

Crafton Hills College Faculty Chairs Council Unapproved Minutes

Date: September 20, 2019
Place: CCR-233 9:00AM-10:50
Next Meeting: October 04, 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:

Breanna Andrews/Rick Hogrefe
 Jonathan Anderson/Ryan Bartlett
Brandi Bailes/Danielle McCoy
Jeff Cervantes/Julie McKee
 Danny Rojas/Michael Sheahan
Jimmy Grabow/Ernesto Rivera

Renee Azenaro
Laurie Green
Kenny George
Krista Ivy
Colleen Hinds
Frank Madrid
Meridyth McLaren
Sam Truong

Others Present:

Elizabeth Lopez
 Mark McConnell
William Van Muse
 Heather Rodriguez
 Mike Strong
Dan Word
Keith Wurtz
 June Yamamoto
Ernesto Rivera

Guests:

| AGENDA ITEM | PERSON | Recommendation/Discussion/Future Business | ACTION |
|-------------------------|---------|---|---|
| Call to order | Andrews | 9:03AM | |
| Approval of the minutes | Andrews | | Tabled to next Chairs meeting 10/4/2019 |

Information, Discussion, and Business

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| 1. Review and finalize Faculty Chair Handbook | Wurtz | | Tabled to next Chairs meeting 10/4/2019 |
| 2. Demo of "Coursedog" @ 9:30-10am | Wurtz | Demonstration of CourseDog: Features: -Integrates to Colleague -Records instructors availability to suggest best fit for section assignments -smart rollover -Change request/ Add request: Sends changes to scheduler for approval -Room features with options to add specific fields -Create exceptions (for example EMS department that overlap terms) -Tracks instructors load as you are assigning sections | Motion to move forward in doing further exploration and demonstration to SBVC. Moved by J. Cervantez Seconded by R. Bartlett Ayes: all Opposed: K. George Abstain: none |

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| 3. Course length calculator for short term classes (17, 15, 13, 8, 5 weeks) | Wurtz | | Tabled to next Chairs meeting 10/4/2019 |
| 4. NEW time block proposal (10 & 1 vs. 11 & 2) | V. Muse Andrews | <p>New time block proposal</p> <p>Definition of evening block needed. Need to reconsider the evening block as well as having designated building and classrooms for evening classes. Options: CYN, PSAH, CNTL</p> <p>Eliminate the 6-7pm evening block. Keep 10 & 1. This will be forwarded to the Senate committee.</p> <p>Motion to approve C. Maloney-Hinds Ayes: All</p> | |
| 5. Building Numbers sample | Wurtz L. Green | <p>Example of e-schedule and web advisor showing Room/Bldg/ Bldg #.</p> <p>More confusing than helpful. Will work with TESS. This example will not</p> <p>Idea: The possibility of adding a hyperlink that leads students to the correct building?</p> | |
| 6. Review room prioritization | Group | <p>Room caps need updates</p> <p>Changes made on spreadsheet. It will be updated with Chairs updates</p> | |
| Standing Reports | | | |
| 7. Accreditation Standard (20 mins): | Wurtz J. Mckee C. Maloney-Hinds B.Bailes | <p>Standard II: Program review results</p> <p>Received Anthropology full time faculty</p> <p>Created Public Health transfer degrees</p> <p>Received white board for classrooms used for math classes</p> | |

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| | F. Madrid B. Andrews L. Green | New Multimedia full time faculty New courses approved through curriculum Increased articulation agreements for pathways | |
| 8. Chairs Training/Review: PT Availability | “Experts” | R. Hogrefe created the memo for Part-Time faculty. Can be used to identify the availability of your faculty | |
| 9. VPI Report | Wurtz | We have reached our % increase goal. Spring 2020 can remain the same as Spring 2019. | |
| 10. Deans Report | Deans | D. Word: Quarterly Strong Workforce local projects for CTE taking place 9/27/2019, PSAH-227 10:00AM-12:00PM | |
| 11. Academic Senate Report | Exec. Board | | |
| 12. CTA | McLaren | Union negotiated the MOU Honor caps. | |
| Wrap Up | | | |
| Future Agenda Items | | -- Faculty Chairs Training (first mtg of fall sem.) -- Budget Review (first meeting in February) -- Review Chairs Manual (first meeting in March) | |
| Announcements | V. Muse J. Mckee | Water Polo Team Swim meets Fieldtrip to Olivera St. & Little Tokyo, Los Angeles | |
| Adjournment | | 10:15AM | |
| 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. | |