

Crafton Hills College Faculty Chairs Council Minutes

Date: September 7, 2018
Place: EAST 104 9:00AM-10:50
Next Meeting: September 21, 2018
Place: **CNTL-119** 9:00AM-10:50

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
- ✓ Kathy Crow/Laurie Green
- ✓ 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

Others Present:

- ✓ Kelli Dower
- Mark McConnell
- William Van Muse
- ✓ Miriam Saadeh
- Mike Strong
- ✓ Dan Word
- ✓ Keith Wurtz
- ✓ Others:
- ✓ Farrah Appleby
- ✓ Kristina Heilgeist
- ✓ Audre Levy

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order:	Andrews	Meeting began at 9:05am	
Approval of the minutes: May 4, 2018 and August 17, 2018	Andrews	Minutes from May 4, 2018 and August 17, 2018 were approved.	
Information Items/ discussion:			
1. Review committee charge from - Senate - Charge - Accreditation standards - Length of meetings - Constituency communication/feedback	Andrews	Review of the Chairs Council and program review, in which the following suggestions were made: - Start and end on time. - Stay focused on the topics under their scope of work. - Take recommendations to Academic Senate and report back - Identify pending issues and agreements at the end of the meeting. - Follow through with deadlines.	
2. R25 Room Preferences	Saadeh and Wurtz	Saadeh spoke about the R25 partition list and spring 2019 schedule. She requested that they do not assign rooms when they are assigning faculty to courses; except, for special labs and their room requirements.	
3. 2019 Fall Scheduling Calendar - Calendar Outline - Updated blocks sheet with section numbers	Saadeh	Hogrefe suggested that the committee keep with "eSticky Friday," meaning that the chairs will continue to use that day for scheduling their part-time faculty to teaching assignments. Bogh requested every faculty chair to double check for their Honors sections and that the courses have been properly built.	

		Wurtz suggested that the \$0 textbook cost be indicated in the course/section.	
4. Advanced Planning	Heilgeist	There are courses that are active in colleague, but have not been offered in a while. For the catalog, Heilgeist needs to know the offering schedule for these courses. For example, some courses are offered once every three years and some are offered every other semester. This information will be incorporated into degree planner. The deadline is September 24th so it can be ready in time for spring 2019.	Faculty Chairs are to reach out to Heilgeist if they need assistance with accessing historical data.
5. Informer Training and new Chairs Desktop Data	Wurtz	Wurtz discussed Informer and EIS reporting tools.	Chairs to watch the Informer training video that was created by our Research Dept.
Reports:			
6. VPI Report - New Division and Department Names	Wurtz	Wurtz reported that Patricia Menchaca and Julie McKee are the liaisons for Academic Senate.	
7. Deans Report	Deans		
8. Academic Senate Report	Exec. Board	Allen provided an update regarding current Academic Senate discussions: <ul style="list-style-type: none"> - Bereavement program, such as: How to best support others during this sensitive time. - Viability document, such as: program continuance language was good, but program discontinuance had a few corrections. - Some items will require more information and data before options can be discussed. 	
9. CTA	McLaren	McLaren provided an update regarding current CTA discussions: <ul style="list-style-type: none"> - They are working to create a "priority list" for part-time faculty teaching assignments. 	
10. Non-Credit Report	Allen	Allen provided updates with Non-Credit courses: <ul style="list-style-type: none"> - A review with Faculty Chairs regarding Non-Credit courses, funding criteria, and enhanced funding opportunities. - Also, working on getting a separate eCatalog for the Non-Credit courses created on the CHC website. This project has required the involvement of multiple department and backend programs have caused some issues, but those issues are being worked through. - Artour Aslanian (in the Research & Planning Dept.) is creating a new positive attendance spreadsheet, which looks good. It is in the testing phase now. Eventually, this positive attendance method will be used for both credit and non-credit courses. 	
Old business:			
11. Dual enrollment spreadsheet: Info input	Hinds		
New business:			
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			

<p>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"> -- New Book Requisition Process (Mateo) 9/21 -- Process for Advancement in Rank (Allen) -- Faculty Chairs Training (1st mtg of each sem.) 	<p>Next meeting will take place in CNTL-119 on 9/21</p>
<p>Adjournment:</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>	