

# Crafton Hills College Faculty Chairs Council Unapproved Minutes

**Date:** October 18, 2019  
**Place:** CCR-233 9:00AM-10:50  
**Next Meeting:** November 1, 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/Nick Reichert  
**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**

**Guests:**

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:02AM	
Approval of the minutes	Andrews	Motion to approve minutes moved by B. Bailes Seconded by C. Hinds  Ayes: Breanna Andrews, Rick Hogrefe Ryan Bartlett, Brandi Bailes, Danielle McCoy Julie McKee, Danny Rojas, Jimmy Grabow, Ernesto Rivera, Renee Azenaro, Nick Reichert Colleen Hinds, Frank Madrid, Meridyth McLaren Sam Truong  Noes: none  Abstain: none	

**Information, Discussion, and Business**

1. Course Substitution	Rivera	Student incident regarding course substitution. Current process requires only an email from the Department Discipline Chair. Would like to recommend a new process in place which will require a form signed off by the student requesting and/or counselor, Chair and Dean. "file keeper" would like to be used to track these forms.	E. Rivera to work with counselors on creating the formal form to be completed and will bring back to Chairs for review and input.
	McCoy	Would like to require syllabus attached to the request form so that department discipline chair can evaluate request	
2. Fall 2020 Scheduling update	Lopez	Fall 2020 & Summer 2020 timeline review.	

		<p>Scheduling guidelines review New proposed Fall 2020 spreadsheets due November 1<sup>st</sup>. Elizabeth to send out Fall 2019 active sections only spreadsheets as a tool to plan Fall 2020</p> <p>Fall 2020 weeks reviewed as: 17 weeks: Full term (includes finals week as instruction week) 8/17/2020-12/18/2020 15 weeks: 8/31/2020 13 weeks: 9/14/2020 8 weeks: 8/18/20 &amp; 10/19/20 5 weeks: 8/18/20 &amp; 11/09/20</p>	
<b>Standing Reports</b>			
3. Chairs Training/Review: Strategies for how and when to offer classes	Kenny George		
4. Accreditation Standard (20 mins)	Wurtz	<p>Standard 2A7: Identifying and meeting different student learning styles -Actively engage students in activities/projects -Evaluations to part time faculty -J. McKee: students completed "learning style test" -SLO's, syllabi, exams, group work</p>	
5. VPI Report	Wurtz		
6. Deans Report	Deans	<p>Muse- Water polo matches happening now Swimming to begin Spring 2020</p> <p>Colvey- Full student educational plans in Starfish. Thanks to collaboration from K. Heilgeist in making this happen. Could be a good resource tool for scheduling, knowing what students are going to need. Students can propose their own ED plans, would like to see 2021 degree planning.</p>	
7. Academic Senate Report	Exec. Board	<p>Promise Program have 425 students Classified of the year nominations coming up Reviewed course caps Reviewed funding formula New parking vending machine to be put in place VPSS forums went well and selected candidate to make the November 11, 2019 board approval.</p>	
8. CTA	McLaren	<p>CTA luncheon Faculty seniority list review</p>	
<b>Wrap Up</b>			
<b>Future Agenda Items</b>		<p>-- Faculty Chairs Training (first mtg of fall sem.) -- Budget Review (first meeting in February) -- Review Chairs Manual (first meeting in March)</p>	
<b>Announcements</b>		<p>Costume contest Oct. 31 11:30AM in Quad area Oct. 31 Classified Chili Cook Off Club Rush Oct. 30 Costume Contest and Hotdogs/Burgers</p>	
<b>Adjournment</b>		10:37AM	
<b>Mission Statement</b> The mission of Crafton Hills College is to advance the educational, career, and personal	<b>Vision Statement</b> Crafton Hills College will be the college of choice for students who	<b>Institutional Values</b>	

success of our diverse campus community through engagement and learning.

seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.

Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.