

Crafton Hills College
Chairs Council Meeting
September 4, 2009
MINUTES



Chairs Council Meeting of September 4, 2009

Members Present: Aaron Race (Co-Chair), Jodi Hanley (Co-Chair), Kelly Boebinger, Robert Brown, Brad Franklin, JoAnn Jones, Mario Perez, Snezana Petrovic, Jeffrey Schmidt, Frances White, Sherri Wilson

Others Present: Cheryl Marshall, Rick Hogrefe, Ted Phillips, June Yamamoto, T.L. Brink, Catherine Hendrickson, Terry Koeper, Damaris Matthews, Carol Moreno, Kaila Camarena

Members Absent: Catherine Pace-Pequeno, Judy Giacona, Laura Winningham, Jim Holbrook

Jodi Hanley called the meeting to order at 9:04 a.m. in CHS-237.

I. Review and Approval of Minutes

The minutes of August 21, 2009 were reviewed and tabled for the next meeting.

II. Bookstore Presentation and Discussion — Carol Moreno

Carol Moreno indicated that some people did not try the new on-line system. A few corrections were made along the way to make the process easier. An email will be sent to the department chairs and faculty chairs before the October 16th due date. Carol will be requesting feedback.

When part-time instructors or anyone order books, it is best that the chairs be contacted or notified on the orders. Carol stated chair notification is not yet a possibility. An email to the chair can be used as a notification of a completed order. Currently, there is no option to CC anybody when completing the on-line form. The order goes through the process and the system sends a response to the person who ordered. This message can be CC'ed to the chairs. Possibly the bookstore needs to create a mandatory on-line tab when sending orders with the faculty chairs' email addresses. An email will be sent to faculty chairs on October 2nd or 5th about the book orders.

The bookstore is trying to get more used books. Students tend to share, buy the books online, or do not buy the books.

A list of classes and books was given last year by the bookstore and could be made available. We can look at the last three years and see how many books were sold and how many are on the shelf. When you are ready to order just put in the days and the times and Carol can look at the schedule. A big issue is that the section number is usually not known. On the section number, if you have a book or books that covers all sections, just place 'All' sections.

Learning communities can share book orders.

III. Scheduling Discussion

Next meeting of chairs: September 18 – Sticky Friday

Cheryl Marshall passed out the Schedule Process Map and CHC Organizational Chart to committee members.

Times of classes and rooms may change on Sticky Friday due to possible rearrangements when classrooms are not available, so the spreadsheet will be finalized but not due until Monday, September 21st. Proofing will include cap errors. The Deans will try to catch the cap errors and also cross listings. This proofing will also be done on the second set of worksheets. One of the Deans' role is to ensure that every change the chairs make on the first worksheet is reflected on the next worksheet. After the second proof, which is October 16th, requests for changes require the Dean's authorization.

There is a new learning community process and a new sheet to be filled out. These forms are used to make sure everyone is on the same page and all instructors sign off. They can discuss which classes are going together and figure out the times. One change made on the room matrix is that CL 216 is assigned for first priority for learning communities.

Scheduling Suggestions:

- Do not assign adjuncts until after Sticky Friday
- Try to minimize the number of shifts the chair makes in terms of adjuncts by knowing the schedule ahead of time
- Chairs need to communicate with the bookstore in a timely manner since there will be a point where they will be unable to change the book

One concern about weekend classes will be support services. Saturday Telecourses will be available until next spring. There are going to be support services on Saturday because some classes have to meet on a weekend, but it will be minimal. When a student goes online, there are no dates for the late start classes. Once a student is trying to add after the class starts, none of the information is available. If anyone has a Telecourse or any course that only meets 5 or less times, send an email to the dean with the courses, time and date.

IV. Academic Dishonesty and Scholarships—Damaris Matthews

A couple of faculty members expressed their concerns that a student admittedly cheated on his scholarships. The Scholarship Committee would like to bring about new rules:

- The student is currently enrolled in 6 or more units at CHC
- The student has completed a total of 12 or more CHC college units
- The student plans to be enrolled in 6 or more units at CHC or a four year college when he or she receives the scholarship

Damaris had a discussion with Rebecca Warren-Marlatt, our new Vice President of Student Services. The idea is that the VPSS office would review all the applicants for scholarships that are awarded. Damaris requested and asked the Chairs to please reinstate the policy with department faculty. Rebecca needs to be aware what is happening. Need the chairs to review the process of what happens when there is an occasion or violations of academic dishonesty. There is a procedure where a formal complaint is made, but it would be helpful if it was available online. Rebecca is willing to accept the complaint through e-mail. Please remind instructors, if they have students who really cause a problem or disrupt a class, that the instructor document the incident and let security know. Instructors need to file an incident report.

V. Announcements

No announcements.

VI. Future Agenda Items

1. Sticky Friday

VII. Adjournment

Meeting adjourned at 10:25 a.m.

Next meeting is on Friday, September 18, 2009 at 9:00 AM. The meeting will be held in room CHS-237. Room is subject to change for "Sticky Friday".