

# Crafton Hills College

## Faculty Chairs Council Minutes

**Date:**  
September 5, 2014  
**Place:**  
LADM 220 8:30AM

**Next Meeting:**  
September 19, 2014 **LRC 110**

**Members: (Present = bold)**

**Breanna Andrews** Julie McKee (sabbatical)  
**Brad Franklin** **Dean Papas**  
**Jodi Hanley** **Gary Reese**  
Janine Ledoux **Ralph Rabago**  
Robert McAtee **Jeff Schmidt**  
**Mark McConnell** **Sherri Wilson**  
**Meridyth McLaren** **Sam Truong**  
**Margaret Yau**

Others present: **Vicky Franco**  
**Bryan Reece**  
**Mark Snowwhite**  
**June Yamamoto**

**Start Time: 8:37 AM**

AGENDA ITEM	PERSON	DISCUSSION/ACTION	FURTHER ACTION
Call to order	Jodi Hanley	Meeting convened at 8:37 AM	
Approval of the minutes from August 22, 2014	Jodi Hanley	Brad Franklin moved to approve the minutes, Ralph Rabago seconded to approve the minutes of August 22, 2014.  AYES: Breanna Andrews, Brad Franklin, Jodi Hanley, Mark McConnell, Dean Papas, Gary Reese, Ralph Rabago, Jeff Schmidt, Sherri Wilson, Margaret Yau  NOES: None ABSENT: Robert McAtee, Janine Ledoux, Julie McKee, Sam Truong ABSTENTIONS: Meridyth McLaren	
Details of Spring Schedule (Sticky Friday, spreadsheets, and all information pertaining to scheduling for Spring 2015 semester).	Vicky Franco	To stay on time, we need to have Sticky Friday on September 19 <sup>th</sup> . The grid on the new sticky sheets is built on 2X2 inch squares for 2 hours classes, and 1.5X2 inch squares for 1.5 hour classes. Vicky has a document that she will hand out with schedules, the block schedules, academic calendar, FTE strategy, dates and timelines, etc.  Vicky is encouraging that we complete all blanks on the scheduling spreadsheet, including cost.  If you need to know the color that goes with your department area then contact Kristina Heilgeist and she can give you that information.  Between September 8 and September 12 you should have a meeting with your respective Dean.  Laminates can be picked up between September 5th and 8th. McConnell brought up that there is still confusion about how finals week is going to work. There are multiple documents being spread that contain contradictory information. Mark Snowwhite recommended that we contact Bryan Reece for clarification.  Bryan Reece says: You may use the time scheduled for your class however you want. The time and class are yours to use as you see	<b>Reserve LRC 110 for Sticky Friday</b>  (done: 9/5/2014) (Vicky Franco filled out request form)

		fit. You must be on campus or doing something during the final scheduled time, but you don't necessarily have to be teaching a class. Several people brought up that this would make people, especially part time faculty, come in twice where they only had to come in once last semester, adding hours to their load without paying them more. Bryan said he would do some work on the issue and get some clarification to us.	
Caps on Classes -What now?	Jodi Hanley	This needs to be done by the end of September. Faculty should all be in the process of getting this done and getting the information back to the chairs and then to the deans.  Need to discuss how the process of caps will work with curriculum. Clarification should be brought back to chairs and/or academic senate.	Discuss caps, revisions, etc. with Kim Salt. (done: e-mail sent 9/5/2014)
Committee membership of Chairs A) report from AS on membership for Chairs and its charge	Dean Papas and Sherri Wilson	This was scheduled for academic senate and their last meeting on September 3, 2014, but we never got to it. If you have an opinion on this, make it known to an AS senator so that it can be discussed at senate.  Include coordinators and directors in the en masse e-mail for chairs.	Get information from administration who coordinators and directors are so they can be put on the chairs e-mail list. (done: e-mail sent 9/5/2014)
Part Time Orientation for Spring A) Chair input on ideas for orientation	Dean Papas and Sherri Wilson	There is interest in getting more input from chairs on what the orientation meeting should deal with. Some ideas on the content: focus the content of the orientation on teaching ideas and pedagogy instead of just an informational what to/not to do meeting. (ex: breakout sessions)  Still need new part time personnel orientation.  Need to put chairs on the e-mail list for the part time orientation. Chairs used to get the e-mails but now seem to have been left off.	Get information from administration to put chairs on part time orientation e-mail list. (done: e-mail sent 9/5/2014)
Flexible Calendar	Jodi Hanley	Julie McKee wanted us to look at and discuss the flexible calendar. (see hyperlink below) <a href="http://extranet.cccco.edu/Portals/1/AA/FlexCalendar/Flex_Calendar_Guidelines_04-07.docx.pdf">http://extranet.cccco.edu/Portals/1/AA/FlexCalendar/Flex_Calendar_Guidelines_04-07.docx.pdf</a> There is some grumblings at SBVC of 16 compressed calendar, but nothing official.  Bryan Reece stated the cost of a completely new scheduling concept would be huge (a million dollars or more). We need to make sure that we really want to make a change if we move towards any new idea because it is going to cost a lot. Need to send this to the professional development committee.	
Faculty Chair Handbook	Jodi Hanley	We need to take a look at this document – it is out of date and needs revision. Mark Snowwhite can take charge of this, send your name if you want to be part of the ad hoc committee and work on the revision process. New and veteran members are invited for this charge.	Send out e-mail to chairs council as a reminder. (done: 9/5/2014)  Send volunteer list to Mark Snowwhite. (done: )

<p>VPI issues to chairs</p> <p>A) Schedule Development</p> <p>B) FTES Targets</p> <p>C) BA Degree</p> <p>D) Tablet Initiative</p>	<p>Bryan Reece</p>	<p>A few (2 or so) faculty are going to have their overload restricted if they do not have their program/planning work done, SLOs written or reported, etc.</p> <p>We need to keep an eye on College Hour.</p> <p>Bryan presented a schedule timeline to get us working on the spring semester.</p> <p>Need to schedule additional meeting for chairs on Friday 9/12/14 at noon in either MSA 101 or MSA 102 to catch new chairs up on the scheduling process, paperwork, etc. Again new and veteran chairs are welcome.</p> <p>Bryan has recommended a ghost schedule in earlier meetings and he is now retracting that idea. Instead, if we get growth money we will have a bigger summer.</p> <p>BA degree – it looks like this is going to happen. It is waiting for the governor’s approval. Need to meet with the UCR chancellor to get it approved by them.</p> <p>We have 3 pilot classes for the tablet initiative: Mark McConnell, T.L. Brink, and Brianna Andrews. Hope to have this expanded in the spring of 2015. Exploring the ideas of bringing your own tablet instead of getting a tablet from the college.</p>	
<p>Program Viability</p>	<p>Sherri Wilson</p>	<p>Will bring back to chairs council at next available discussion meeting.</p>	
<p>Announcements</p>		<p>Sticky Friday is the next meeting (September 19) in LRC 110.</p> <p>Dean Papas - There are opportunities to get training in an engaged reading program. The college is willing to pay for faculty to do this and it will be offered for 3 units of CSU credit.</p> <p>Breanna Andrews – Safe Space training today.</p>	
<p>Future agenda items:</p>		<p>--Best Practices for Syllabi Construction</p> <p>--Building of Fall 2015 schedule in November 2014</p>	
<p><b>Adjournment:</b></p>			
<p><b>Mission Statement</b></p> <p>The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.</p>		<p><b>Vision Statement</b></p> <p>Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.</p>	<p><b>Institutional Values</b></p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>