

**Crafton Hills College
Chairs Council Meeting
October 2, 2009
MINUTES**



Chairs Council Meeting of October 2, 2009

Members Present: Aaron Race (Co-Chair), Jodi Hanley (Co-Chair), T.L. Brink, Kelly Boebinger, Brad Franklin, JoAnn Jones, Cathy Pace-Pequeno, Mario Perez, Snezana Petrovic, Jeffrey Schmidt, Sherri Wilson, Laura Winningham

Others Present: Cheryl Marshall, Rick Hogrefe, Ted Phillips, June Yamamoto, Larry Aycock, Gary Reese

Members Absent: Robert Brown, Judy Giacona, Jim Holbrook, Frances White

Aaron Race called the meeting to order at 9:05 a.m. in CHS-237.

I. Review and Approval of Minutes

The minutes for August 21, 2009 were reviewed and approved with corrections, motion moved by Kelly Boebinger, seconded by Brad Franklin.

Under General Discussion

From: Continue Conversation about **"SLO"**

To: Continue Conversation about **"Scheduling"**

Under Planning and Program Review Process:

From: Each discipline will complete a program review **this year**

To: Each discipline will complete a program review **or plan**

Under Project on Hold:

From: The board has decided that the **hiring** process...

To: The board has decided that the **selection** process...

From: Second sentence: "...including the **layout of the classrooms**"....

To: "...including the **modular classrooms**"...

Under Room Size and Chairs:

From: Mike **Moore** To: Mike **Strong**

Under Future Meeting Topics:

Under Safety - Change From: **science** labs To: **biological** labs

Change From: **Discipline** Matrix To: **SLO** Matrix

Change From: Copies of **assembled** discussions To: Copies of **assessment** discussions.

The minutes for September 4, 2009 were approved as submitted, moved by Brad Franklin, seconded by Mario Perez.

II. Action Plans (for Annual Plans and Program Review) – Cheryl Marshall

Cheryl Marshall brought some samples of the “Annual Planning Three Year Action Plan”. The plan will indicate the overall goal for the next three years. For each goal, list the following:

- List of objectives
- When each action or task will be completed
- Who is responsible for each action or task

Program leads should do the program review. If you are a Chair and are assigned the task of completing the program review for a discipline, but you are not the leader, you need to notify the Dean since it will not be your responsibility. The faculty who owns the program review is assigned this task. The faculty has more knowledge of the program.

III. Faculty Evaluations – Cheryl Marshall

Cheryl Marshall is reminding everybody that if you are doing evaluations of a tenure track or a part-time instructor, you need to be honest on the evaluations.

Student complaints should be referred to the Chair. It is important to notify the Dean. Peer evaluation is due to all Deans on November 2nd. June needs them submitted on October 30th.

IV. Sticky Friday Spring Schedule Roundtable

Everyone has agreed that sticky Friday is working very well.

V. Chairs Council Committee Charges

Jodi Hanley stated that the Academic Senate Executive Committee was looking at the yearly charges and wants us to review it. Form for yearly charges were handed out. The committee approved the charges with consensus. Moved by Kelly Boebinger, seconded by JoAnn Jones.

Under Chairs Council:

Change from: Work with the VPI on issues regarding instruction.

To: Work with the VPI on issues and **best practices** regarding instruction.

VI. Admissions & Records – Larry Aycock

Question: Why do we not allow authorization codes to be used prior to the start of the course?

Larry Aycock stated that if a course has reached a capacity of 30 students and an instructor gives an authorization code prior to the start of the term and we allowed that code to be used by a student, that course may go over cap. If a class capacity is over the cap, an extra student becomes #31. When a student drops out of the course, it reduces the total and a seat opens up. It is important for Faculty to understand that if you are going to be giving out an authorization code prior to the start of the course, you are essentially willing to have that course go beyond cap. Once the class fills the cap, it is closed.

Rick Hogrefe stated that if students would like to add a class, the instructor is not obligated to sign the add/drop form. Larry pointed out that the Admissions & Records allow the chair department to sign in-lieu of Adjunct Faculty.

VII. Announcements

A flyer was sent out notifying all students that there will be no classes in session on October 20, 2009 due to professional development day for all faculty.

Cheryl Marshall would like to submit a proposal for a summer session. Any ideas or recommendations must be submitted to Cheryl by October 16th.

A flyer was sent out to everyone regarding the swine flu virus. The committee member recommended inviting Judy Giacona for the next meeting to discuss issues regarding the virus.

Question regarding students infected with the swine flu virus.

Does the Dean need to be notified?

Answer: Yes

There are some concerns regarding classified staff showing disrespect to faculty.

VIII. Future Agenda Items

- Will invite Charlie Ng to discuss about the Educational Report Stream
- Will invite Judy Giacona to discuss about issues on swine flu
- Will invite student services staff to discuss about Incident Report

IX. Adjournment

Meeting adjourned at 10:26 AM.

X. Next meeting: Friday, October 16, 2009 at 9:00 AM in OE2-300