

Crafton Hills College Faculty Chairs Council Minutes

Date: January 17, 2020
Place: CCR-233 9:00AM-10:50
Next Meeting: February 21, 2020
 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:

<input checked="" type="checkbox"/> Breanna Andrews/Rick Hogrefe	<input checked="" type="checkbox"/> Renee Azenaro
<input type="checkbox"/> Jonathan Anderson/Ryan Bartlett	<input checked="" type="checkbox"/> Laurie Green
<input checked="" type="checkbox"/> Brandi Bailes/Danielle McCoy	<input checked="" type="checkbox"/> Kenny George
<input checked="" type="checkbox"/> Jeff Cervantes/Julie McKee	<input checked="" type="checkbox"/> Krista Ivy
<input type="checkbox"/> Danny Rojas/Michael Sheahan	<input checked="" type="checkbox"/> Colleen Hinds
<input checked="" type="checkbox"/> Jimmy Grabow/Ernesto Rivera	<input checked="" type="checkbox"/> Frank Madrid
	<input checked="" type="checkbox"/> Meridyth McLaren
	<input checked="" type="checkbox"/> Sam Truong

Others Present:

<input checked="" type="checkbox"/> Elizabeth Lopez
<input type="checkbox"/> Mark McConnell
<input checked="" type="checkbox"/> William Van Muse
<input type="checkbox"/> Mike Strong
<input checked="" type="checkbox"/> Kay Weiss
<input type="checkbox"/> Dan Word
<input checked="" type="checkbox"/> Keith Wurtz
<input checked="" type="checkbox"/> Kirsten Colvey
<input checked="" type="checkbox"/> Christina Sweeting

Guests:

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:04AM	
Approval of the minutes	Andrews	Minutes approved with modified changes	C. Maloney Hinds motioned, and L. Greene seconded Abstain: None

Information, Discussion, and Business

1. Review Student Integrity Policy: Review and revise wording	Wurtz	http://craftonhills.smartcatalogiq.com/2019-2020/Catalog/Section-III-What-You-Need-To-Know/Standards-of-Student-Conduct-and-Disciplinary-Procedures/Student-Integrity-Policy K. Wurtz to make the following recommended changes to wording: <ul style="list-style-type: none"> • Clarify "previously graded works." • Add "presentation & audio visual" Remove binary language and replace with "they, their" • Take out "final examination" and replace with "final examination hours" 	
2. Building Numbers (WebAdvisor and Schedule)	Wurtz	-Building numbers to be changed to different format -On registration statement, building number is in parenthesis -E. Lopez to test for off campus sites/bldgs.	

3. Starfish Auto Flags	Andrews	Email B. Andrews to make any requested changes for auto flags (to-dos, turn on for all adjuncts)	
4. Summer 2020 and Fall 2020 publishing	Lopez	Request made to provide one more week- *New due date of February 6 th for Fall 2020	
Standing Reports			
5. Accreditation Standard (20 mins)	Wurtz	N/A	
6. VPI Report	Wurtz	-Request/sign-up sheet for Campus Police - walk-throughs -Spring enrollment- On Friday Jan. 10 th , enrollment was up. Monday Jan. 13 th , enrollment went down, and on Friday, Jan. 17 th enrollment is even with last year. -Explanations for low enrollment include: 9/10 was procrastination, and the semester beginning one week earlier	
7. Deans Report	Deans	K. Colvey requested that Souts Xayaphanthong be invited to Chair Meetings in order to provide up to date information on College Promise All communication regarding College Promise such as book vouchers and due dates are submitted through campus email. Please encourage all Promise Students to check their student emails for any instructions regarding the Promise Program. K. Colvey to look into purchasing the life of a book for cost savings. Senior Day is Mid-October- notification to be sent campus wide K. Colvey is encouraging Ed Plans for all students as much as possible.	
8. Academic Senate Report	Exec. Board	-Discussion made regarding how minutes are recorded. Some wanted audio recording to mirror what the District does. -Senate communicates to the individual when faculty titles change -Problems with HR not updating Titles -Printing denies title because it's not updated in Human Resources -Discussion made to get an AP in place to say that HR needs to update all faculty titles K. Wurtz recommended to advocate for	

		updating titles	
9. CTA	McLaren	-CTA is encouraging Part Timers to join -Good News Committee created to celebrate successes, give out sympathy cards and recognize birthdays -J. Mckee to start sending cards, needs volunteers -Communications network- one person in each area to disburse information	
Wrap Up			
Future Agenda Items	_____ _____ _____	-- Budget Review (February 21) -- Review draft for In-Service Days -- Review currently published calendars (i.e. 21-22 drafted not formal, can still make changes)	
Announcements	_____ _____	-R. Hogrefe, model for in-service approved PDFs completed, goal is to have PPR documents completed at the beginning of the year -K. Ivy, Library will have new catalog -R. Urbanovich, Indignity show next week until January 31 st , connects CSUSB to Crafton -J. McKee, Field Trip on March 7 meet at Riverside Metro to San Juan Capistrano -B. Bailes, Annual Women's Group March for Women's Rights	
Adjournment		10:34AM	

Mission Statement	Vision Statement	Institutional Values
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The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.

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.

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