

Chairs Council



MINUTES

JANUARY 15, 2010 09:00AM

CHS-237

MEETING CALLED BY	Aaron Race at 09:05am
NOTE TAKER	Sharen Chavira
ATTENDEES PRESENT	Kelly Boebinger, Robert Brown, Brad Franklin, Jodi Hanley, JoAnn Jones, Catherine Pace-Pequeño, Snezana Petrovic, Mario Perez, Jeff Schmidt, Sherri Wilson, Laura Winningham,
ATTENDEES ABSENT	Judy Giacona, Jim Holbrook, Terry Koeper, Frances White
OTHER ATTENDEES	Rick Hogrefe, Denise Hoyt, Cheryl Marshall, Gary Reese, June Yamamoto

Agenda topics

APPROVAL OF MINUTES FROM DECEMBER 18, 2009

3 MINS

DISCUSSION	Approving the minutes from the December meeting had to be put on hold pending the receipt of the minutes.
CONCLUSIONS	Minutes will be taken by another source.

YEAR-LONG SCHEDULE & CAMPUS HOUR

CHERYL MARSHALL

DISCUSSION	Highlights from the memorandum provided to the members were discussed. The target section offering for the year is 1200: 50 for summer, 575 for fall and spring. Please submit to your dean, if you have not already done so, your completed scheduling matrix which looks at the whole year.
DISCUSSION	College hour will be effective in fall 2010. This will be good for students and faculty who wish to attend meetings or workshops, etc., during the Wednesday college hour. The anticipation is to work around the hour as best as you can, your dean and the VP of Instruction must be notified if you cannot work around college hour. Questions regarding why Wednesday was chosen as opposed to Friday: There are less students on campus on Fridays. We have the flexibility to see how college hour will work for fall.

RESEARCH & PLANNING DIRECTOR INTRODUCTION

AARON RACE

DISCUSSION	The new Research & Planning Director, Keith Wurtz, was introduced to the council. Keith comes to us from Chaffey College where he worked for 10 years. He approaches research as a means to help process and assist in obtaining information. He stated he is very accessible and he is very familiar with our DATATEL system. The question arose of "how can we help you?" Keith indicated to include him from the beginning of your projects, if he is included in the beginning then he will be able to assist you much more effectively than being included at the end of a project. He also stated he is willing to attend any meeting if you would like. Keith's contact information is: 909-389-3206, LADM-300C; kwurtz@craftonhills.edu . Michelle Riggs, Administrative Secretary – 909-389-3391; mriggs@craftonhills.edu
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5 MINS

SENATE CHARGES

DISCUSSION	Discussion with the Senate President took place requesting additions/deletions and changes. The deans were involved and then the Faculty Chairs received the report.
CONCLUSIONS	The council will receive the entire prioritized list from Instruction at the next meeting. Additionally, this item will be placed on the next agenda.

3 MINS

CHAIR'S COUNCIL ANNOUNCEMENT

AARON RACE

DISCUSSION	Aaron Race and Jodi Hanley are working closely together to provide information and chair the council collectively.
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5 MINS

ANNOUNCEMENTS

DISCUSSION	An informational email was sent to all the Faculty Chair's which was requested to forward to their entire faculty for their information.
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5 MINS

FUTURE AGENDA ITEMS

DISCUSSION	"Sticky Friday" will take place on Friday February 05, 2010 during the regular time of the Chair's Council meeting at 09:00am in the Crafton Center.
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ADJOURNMENT	09:55am
NEXT MEETING	Friday February 05, 2010 at 09:00am.