## **Crafton Hills College Faculty Chairs Council Unapproved Minutes**

Date: November 16, 2018

Place: CNTL-119 9:00AM-10:50

**Next Meeting**: December 7, 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: Snezana Petrovic

| AGENDA ITEM                            | PERSON                | Recommendation/Discussion/Future<br>Business   | ACTION |
|--|-----------------------|--|--------|
| Call to order 9:03AM                   | Andrews               |  |        |
| Approval of the minutes                | B. Andrews            | Motion to approve minutes moved by C. Maloney-Hinds, Seconded by J. Anderson  AYES: Breanna Andrews, Rick Hogrefe Jonathan Anderson, Ryan Bartlett Debbie Bogh, Laurie Green Julie McKee, Michael Sheahan, Sherri Wilson  NOES: none  ABSENT: Kathy Crow, Danielle McCoy, Danny Rojas, Jeff Cervantez, Danny Rojas |        |
| Information, Discussion, and           |                       |  |        |
| Business                               |                       |  |        |
| Professional Development     Offerings | S. Petrovic  K. Wurtz | Working with district to streamline Flex Hours. For example: no more hardcopies, changing the website to add specifics and details for requirements. Attending department meeting might help. Working on getting the AVID Conference out to campus for training.  How can the Professional Development             |        |
|  |                       | Committee support faculty? For example, when is the best time to schedule sessions? Specific targeted trainings.   |        |

|                                    | V Goorge              | Nood mara communication for the  |  |  |
|------------------------------------|-----------------------|--|--|--|
|                                    | K. George             | Need more communication for the scheduled trainings for the semester   |  |  |
|                                    | K. Wurtz              | Flex in Spring. Theme: Guided Pathways,<br>broader view of budget  |  |  |
|                                    | C. Maloney-<br>Hinds  | Would like Flex sessions with a presented topic and specific goals in mind   |  |  |
| 2. Full Time Hiring Prioritization | K. Wurtz<br>S. Wilson | Keith Wurtz presented program reviews list of priorities along with sets of data that included percentage of full timers, grades, FTES, Fill rates etc.  Important to consider having an automatic backup faculty member when full time faculty have release time. | Criteria:  Orphan disciplines Single FT New degree / Programs Difficulty recruiting new faculty Top student majors FT overload FT & PT ratio |  |
|                                    | T. Bryant             | Need a better formula to calculate the additional administrative work on faculty   | *Note: overload is excluded<br>from FT and PT ratio  |  |
|                                    | D. Bogh<br>S. Wilson  | Need to look at disciplines. How big of a program? Look at as a whole ex: STEM   | Order of Faculty Position Priorities: 1. English 2. Biology  |  |
|                                    | K. George             | Need training with the new curriculum. AB-705 training. Advocating for more FT to train PT.  What are the program that the college will focus on? What do we want to be known for? Can we build a program and have that need trickle down to the courses needs?    | <ul><li>3. ASL</li><li>4. Math</li><li>5. Music</li><li>6. Religion</li><li>7. Sociology</li><li>8. Physics/ Astronomy</li></ul>             |  |
|                                    |                       | There is no HR and District staff to help increase the funding for FT faculty.   |  |  |
|                                    | D. Allen              | Respiratory FT faculty have no choice but to take overload.  |  |  |
|                                    | M. Shehan             | to take overload.  |  |  |
|                                    | Wilson                | Coordinators should be removed from Faculty list and added to management list of priorities  |  |  |
| EIS/Informer Practice (15 min)     | Wurtz                 | Efficiency Target Enrollment Sheet.<br>Increase FTES 1.5% goal   |  |  |

| Standing Reports  |             |  |  |   |  |  |  |
|---|-------------|--|--|---|--|--|--|
| 4. VPI Report   | Wurtz       |  |  |   |  |  |  |
| 5. Deans Report   | Deans       |  |  |   |  |  |  |
| 6. Academic Senate Report   | Exec. Board |  | Presidential Forum Monday 11/19 VPI Interviews next week Mark working with Celia to update the faculty ranking and adjunct titles etc. |   |  |  |  |
| 7. CTA  | McLaren     |  | None, Negotiations will underway.  |   |  |  |  |
| 8. Non-Credit Report  | Allen       |  | Not much update. Citizenship classes will<br>be under Political science/ Social Science<br>division                                    |   |  |  |  |
| Wrap Up   |             |  |  |   |  |  |  |
| Announcements   |             |  |  |   |  |  |  |
| Future Agenda Items   |             |  | Faculty Chairs Training (1st mtg of each sem.) Demo of Student Ed Plan (Ernesto on Dec. 7)   |   |  |  |  |
| Adjournment 11:00AM   |             |  |  |   |  |  |  |
| 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. |  |  |  |