4. The Strategies to Offset Increased Price of Textbooks Task Force reported the following regarding the CHC bookstore:
 - A. Despite the bookstore's explicit request, collectively the faculty did not get the Spring 2008 schedule to the bookstore earlier than before; deadline is next Friday, October 24.
 - B. Orders went only to chairs, not to individual faculty.
 - C. As an apparent result of students' buying textbooks elsewhere, the bookstore has over \$300,000 of inventory on hand. Faculty can help with this problem by under-ordering; bookstore would rather pay extra FedEx fees than maintain extra inventory.
5. Announcements:
 - A. Brown announced that some faculty are misusing the testing capacity of the Learning Resource Center by sending whole classes of students for testing. He was asked to get the faculty's names and send them to the deans.
 - B. Perez showed a template of a history text with SLOs identified and live links to the Internet.
 - C. It was suggested that we look into a book fair on campus solely focused on lower-cost textbooks.
6. Future Agenda Items: 2009 Summer Schedule.
7. Meeting adjourned at 10:10.

Next meeting: Friday, November 7, 9:00 a.m., in CHS 237