

Crafton Hills College Faculty Chairs Council Unapproved Minutes

Date: October 04, 2019
Place: CCR-233 9:00AM-10:50
Next Meeting: October 18, 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	_____ Renee Azenaro
_____ Jonathan Anderson/Ryan Bartlett	_____ Laurie Green
_____ Brandi Bailes/Danielle McCoy	_____ Kenny George
_____ Jeff Cervantes/Julie McKee	_____ Krista Ivy- Nick Reichert
_____ Danny Rojas/Michael Sheahan	_____ Colleen Hinds
_____ Jimmy Grabow/Ernesto Rivera	_____ 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

Guests:

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:03am	
Approval of the minutes (9/6 and 9/20)	Andrews		Moved by C. Maloney Hinds Seconded by J. Anderson and S. Truong

Information, Discussion, and Business

1. Clean Up of Catalog	Wurtz	<p>Look over active courses not offered in two years with your departments.</p> <ul style="list-style-type: none"> Highlighted pink- Course has not been approved by the state. Need to have further discussions if planning to offer the course; especially if the course has been offered without this state approval. Highlighted yellow- This course is approved by the state but has not yet been offered. Review and notify VPI if you plan on offering this course Anything not highlighted- Courses are approved and are currently being offered. Review if any changes. <p>Send emails to Keith with any issues or questions</p>	
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2. Course length calculator for short term classes (17, 15, 13, 8, 5 weeks)	Andrews and Wurtz	Link in faculty handbook Bring some classes in and practice how the calculator works	
3. Final approval of Faculty chair handbook (vote)	Wurtz	Handbook is completed and will review again in March 2020	Motion to move forward with the Faculty chair handbook Moved by C. Maloney Hinds Seconded by J. Anderson Ayes: All Opposed: None Abstain: None
4. Review/Approval of Quick Reference Guide: Faculty Chair Duties	Andrews Madrid	-Need to change the link at the bottom once the finalized Faculty Chair Handbook has been updated online. Quick reference guide: Faculty chair duties was given <ul style="list-style-type: none"> Change admin tasks to additional tasks Resources for scheduling <ul style="list-style-type: none"> Strategies Best Practices How/when/where 	
Standing Reports			
5. Accreditation Standard (20 mins)	Wurtz	Standard II A6 How departments ensure the efficiency of scheduling, include the following: <ul style="list-style-type: none"> Work w/ counseling to identify the student programs and any changes in students needs Foreign language uses a rotating strategy Odd & Even course offering used to update Starfish plans which affect scheduling matrix Curriculum updates 	
6. Chairs Training/Review: Seniority & staffing	"Experts"	The District is now implementing a Faculty seniority process	
7. VPI Report	Wurtz	Cross-listed starts in Spring 2020 <ul style="list-style-type: none"> Honors and stacked sections 	
8. Deans Report	Deans	None	
9. Academic Senate Report	Exec. Board	Safety resolution- rewrite and change the language Vice President of Student services	

		<ul style="list-style-type: none"> Send forum questions to Mark 	
10. CTA	McLaren	Contract is done <ul style="list-style-type: none"> District will print hard copies Union negotiated the course 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	Azenaro	Art by Us! <ul style="list-style-type: none"> Monday, October 7th through Friday October 25th Artist Reception is on Wednesday, October 9th from 12-3pm 	
	Reichert	Tutoring Center is hiring	
Adjournment		10:14am	
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.	