

# Crafton Hills College Faculty Chairs Council Unapproved

**Date:** August 30, 2019  
**Place:** CCR-233 9:00AM-10:50  
**Next Meeting:** September 6, 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:**

_____ <b>Breanna Andrews/Rick Hogrefe</b>	_____ <b>Renee Azenaro</b>
_____ <b>Jonathan Anderson/Ryan Bartlett</b>	_____ <b>Laurie Green</b>
_____ <b>Brandi Bailes/Danielle McCoy</b>	_____ <b>Kenny George</b>
_____ <b>Jeff Cervantes/Julie McKee</b>	_____ <b>Krista Ivy</b>
_____ <b>Danny Rojas/Michael Sheahan</b>	_____ <b>Colleen Hinds</b>
_____ <b>Jimmy Grabow/Souts</b>	_____ <b>Frank Madrid</b>
_____ <b>Xayaphanthong</b>	_____ <b>Meridyth McLaren</b>
	_____ <b>Sam Truong</b>

**Others Present:**

\_\_\_\_\_ **Elizabeth Lopez**  
 \_\_\_\_\_ Mark McConnell  
 \_\_\_\_\_ **William Van Muse**  
 \_\_\_\_\_ **Heather Rodriguez**  
 \_\_\_\_\_ Mike Strong  
 \_\_\_\_\_ **Dan Word**  
 \_\_\_\_\_ **Keith Wurtz**  
 \_\_\_\_\_ June Yamamoto  
 \_\_\_\_\_ **Jeff Schmidt**

**Guests:**

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:04am	
Approval of the minutes	Andrews	Motion to approve minutes moved by/ C.Hinds Seconded by L. Green  Ayes: Breanna Andrews, Rick Hogrefe Ryan Bartlett, Brandi Bailes, Danielle McCoy, Julie McKee, Danny Rojas, Renee Azenaro, Laurie Green, Kenny George, Krista Ivy, Colleen Hinds. Frank Madrid, Meridyth McLaren, Sam Truong  Abstain: Jimmy Grabow/Souts Xayaphanthong	
<b>Information, Discussion, and Business</b>			
1. Summer Stipend	Andrews	Reminder to Chairs that extra stipend pay is available for summer and winter breaks.	
2. Review and finalize Faculty Department Chair Handbook	Wurtz	This is still a work in process.	
3. Confirmation/Review proposed new block schedule starting 2020-2021	Andrews	Tabled this for another meeting	
4. Review Spring 2020 schedule and start planning Fall 2020	Lopez	Spring 2020 scheduled were sent to Chairs. Please make changes before registration starts 10/28/2019.	

		Summer 2020 as well. Schedules have been emailed to Chairs, please confirm if completed	
5. Approach for Cross listing sections (Managing Honors Section Caps)	Wurtz	<p>Working with Tess to make this electronic</p> <p>Cross listed sections which will include these features:</p> <ul style="list-style-type: none"> <li>Honors will have a cap and it will close once its full</li> <li>Set a global cap on the cross listing</li> <li>With the cap set students won't go over</li> </ul> <p>Motion to approve this cross listing feature/ moved by: Colleen Hinds Ayes: All</p>	
6. Program Level Outcomes in Catalog	Wurtz	Keith presented a list of programs that were missing program level outcomes. Chairs are to submit this information as soon as possible. Asked to reach out to Alyssa Taylor regarding this.	
7. New Faculty Chairs Training	Andrews	<p>Keith is going through the handbook and updating the information</p> <p>Renee: Knowing what is required when hiring someone. How do we know the minimum qualifications?</p> <p>Brandi: Additional trainings about SLO's &amp; PLO's</p> <p>Breanna: Go over a new topic in the handbook each Chair meeting.</p> <p>Keith: In February, Chairs prepare budget reviews.</p> <ul style="list-style-type: none"> <li>Page 10 of Faculty handbook presented to Chairs. Listed duties/responsibilities completed by Faculty Chairs</li> </ul>	
<b>Standing Reports</b>			
8. VPI Report	Wurtz	<p>Coursedog- New schedule tool</p> <ul style="list-style-type: none"> <li>Demo Coursedog on September 20<sup>th</sup></li> </ul> <p>More fishing and spam emails are being sent out. The spammers are trying obtain an .edu email address to get free 365.</p> <p>Student Services have come up with a method to limit student's district provided email to only be able to send and receive emails within the district. Students email will be restricted until they are registered for a class. Confirm with Andy about their preferred email in Canvas.</p>	

9. Deans Report	Deans	Kirsten: We have gone live with the new Ed plan tool. Encourage and support students to use this new tool.	
10. Academic Senate Report	Exec. Board	Meridyth: Have not had the first meeting	
11. CTA	McLaren	<p>There was incorrect announcement made, an increase of 20k in pay but that is not correct. District is aware of this.</p> <p>ADP is gone and you will record sick time in WebAdvisor.</p> <p>You will need to designate your travel to the Secretary of your division.</p> <p>Need full-time instructional to serve on negotiations committee</p> <p>Office hours and SLO are included in your base pay. Professional Development would still need to be turned in by form request to secretaries.</p> <p>Professional Development- If your load is .40 or less, you are eligible for 4 hours. If your load is .401 or more, you are eligible for up to 8 hours</p>	
<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>	Andrews	Encouraged everyone to use Starfish to monitor student's academic progress	
<b>Adjournment</b>		10:58am	
<p 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 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 align="center"><b>Institutional Values</b></p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>	