

Crafton Hills College Faculty Chairs Council Minutes

Date: October 19, 2018
Place: CNTL-119 9:00AM-10:50
Next Meeting: November 2, 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, reviews program viability documents, faculty chairs handbook, and disseminates campus information to departmental faculty.

As with all Academic Senate Committees, the committee chair (or designee) will send agenda, documents, and minutes to the AS Historian or designee to be posted for public access.

Voting Members: Faculty Chairs (1 vote per department). Non-voting Members: Vice President of Instruction and Instructional Deans. Meeting Days and Times: 1st and 3rd Friday at 9:00am. Term: Two years.

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
- ✓ Frank Madrid

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Allen	- 9:10am minutes began	
Approval of the minutes	Allen	- One change made to minutes from 10/5/18. Relocated announcements from Bryant and Allen from adjournment section and added that information to the announcements section. - Wilson moved to approved and second by Hinds. Ayes- All committee members, Nays- None, Abstains- None	- Minutes were approved with that modification.
Information, Discussion, and Business			
1. EIS/Informer Practice (15 min)	Wurtz	Wurtz Discussion: - Informer enrollment reports are already being sent to some faculty chairs from Artour Aslanian in the Research Dept. - Wilson, Truong, & McLaren confirmed they have been receiving the reports and agree that it has been useful when reviewing the schedule for spring 2019. - Review of CHC's Research Dept. webpage: https://www.craftonhills.edu/about-chc/research-and-planning/borg-data-cubes.php - Review of "Calculator, Scheduling, FTE, Contact Hours, Units, and Load Calculators."	- Wurtz will continue reviewing reports with chairs council.
2. Full Time Hiring Prioritization	Allen	Review of Full-Time Hiring Prioritization Documents & Discussion: Review of data collected from 2017	- Wurtz will meet with the Research Dept. and have them re-run the

		<p>& 2018 enrollment information and full-time equivalent faculty.</p> <ul style="list-style-type: none"> - Allen explained the data in the documents and how it relates to prioritizing full-time faculty hires. This is an important focus right now because the state is currently offering community college's additional funding to hire more full-time faculty members. - Truong and Green mentioned that the Full-Time Faculty # is not correct. - Bartlett requested a third sheet of data for 17 & 18 excluding summer and McKee agreed that it would be helpful. - Review of Prioritization Summary of Possible 2018-2019 Faculty Hires from 2017-2018 document. - Important to get this completed before the next budget committee meeting. 	<p>data, correct inaccuracies with FTE, and create a third data sheet.</p> <ul style="list-style-type: none"> - Also, Wurtz will meet with the Research Dept. and have them re-run the data to create a prioritization for hiring full-time faculty hiring target and will make the disciplines bold.
Standing Reports			
3. VPI Report	Wurtz	<p>Wurtz provided VPI Report:</p> <ul style="list-style-type: none"> - Accreditation Discussion: Catalog Requirements from the Accreditation Standards and 2018-2019 Program Level Outcomes at CHC. Discussion about how to go about updating the PLOs for the each degree type including certifications. It was suggested that we create a hyperlink on each program's webpage which would direct people to the PLOs or for faculty chairs could write individual PLOs for the degrees and certificates that does not already have PLOs. - Hinds motioned for each faculty chair to generate/create PLOs for individual degrees & certificates instead of one master PLO. Bartlett seconded. <p>Ayes- All Members, Nays- None, Abstains- None</p> <ul style="list-style-type: none"> - Dual Enrollment Discussion: Reviewed CHC's Dual Credit Courses Offerings and Schedule of Offerings. 	<ul style="list-style-type: none"> - Faculty Chairs voted for individual PLOs to be written for each degree and certificate that does not already have PLOs. Thus, Faculty Chairs will work with Heilgeist when added PLOs to eCatalog.
4. Deans Report	Deans	<p>Dean's Report provided by Word:</p> <ul style="list-style-type: none"> - Nothing new to report at this time. 	<ul style="list-style-type: none"> - Keep up the good work.
5. Academic Senate Report	Exec. Board	<p>AS update provided by Allen:</p> <ul style="list-style-type: none"> - Discussion about 157 million approved allotment for our district. The board approves the plans and then the money is dispersed to the campuses. - 20 million will be set aside for the Pension Rate Stabilization Trust (PRST). - Distribution of Promise Program Funding. 	<ul style="list-style-type: none"> - No action items.

		- District is purchasing 3 commercial buildings in San Bernardino; in which, the district would occupy 1 floor in 1 building.	
6. CTA	McLaren	CTE Update provided by McLaren: <ul style="list-style-type: none"> - Button for Iron & Holbrook are available. - Oct 27th STRS retirement workshop at the union office from 10am-12pm for part-time and full-time faculty - CTA Negotiations: New negotiations team on the District side, they agreed that the term for Charis would be the fiscal year. There will be a MOU with that language added to it. 	- No action items.
7. Non-Credit Report	Allen	Non-Credit report provided by Allen: <ul style="list-style-type: none"> - We have teachers at Redlands Adult School that are instructing those classes. Non-credit program is moving along smoothly. 	
Wrap Up			
Announcements		<ul style="list-style-type: none"> - 2nd & 3rd of November- "Boys Next Door" show is about the misconceptions for adults with disabilities - EMS & Theatre Art Departments are teaming up to do a show, like a mock emergency response situation. More detail to come later. 	
Future Agenda Items		<ul style="list-style-type: none"> -- Faculty Chairs Training (1st mtg of each sem.) -- November 2, 2018 "Stickyless Friday" -- November 16th PD presentation (Petrovic) -- Demo of Student Ed Plan (Ernesto) 	
Adjournment		Meeting adjourned at 10:51am	
Mission Statement The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.		Vision Statement 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.	Institutional Values Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.