

# Crafton Hills College Faculty Chairs Council Minutes

**Date:** May 03, 2019  
**Place:** CNTL-119 9:00AM-10:50  
**Next Meeting:** August 16, 2019  
 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:**

<input checked="" type="checkbox"/> Breanna Andrews/Rick Hogrefe	<input checked="" type="checkbox"/> Denise Allen
<input type="checkbox"/> Jonathan Anderson/Ryan Bartlett	<input checked="" type="checkbox"/> Tom Bryant
<input checked="" type="checkbox"/> Debbie Bogh/Ernesto Rivera	<input checked="" type="checkbox"/> Laurie Green
<input type="checkbox"/> Julie McKee/Jeff Cervantes	<input checked="" type="checkbox"/> Kenny George
<input checked="" type="checkbox"/> Michael Sheahan/Danny Rojas	<input checked="" type="checkbox"/> Catherine Hendrickson
<input checked="" type="checkbox"/> Sherri Wilson/ Danielle McCoy	<input checked="" type="checkbox"/> Colleen Hinds
	<input type="checkbox"/> Meridyth McLaren
	<input checked="" type="checkbox"/> Sam Truong

**Others Present:**

<input type="checkbox"/> Kelli Dower
<input type="checkbox"/> Mark McConnell
<input type="checkbox"/> William Van Muse
<input type="checkbox"/> Miriam Saadeh
<input type="checkbox"/> Mike Strong
<input type="checkbox"/> Dan Word
<input type="checkbox"/> Keith Wurtz
<input type="checkbox"/> Elizabeth Lopez

**Guests:**

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:05 AM	
Approval of the minutes	Andrews		Motion to approve 4/5: Colleen/Laurie – Consensus Motion to approve 4/19: Colleen/Rick - Consensus

**Information, Discussion, and Business**

1. Institutional new scheduling practices (updates and next steps)	Wurtz	<ul style="list-style-type: none"> <li>Wurtz is not in attendance (at ACCJC) item tabled until 8/30.</li> <li>Meeting moved to 5<sup>th</sup> Friday to make up for in-service day on the 3<sup>rd</sup> Friday.</li> <li>Nothing scheduled for Summer as far as we know.</li> </ul>	
2. Block Talk for the (potential) new schedule 2020-2021 academic year and beyond	Andrews	<ul style="list-style-type: none"> <li>Document for block talk is strictly a draft</li> <li>4 units changing to 2:10</li> <li>Ranges are actually 48 – 45, 64 – 72, and 80 -90</li> <li>The time must be larger than 50 min for FTES</li> <li>We are proposing a draft. This is not guaranteed.</li> <li>Breaks (10 minutes per hour) must be built into the class.</li> </ul>	

- Option 1 and option 2 differ by start of night classes.
- Laurie: Clarification on dotted line. Answer: Dotted are suggested start times. Not required.
- Sherri: T/Th 6 and M/W 5 because we needed 4 units to start at 6. The classes don't run as a late and office hours fit after class. A start time of 7 made it difficult to recruit adjuncts. There are arguments for both options, so it is good to have both options. Meridyth in agreement. Breanna: We would lose offerings on T/Th if we have a 6 pm start time. Sherri: 3-6 and 3-7 are dead time, but 4-6 does fill and work.
- Tom: There are many exceptions to blocks. Are there other colleges that have solved this differently? It seems that we are creating a companion between disciplines. Rick: The blocks allowed more FTES and allowed a cleaner more organized schedule. Tom: It is too hard to get students on campus at 7. Who are we serving at 8 am? Colleen: Option number one allows a start at 8:30. If we only need six, this allows flexibility. Breanna: 7pm vs 6pm only differ in option 1 or 2.
- Brandi: Keep in mind local school schedules for start and stop times of classes. Starting at 8 am prevents parents from attending the first section of classes.
- Jeff: There are 7 fewer hours for M/W classes. Rick: I get less hours too. Breanna: We have to look at 20/21 because we have no control of 19/20. Denise (Calendar committee) in agreement. Jeff: We have never met for 80 hours. Rick: This is related to when we switch minutes in 2015. Meridyth: Vote for the new calendar if you would like the days fixed. Sherri: Recall 80 hours is 80 50-minute hours not 80 60-minute hours. Breanna: We will switch scheduler to Elizabeth over Summer please bring issues/concerns/changes to her. Rick: The audit risk seems low for the small changes we are asking for. Breanna: Let's hold the conversation for when we have the correct people in the room.
- Kenny: Can we set up a task-force to work on this. Breanna: We did so informally. We cannot guarantee pay for that without the proper people in the room. Sherri: I think that Keith

would support the idea. If we want FTES we need blocks. What parameters are we looking for? Breanna: We have heard 8:30 hard line. Do we want to remove the hard line at 11? Sherri: No. We need to reduce chaos in the morning. Breanna: For the standard 4 units, we would only have 2 classes in the AM. Jeff: For the 5 units classes, we would have to start 3 which is a bad time. 2:30 is not a better time. 1-3:15 will fill. Rick in agreement. Sherri: Are first viable 5 unit slot is a 10 AM. Breanna: Only 3 would fit on T/Th but 4 would fit on M/W using option 7. Sherri: We can fit more on MWF. Jeff (and nearly everyone else): They will not fill.

- Breanna: Please look at the options and pick a few that work for your department. Kenny: We should survey students. Julie: We know they want 9-11 and 11-1. Kenny: We have grown 50% because we have asked students. Everyone else: What are the times? Kenny: The 8:30 for 3 unit or 9 for 4 unit and stack the classes. 1.5 hours blocks. Breanna: Does option 6 work? This seems to be making our requirements. Sherri: It seem that it would work closely with what have now with the flexibility we want. Breanna; This would have 15 minute starts for some 3 unit classes. Colleen: We will have weird overlap at 8 am start? Rick: No. Breanna: Will we have wasted space? Sherri: No. Our labs and other unit heavy classes would fill them. Debbie: Would we have 4 unit classes fit? Sherri: No, but we would fit our support labs in there?
- Breanna: Is our recommendation to go with option 6. Julie: Can we start at 5? Breanna: 5:30 to 7 on MW. This is a 16 week calendar. Times would shift for short term classes. Meridyth: Would classes start at 6? Breanna: Yes. Sherri: Take off the soft line at 5:15 completely. Jeff: That would eliminate and entire 5 unit courses. They would only be able offer 1 in the evening. Breanna: Yes. That is true. Tom: Late start classes would increase the time. What is the time length for a 16 week course? Breanna: The last page of the document will detail that. Sherri and Rick: Short term will have to be dealt with ad hoc. They will class blocks, just

		<p>like we do know. If you run a 9-week class it will be two blocks. Breanna: There is no perfect option. But losing a 5 unit class is concerning. Sherri: We would not have to if we let them overlap. But then the same person couldn't teach both. Breanna: Students cannot take both at the same time anyway.</p> <ul style="list-style-type: none"> <li>• <b>Sherri: We should try to build classes in option 6 and then discuss in Fall.</b></li> <li>• Breanna: Earmark option 6. It seems to be the favorite among us.</li> </ul>	
3. Clarification on next steps for Pathway planning	Wurtz	<ul style="list-style-type: none"> <li>• Keith has stated that there are a few steps that need to be finalized. Positions will be flown for the pathway leads.</li> <li>• No further information will be shared until the pathway leads start.</li> <li>• The leads will define the plan, next steps and other info.</li> </ul>	
4. Chairs Council and Accreditation Standards	Andrews	<ul style="list-style-type: none"> <li>• We need to align the work we have done this year to Standard 1 – of the Accreditation standards</li> <li>• Need to identify what evidence we have to show that the work being done supports this or other standards.</li> <li>• Agenda items from the 18-19 chairs meeting was provided. Items as listed were evaluated against the Standards including: <ul style="list-style-type: none"> <li>○ Local GE pattern</li> <li>○ EIS/Informer based Data driven decision making</li> <li>○ New block proposal to align to 175 day calendar (flex calendar)</li> <li>○ New chairs manual</li> <li>○ DUAL enrollment</li> <li>○ FT faculty hiring prioritization</li> <li>○ Honors program</li> <li>○ Scheduling Blocks</li> </ul> </li> <li>• Chairs went down the list and identified which standard if any applied to each of the items as delineated for the 18-19 chairs agendas.</li> </ul>	
5. FT Hiring Prioritization Criteria for Ranking	Andrews	We were discussing during the division rollup that the prioritization from the prior year was not included in the consideration process. A statement was added for consideration	Motion by Sherri 2 <sup>nd</sup> by Colleen MSC. All present voted to approved.
<b>Standing Reports</b>			
6. VPI Report	Wurtz	None	
7. Deans Report	Deans	None	
8. Academic Senate Report	Exec. Board	Denise reported on the items that were discussed at the AS meeting. Julie and Tom reported on the Facilities master plan prioritization process. Julie spoke to the need	

		for faculty to serve and to also consider serving as an AS exec officer for the upcoming term.	
9. CTA	McLaren	Meridyth reported on the status of negotiations and voting results for officers and reps. There is a general membership meeting on 5.4.19, all are encouraged to attend.	
10. Non-Credit Report	Allen	none	
<b>Wrap Up</b>			
<b>Future Agenda Items</b>		-- Faculty Chairs Training (1 <sup>st</sup> mtg of fall sem.) -- Review Chairs Manual (first meeting in March)	
<b>Announcements</b>		Professor of the Year are Sherri and Lynn Lowe PT Professor of the Year Melody Gunther Classified is Jeremiah Alamanzo	
<b>Adjournment</b>		10:49	
<b>Mission Statement</b> The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.		<b>Vision Statement</b> 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.	<b>Institutional Values</b> Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.