

Crafton Hills College Faculty Chairs Council Unapproved minutes

Date: September 29, 2017

Place: EAST 104 9:00AM

Next Meeting: October 6, 2017

Place: EAST 104 9:00AM

Chairs Council Charge:

Chairs Council is authorized by the Academic Senate to develop, participate in and recommend processes including, but not limited to, Chairs' training, flex calendar, scheduling and facilities use, dual enrollment and syllabi recommendations. The committee makes recommendations for the prioritization of faculty hires, enrollment strategies and reviews program viability documents and disseminates campus information to departmental faculty. As with all Academic Senate Committees, send agenda, documents, and minutes to the AS Historian to be posted for public access. Voting Members: Faculty Chairs, (1 vote per department) Non-voting Members: Vice President of Instruction and Instructional Deans.

Members: (Bold = Present)

Breanna Andrews/Rick Hogrefe
Jonathan Anderson/Ryan Bartlett
Jodi Hanley/Sherri Wilson
Debbie Bogh/Ernesto Rivera
Julie McKee/Jeff Cervantes
Michael Sheahan/Danny Rojas
Catherine Hendrickson
Colleen Hinds

Meridyth McLaren
Snezana Petrovic
Dan Sullivan
Sam Truong
Margaret Yau

Others Present:

Mike Strong
Kathy Bakhit
Robert Brown
Mark Snowwhite
Dan Word
Mark McConnell
Miriam Saadeh

AGENDA ITEM	PERSON	DISCUSSION ITEM	FURTHER ACTION
Call to order: 9:15am	Sherri Wilson		
Approval of the minutes Sept 15	Sherri Wilson	<p>• Minutes from: 9/15/2017 Debbie Bogh moved to approve the minutes. Jonathon Anderson seconded.</p> <p><u>AYES:</u> Breanna Andrews, Jonathan Anderson/Ryan Bartlett, Jodi Hanley/Sherri Wilson, Debbie Bogh/Ernesto Rivera, Michael Sheehan, Colleen Hinds, Snezana Petrovic, Sam Truong, Margaret Yau <u>NOES:</u> none <u>ABSENT:</u> Julie McKee/Jeff Cervantes, Danny Rojas, Catherine Hendrickson, Meridyth McLaren, Rick Hegrefe, Dan Sullivan</p> <p>Minutes from 9/15/2017 were passed.</p> <p>No minutes from August 8, 2017 Or from August 18, 2017</p>	
Minutes for this meeting... who will take them? Suggestion to have each chair take a turn at a meeting	Sherri Wilson	Have the Chairs take turns?	
Old business:			
Reallocation of room priorities for fall 18 given room closures clarification when do we get sheets?	Sherri Wilson	<ul style="list-style-type: none"> Horse trading needs to be discussed with the deans. May need an extra meeting to finalize room assignments. Needs to be done soon as "Sticky Friday" is November 3, 2017 	

<p>Schedule offerings days, time and semester planning (suggestion use next meeting Sep 29 for this plan on a longer meeting) carried from Sept 15 meeting</p>	<p>Sherri Wilson</p>	<p>Late start program: Need to market a late start program otherwise this issue is futile. Need to come up with some patterns for the late start program.</p> <ul style="list-style-type: none"> • Not all over the place • Not all at the same time • Need specific weeks, times, courses, etc to be efficient • Not to be scheduled in isolation • Deans need to bring the issue up to VPI and President. • Chairs need to bring issue up to Academic Senate <p>Set firm weeks for late start pattern:</p> <ul style="list-style-type: none"> • 18 weeks and 9 weeks are good <ul style="list-style-type: none"> ○ Consensus among chairs is that more 9 week courses are needed • Motion to set up the following weeks for courses (regular and late start): 18, 16, 14, and 9 weeks. Moved by Breanna Andrews. Seconded Colleen Hinds. <p><i>AYES:</i> Breanna Andrews/Rick Hogrefe, Jonathan Anderson/Ryan Bartlett, Jodi Hanley/Sherri Wilson, Debbie Bogh/Ernesto Rivera, Michael Sheehan, Colleen Hinds, Snezana Petrovic, Dan Sullivan, Sam Truong, Margaret Yau <i>NOES:</i> none <i>ABSENT:</i> Julie McKee/Jeff Cervantes, Danny Rojas, Catherine Hendrickson, Meridyth McLaren</p> <p>Motion passed. Item be sent up to Academic Senate.</p>	
<p>Scheduling blocks and patterns Day: Evening:</p>	<p>Sherri Wilson</p>	<p>College Hour: President believes it is not beneficial and should only be voluntary.</p> <p>New schedule of blocks being discussed without college hour. Sherri Wilson sent out a potential block scheduling which included 6, 5, 4, and 3 unit blocks. One for MW and one for TR.</p> <p>Friday remains free for chairs to manage on their own within the time blocks as they are now.</p>	

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Motion to keep consistent with the Monday schedule throughout the whole week (Monday through Thursday) and to double stack the "green" blocks inside the "yellow" blocks. (yellow blocks are for 6 unit courses and green blocks are the 3 unit courses).

Motion moved by Breanna Andrews and seconded by Colleen Hinds.

AYES: Breanna Andrews/Rick Hogrefe, Jonathan Anderson/Ryan Bartlett, Jodi Hanley/Sherri Wilson, Debbie Bogh/Ernesto Rivera, Michael Sheehan, Colleen Hinds, Snezana Petrovic, Dan Sullivan, Sam Truong, Margaret Yau

NOES: none

ABSENT: Julie McKee/Jeff Cervantes, Danny Rojas, Catherine Hendrickson, Meridyth McLaren

Motion passed.

Item be sent up to Academic Senate.

Planning for two year core classes

Sherri Wilson

"Sticky" sheets filled out by chairs for courses that are taught only once or twice a semester.

Doing this exercise so that chairs don't schedule these classes at the same time and that students can take these classes without waiting a semester or even a year to finish their degree/certificate or ability to transfer.

Counseling to look at sheets to determine any overlap that may occur and hinder students, and to give any guidance to chairs for scheduling.

New business:

None at this time.

Reports:

None.

Summer details coming at a later meeting

Division Deans

Summer Semester Dates:
06/04/2018 – 08/08/2018

Can do 10 weeks, two 5 week sessions, or an 8 week session.

All courses must end by and not pass 08/08/2018 but can end earlier than that date.

<p>Statements from the public: This segment of the meeting is reserved for persons desiring To address the CHC Chairs Council on any matter of concern that is not stated on the agenda. A time limit of three (3) minutes per speaker and fifteen (15) minutes per topic shall be observed. The law does not permit any action to be taken, nor extended discussion of any items not on the agenda. The CHC Chairs Council may briefly respond to statements made or questions posed, however, for further information, please contact the CHC Academic Senate President or chairs Council Chairperson for the item of discussion to be placed on a future agenda. (Brown Act §54954.2)</p>			
<p>Announcements:</p>			
<p>Future agenda items:</p> <ul style="list-style-type: none"> --Program viability document --Faculty Chairs Training --Revising Faculty Chairs Handbook 			
<p>Adjournment: 11:45am</p>			
<p style="text-align: center;">Mission Statement</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 style="text-align: center;">Vision Statement</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 style="text-align: center;">Institutional Values</p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>	