

# Crafton Hills College Faculty Chairs Council Unapproved Minutes

**Date:** September 06, 2019  
**Place:** CCR-233 9:00AM-10:50  
**Next Meeting:** September 20, 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**

**Guests:**

| AGENDA ITEM             | PERSON  | Recommendation/Discussion/Future Business | ACTION |
|-------------------------|---------|---|--------|
| Call to order           | Andrews | 9:01am                                    |        |
| Approval of the minutes | Andrews | Brandi and Jonathan                       |        |

**Information, Discussion, and Business**

|  |                   |  |  |
|--|-------------------|--|--|
| 1. Review and finalize Faculty Department Chair Handbook and look at "Suggested Task Timeline" | Wurtz and Andrews | Wurtz: Took the handbook and did some editing and added to it. Will discuss this on the next meeting.  |  |
| 2. New block schedule (2020-2021 +)  | Wurtz             | <p>Wurtz: 17, 15, 13, 8 with the 3 -5-week option</p> <p>-5 or 8 week partnering with someone to cover the room schedule</p> <p>-Calculator also in the handbook you can put when you want to start the class and it will tell you have many minutes it has to be.</p> <p>-Email Keith classes and he will input them and bring examples to the next chairs meeting</p> <p>Andrews: 10 and 1 is the current block schedule. Do not cross the 10am and the 1pm</p> <p>Asked if everyone wants to keep that current schedule or change? Will discuss this on the next meeting.</p> |  |

|  |           |   |  |
|--|-----------|---|--|
|  |           | On September 20th, I will create a visual 10, 1 and purposed 11, 2 side by side. Your homework will see how this works for your schedule. Once a new block schedule is agreed upon it will be sent to senate.   |  |
| 3. Scheduling Timeline for Fall 2020 and General Scheduling Training | Lopez     | Waiting for work to be done at tech services. They are uploading 20-21 calendar to colleague. Once uploaded, I will be doing testing.   |  |
| 4. Easy SLO entry  | Andrews   | Presented a document of an example of how to collect SLO data.<br><br>If you want copies of the document its on the agenda and miuntes document site for chairs council. If you want an editable version email Breanna.   |  |
| <b>Standing Reports</b>  |           |   |  |
| 5. Accreditation Standard (20 mins):                                 | Wurtz     | Identify committees where sub standards will align. Sources of evidence is personal policy, faculty handbook and faculty job description.<br><br>Discussed as a faculty member, how do you disguise between your personal ideas and professional accepted ideas in your job descriptions.   |  |
| 6. Chairs Training (or review): Scheduling                           | "Experts" | Andrews: Provided a document- suggested timeline for Chairs. Discussed what to put in the timeline. Will send out an updated timeline to everyone's email.<br><br>Bailes: Suggested that a canvas portal be created, and chairs can post questions/answers on there.<br><br>Andrews: In your email you can access Share point. This is a place that has all the shared documents.<br><br>Provided a handout for scheduling and directions sheet of how to fill out the scheduling document. |  |
| 7. VPI Report  | Wurtz     | To make it easier for students to find classes, TESS has created two different options.<br><br>Good News:<br>It's easiest to grow in the summer and as a result we have had the best summer that we have ever had, 12% higher.<br><br>Fall is 7% ahead of last time this semester.  |  |

|   |             |  |   |
|---|-------------|--|---|
|   |             | What I would like to offer is the same number of sections as last Spring. If you added sections for Spring, I would like you guys to scale back.   |   |
| 8. Deans Report   | Deans       | Yamamoto: Renee is being honored for an exhibit out of Irvine  |   |
| 9. Academic Senate Report   | Exec. Board | Green: Discussed AP and VP that needed to be reviewed.   |   |
| 10. CTA   | McLaren     | None   |   |
| <b>Wrap Up</b>  |             |  |   |
| <b>Future Agenda Items</b>  |             | -- Faculty Chairs Training (first mtg of fall sem.)<br>-- Budget Review (first meeting in February)<br>-- Review Chairs Manual (first meeting in March)  |   |
| <b>Announcements</b>  |             | Azenaro: Handed out information for the Art department.<br><br>Muse: First two Water Polo match on Wednesday at 2pm and Friday at 2pm.   |   |
| <b>Adjournment</b>  |             | 10:57am  |   |
| <b>Mission Statement</b><br>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><br>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><br>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual. |