

Crafton Hills College Faculty Chairs Council Unapproved Minutes

Date: April 05, 2019
Place: CNTL-119 9:00AM-10:50
Next Meeting: April 19, 2019
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 Cervantez
Michael Sheahan/Danny Rojas
Sherri Wilson/ Danielle McCoy

Denise Allen
Tom Bryant
Kenny George
Catherine Hendrickson
Colleen Hinds
Meridyth McLaren
Sam Truong
Frank Madrid

Others Present:

Kelli Dower
Mark McConnell
William Van Muse
Miriam Saadeh
Mike Strong
Dan Word
Keith Wurtz
Elizabeth Lopez

Guests:

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order: 9:04	Andrews		
Approval of the minutes	Andrews	Motion to approve minutes moved by C. Maloney; Seconded by S. Truong Ayes: B.Andrews, R.Hogrefe, J.Anderson, D.Bogh, L.Green, J.Cervantez, S.Wilson, D. McCoy, D. Allen, T.Bryant, K.George, C.Hendrickson, C.Hinds, M.McLaren, S.Truong, F. Madrid Noes: none	* Elizabeth Lopez to move Chairs Council meetings to CCR-233 for last scheduled dates: 4/19, 5/03 & 5/17/2019
Information, Discussion, and Business			
1. EIS/Informer Practice (15 min)	Wurtz		
2. Pathway Scheduling (STEM sample)	Wilson and Rivera		

<p>3. Institutional new scheduling practices (1hr)</p>	<p>K. Wurtz</p> <p>K. George</p> <p>W. Muse</p>	<p>Strategic approach to schedule classes:</p> <p>Ideas gathered from Chairs:</p> <ul style="list-style-type: none"> • Mon/Wed/Fri block: Need to be the entire day. • Fri/ Sat block: Align with programs, align sections w/other classes in the evenings, prior to or after. • Sat/Sun block: Perhaps 4 hour blocks on Saturdays • Any changes will be normal for new incoming students • Support with outreach & services: Need institutional commitment • Look at schools similar to CHC size, schedules & enrollments • Fit content • Evening classes are lower enrolled. When adding more day classes, evening enrollment drop significantly. Evening classes fill when day classes are full. Need structured evenings • Consider online classes • Completion pathways for night courses or Fri/Sat: Create Guided Pathways • “night student” tab option on website • 5 week class blocks-pathways • Offer Zero-Cost textbooks • CTE & PHBI excluded from the scheduling blocks <p>Would like to see bridging the Hybrid courses closer to degree completion</p> <p>Present scheduling is not working but should not mean eliminating classes, rather an analysis of certain program needs like CIS for example.</p>	
<p>4. Proposal for new Crafton GE Pattern (30 min)</p>	<p>D. Bogh</p>	<p><i>Degree Requirement</i> handout passed to Chairs: Discussion between number of units and courses to complete. All agreed and proposed a 19-unit GE pattern.</p> <p>Ayes: B.Andrews, R.Hogrefe, J.Anderson, D.Bogh, L.Green, J.Cervantez, S.Wilson, D. McCoy, D. Allen, T.Bryant, K.George, C.Hendrickson, C.Hinds, M.McLaren, S.Truong, F. Madrid</p> <p>Noes: none</p>	<p>Debbie will send updated GE pattern to all.</p>
<p>5. Online CTE Pathways Grant</p>	<p>K. Wurtz</p>	<p>Currently working with grant writing company for grant due May 1st with the opportunity to receive up to \$500, 000 to a single college. The purpose of the grant is to receive online occupational program certificates. Additional research is needed to find what programs, if any, can be completed 100% online.</p>	<p>K. Wurtz encourages requests for any additional resources Chairs might need moving forward.</p>

	D. Allen	The CISCO program would be an exception as it cannot be completed 100% online	
	K. George	Marketing, Accounting, Business Management potentially be completed all online	
	F. Madrid	Web Design and Computer Science if labs are available online as well	
	K. Wurtz	Will move forward with the programs listed above	
Standing Reports			
6. VPI Report	Wurtz	Our transition with AB705 led to most English 101 students being accidently dropped April 1 st due to the added prerequisite of English 917. The error was fixed, students were re-enrolled and no major consequences occurred but will work with TESS so that this does not happen again.	
7. Deans Report	Deans		
8. Academic Senate Report	Exec. Board	Title of the Year nominations happening now, does not need to be from your department.	
9. CTA	McLaren	Modifications in salary steps. For example, range 23 & 24 moving to 21 where the majority will reach the median. Hourly Part Time Faculty benefits & wage increase. Office hours/SLO's will be included in their contract and paid on a monthly basis rather than turning in PD/OH form at the end of the term.	
10. Non-Credit Report	Allen		
Wrap Up			
Future Agenda Items		-- Faculty Chairs Training (1 st mtg of fall sem.) -- Review Chairs Manual (first meeting in March)	*Keith to bring database of conflicting classes/ overlap
Announcements			
Adjournment			
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.