

# Crafton Hills College Faculty Chairs Council Minutes

**Date:** September 21, 2018  
**Place:** EAST 104 9:00AM-10:50  
**Next Meeting:** October 5, 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
- ✓ Guests: Roger Mateo

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
<b>Call to order:</b>	Andrews	Meeting began at 9:05am	
<b>Approval of the minutes from May 4, 2018</b>	Andrews	Committee reviewed & discussed minutes. Hinds motioned to approved minutes, Catherine second. Abstain: Truong & Wilson Ayes: All remaining committee members	Minutes approved.
<b>Information, Discussion, and Business</b>			
1. Approval of committee Norms	Andrews	Reviewed & Discussed Committee Norms. Bogh motioned to approve committee norms, Crow second. Ayes: All committee members	
2. Introduction and Book Requisition Process	Mateo	<ul style="list-style-type: none"> <li>- Mateo presented information from Follett regarding the new bookstore requisition process &amp; discussed the long lead time for publishers to fulfill requests for custom packet orders.</li> <li>- Lad/Zanado- will source copyright clearances when necessary for custom packets.</li> <li>- Spring orders due <b>October 15<sup>th</sup></b></li> <li>- Book Request Ordering Process: Email book requisitions—Mateo received requests—Mateo submits to publisher—in about 1-2 weeks Mateo follows up with publisher to check on order status (information about backorders &amp; if new editions have released occurs at this phase of the ordering process)—Mateo to pass along information from publisher to purchasing requester.</li> <li>- Custom course packets are priced per copyright &amp; per article.</li> </ul>	

3. R25 Room Preferences (cont.)	Saadeh and Wurtz	<ul style="list-style-type: none"> <li>- Saadeh discussed pre-assigning rooms when scheduling for summer/fall 2019. Instructed faculty to only assign rooms when it is a lab class.</li> <li>- R25 still in test environment phase &amp; currently testing for summer schedule</li> </ul>	
4. SU and FA 2019 scheduling calendars (cont.)	Saadeh	<ul style="list-style-type: none"> <li>-- Scheduling reminder: chairs agreed to schedule courses at specified lengths: 9, 14, 16 or 18 weeks in length.</li> <li>-- "Stickyless Friday" for Fall 19 schedules is November 2<sup>nd</sup></li> </ul> <p>Per Saadeh:</p> <ul style="list-style-type: none"> <li>- Summer deadlines will be one month earlier to make publishing a little easier</li> <li>- Follow-up with Deans when scheduling for summer</li> <li>- Reminder about not crossing the 11am time block (exception for classes with labs, such as: Physical &amp; Biological Sciences and CTE courses)</li> <li>- Tentative Summer term dates: 06/03 – 08/08/2019</li> </ul> <p>Wilson stated that (for at least the math department) 8 week courses fill better. Most likely due to the high school end of term dates.</p> <ul style="list-style-type: none"> <li>- Fall 2019, course length options will be: 9 week, 14 weeks, 16 weeks, 18 weeks.</li> </ul>	<p>Hinds to post scheduling spreadsheet to faculty chair's google drive.</p> <p><b>eSticky Friday, 11/02</b></p>
5. Informer Training and new Chairs Desktop Data (cont.)	Wurtz		Wurtz not available. Will discuss Informer training at a later committee meeting.
6. Process for Advancement in Rank	Allen	McKee provided the update and stated that they are still in discussion regarding rank and advancement for part-time faculty.	
<b>Standing Reports:</b>			
7. VPI Report	Wurtz		
8. Deans Report	Deans		
9. Academic Senate Report	Exec. Board	Discuss regarding "Professor of the Year" process. Academic Senate is putting together a task force.	Faculty interested in being on the task force should contract Mark McConnell.
10. CTA	McLaren	CTA is re-opening the discussion with the District regarding salary increase.	
11. Non-Credit Report	Allen	George: Non-Credit Course in Financial Literacy for Students will begin soon. Interested students need to register.	Allen to provide update at next meeting
<b>Wrap Up:</b>			
<b>Announcements</b>		<p>Bryant: New shows are coming to CHC's campus, which focus on social issues &amp; diversity.</p> <p>Bogh: Senior Day is October 12<sup>th</sup>. They are looking for additional volunteers and asked if any department would like to have a table at this event.</p>	Bryant would like instructors to offer extra credit for students attending the shows.
<b>Report Out Items</b> (what to share with our dept)		Wilson requested information for chairs manual.	Faculty Chairs to contract Wilson with items they would like added to the Faculty Chair Handbook.
<b>Future Agenda Items</b>		<ul style="list-style-type: none"> <li>-- Faculty Chairs Training (1<sup>st</sup> mtg of each sem.)</li> <li>-- November 2, 2018 "Stickyless Friday"</li> </ul>	

		-- November 16 <sup>th</sup> PD presentation (Petrovic)	
<b>Adjournment</b>		Meeting ended at 10:23am	
<p style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><b>Institutional Values</b></p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>	