

Crafton Hills College Faculty Chairs Council Minutes

Date: May 4, 2018
Place: EAST 104 9:00AM

Next Meeting: May 18 if needed,
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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
Catherine Hendrickson
Colleen Hinds

Meridyth McLaren
Snezana Petrovic
Dan Sullivan
Sam Truong
Margaret Yau
Sherri Wilson

Others Present:

Mike Strong
Keith Wurtz
Robert Brown
William Van Muse
Dan Word
Mark McConnell
Miriam Saadeh
Others: **Elizabeth Lopez**

AG FN	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order: 9:05AM	Wilson		
Approval of the minutes April 6 2018	Wilson	<p>Motion to approve minutes moved by C. Hendrickson. Seconded by J. Anderson.</p> <p><i>Ayes:</i> B.Andrews, J. Anderson, D.Bogh, E. Rivera, J.Cervantes, C.Hendrickson, C.Hinds M.McLaren, S.Petrovic, D.Sullivan S.Truong, M. Yau</p> <p><i>Noes:</i> none</p>	
Information Items/			

IEPI Budget	Wurtz Hinds	<p>Would like to have a team to review enrollment management strategies, draft plans and a budget committee. Looking at increasing efficiency, student stability and diverse scheduling patterns.</p> <ul style="list-style-type: none"> • A spreadsheet with enrollment strategies was passed out with specific items to focus on. • Plan is all-encompassing, including DE and face to face courses. • Looking at trends to create a flexible scheduling <p>Need to find ways to advertise/ market low enrollment classes.</p>	<ul style="list-style-type: none"> • Request to faculty chairs: Please provide Keith with specific class needs.
Instructional spaces	Muse	East building is available, per M. Strong.	
Reports:			
CTA (5 minutes)	McLaren Wurtz	<p>Negotiations are finished and faculty need to vote. Chairs job description has a few issues but faculty must accept either all parts of it or none of it regarding the pay and descriptions of duties. Chairs need to be more involved. Dean to allow more time while chairs must commit to the responsibilities. FTEF by load. EIS installed on desktops to track data more frequently.</p>	
Old business:			
Results of chair elections if available	Wurtz Wilson	<p>Announced the results of chairs. Currently only full time faculty, allowing part time faculty will create a misleading message.</p> <p>Need to elect a new Chair of chairs. Breanna Andrews has accepted to take this role.</p> <p>Ayes: J. Anderson, D.Bogh, E. Rivera, J.Cervantes, C.Hendrickson, C.Hinds M.McLaren, S.Petrovic, D.Sullivan S.Truong, M. Yau</p> <p>Noes: none</p>	

Dual enrollment dual & enrollment matrix agreement to use it	Wurtz Muse Wurtz Wilson	Will be working with high school partners to use dual enrollment chart. Would like to have these course offerings before the faculty leave for the summer. Maybe we can request a preferred time of day from the high schools. Maybe evenings will work better. Will re-send spreadsheet color-coding the part that faculty. Having a hard time finding faculty to teach dual enrollment classes.	
New business:			
Rooms assignments (sticky) Friday spring 19 update	Bogh Petrovic Wilson Muse Wilson	We are losing students because classes are overlapping with labs. Honor students need 15 units but only 6 units are available online. Currently have over 100 students in the Honors program. Issues with humanities courses only scheduled on M/W. An Honors prep meeting should be scheduled during in service day. Sticky Friday scheduled May 11 May 18 spreadsheets will be locked as read only and Miriam will be the only one to make changes. Will be sending out the room cap spreadsheet to every chair. Possible meeting on May 18 th	
<p>Statements from the public:</p> <p>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</p>			

of discussion to be placed on a future agenda. (Brown Act §54954.2)			
Announcements:	C. Hinds	Herbivore Festival on Sunday!	
Future agenda items: --Faculty Chairs Training --Revising Faculty Chairs Handbook			
Adjournment: 10:35AM			
<p 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 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 align="center">Institutional Values</p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>	