

# Crafton Hills College Faculty Chairs Council Minutes

**Date:** August 17, 2018  
**Place:** EAST 104 9:00AM

**Next Meeting:** September 7, 2018  
**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:

- ✓ Breanna Andrews/Rick Hogrefe
- ✓ Jonathan Anderson/Ryan Bartlett
- ✓ Debbie Bogh/Ernesto Rivera
- ✓ Julie McKee/Jeff Cervantes
- ✓ Michael Sheahan/Danny Rojas
- ✓ Sherri Wilson/ Danielle McCoy
- ✓ Denise Allen
- \_\_\_\_\_ Tom Bryant
- \_\_\_\_\_ Kenny George
- ✓ Catherine Hendrickson
- ✓ Colleen Hinds
- ✓ Meridyth McLaren
- ✓ Sam Truong
- ✓ Laurie Green

## Others Present:

- ✓ Kelli Dower
- \_\_\_\_\_ Mark McConnell
- ✓ William Van Muse
- ✓ Miriam Saadeh
- ✓ Mike Strong
- ✓ Dan Word
- ✓ Keith Wurtz
- \_\_\_\_\_ Others:

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order:	Andrews	- Meeting began at 9:07am	
Approval of the minutes from May 4, 2018	Andrews	- Minutes from May 4, 2018 need to be located.	- Minutes will be approved at next meeting on September 7, 2018.
<b>Information Items/ discussion:</b>			
1. Faculty Chairs Training - Please prepare your words of wisdom or ticks and tips for the newbies	Andrews	- Laurie Green requested for "Chairs Checklist" & "Availability Checklist" documents to be shared. - Sherri Wilson recommends that Faculty Chairs bring next semester's tentative schedule to part-time faculty in-service night to assist with scheduling and verifying the schedule. - Suggested that the 2 <sup>nd</sup> half of the division meeting during part-time in-service night be reserved for chairs to confirm scheduling with part-time faculty.	- Breanna Andrews and Sherri Wilson to share documents they have created to assist new faculty chairs. - Keith Wurtz to get Faculty Chairs access to informer and will setup training.
2. Dual Enrollment Matrix - Should this be put on Google drive?	Andrews	- Next agenda, reserve 20 minutes at the end of the meeting for Faculty Chairs to review the enrollment matrix.	- Keith Wurtz to send enrollment matrix spreadsheet to Colleen Hinds, then she will upload it to Google drive.
3. Canvas App: Course Arc	George and Wurtz	- Brought to wrong committee. Removed from agenda.	

<p>4. Recap of Summer Scheduling meeting</p> <ul style="list-style-type: none"> <li>- Block Scheduling?</li> <li>- Room Reassignments?</li> </ul>	<p>Wurtz</p>	<ul style="list-style-type: none"> <li>- Recap of summer scheduling discussion with Dr. Craig Justice.</li> <li>- Keith Wurtz offered to have Gio Sosa create a link to department data information on each Faculty Chairs' desktop.</li> <li>- Keith Wurtz suggested that we spread out the schedule to include more Friday &amp; evening instruction and to keep scheduling blocks on Fridays because how it benefits the students.</li> <li>- Sam Truong suggested that have more courses built and ghosted in the catalog each semester, and then when one course fills the other course ghosted course would be made visible.</li> <li>- Debbie Bogh suggested that when Faculty Chairs and the Instruction Office are creating more blocked schedules and Guided Pathways that a counselor be there to assist and guide the Career Pathways.</li> <li>- It was confirmed that Physical Science and CTE classes would be exempt from this block scheduling pattern.</li> </ul>	<ul style="list-style-type: none"> <li>- Keith Wurtz to send Division FTEF to each department or Faculty Chair.</li> <li>- Keith offered 0.500 reassigned time for one faculty member and 0.500 for one counselor to coordinate the Career Pathways; in which, those faculty members will coordinate and facilitate with the Faculty chairs to identify the courses for block scheduling.</li> <li>- Keith Wurtz and Miriam Saadeh to start the fall 2019 template schedule.</li> </ul>
<p>5. Other items we want to tackle this semester?</p>	<p>Andrews</p>	<ul style="list-style-type: none"> <li>- Revising Faculty Chairs Handbook</li> <li>- Keith Wurtz suggested having IEPI pay for someone to update the Faculty Chairs Handbook.</li> <li>- It was estimated to take 2-Faculty Chairs to spend 60 hours each on non-instructional pay in order to get the handbook updated with information about Enrollment Management, Checklists, Scheduling, and the CTA Chair MOU.</li> </ul>	<ul style="list-style-type: none"> <li>- Sherri Wilson and Julie McKee volunteered to lead this project to update the Faculty Chairs Handbook.</li> </ul>
<p><b>Reports:</b></p>			
<p>6. VPI Report</p>	<p>Wurtz and Strong</p>	<ul style="list-style-type: none"> <li>- Mike Strong provided an update regarding the new bookstore contractors and the challenges instruction is having with them. He has identified 13 areas of challenges, which have been addressed with both Roger Mateo and the area manager. Pricing has been a big issue, which Mike Strong will be discussing later today with Roger Mateo and the area manager.</li> <li>- Keith Wurtz provided updates about enrollment strategies and new program offerings. Also, notified Faculty Chairs about the Clerical Assistant within the Office of Instruction position being reclassified to a Secretary I position. With this change, the Office of Instruction is requesting that faculty rely more heavily on District printing services instead of the teachings aids alias.</li> </ul>	<ul style="list-style-type: none"> <li>- Van Muse to provide a copy of the new bookstore ordering process to Administration and Faculty Chairs 2-3 weeks prior to the September 21<sup>st</sup> meeting.</li> </ul>

		- Mike Strong confirmed that the District Printing Services will be moving to CHC in March 2019. They will move into the “old bookstore” in the EAST building.	
7. Deans Report	Deans		
8. Academic Senate Report	Exec. Board	- Denise Allen provided an update about advancement and rank to align with District Administrative Procedure 7210. The Academic Senate & CHC Foundation would like Faculty to assist with the 4.0 student scholarship fund and the faculty fund.	- Requested faculty donate \$10 towards the 4.0 student scholarship fund and faculty fund.
9. CTA (including procedure for documenting and submitting for summer pay)	McLaren	- Meridyth McLaren provided an update regarding the new CTA and the part-time faculty office-hours requirement. She stated that both full-time and part-time faculty office-hours need to be submitted to their dean and will be paid towards the end of semester; however, full-time faculty need to indicate Over Load assignment on their schedules.	- Keith Wurtz to send Division Admin. Secretaries the new office-hours and professional development forms and procedures.
<b>Old business:</b>			
<b>New business:</b>		- Miriam Saadeh reminded Faculty Chairs that the spring 2019 deadline for 1 <sup>st</sup> draft is due next week. Requested for Faculty Chairs to submit their revisions.	- Roger Mateo to be added to the 9/21 Agenda for “New Bookstore Ordering Processes” discussion and training.
<b>Statements from the public:</b> 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)			
<b>Future Agenda Items:</b>		-- Set timeline for 2019SU and 2019FA scheduling (Andrews) -- Faculty Chairs Training (1 <sup>st</sup> mtg of each sem.)	
<b>Mission Statement</b> The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.	<b>Vision Statement</b> 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.	<b>Institutional Values</b> Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.	