

Crafton Hills College Faculty Chairs Council Agenda

Date: March 6, 2020
Place: CCR-233 9:00AM-10:50
Next Meeting: April 3, 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:

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| <input checked="" type="checkbox"/> Breanna Andrews/Rick Hogrefe | <input checked="" type="checkbox"/> Renee Azenaro |
| <input checked="" type="checkbox"/> Jonathan Anderson/Ryan Bartlett | <input 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:

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| <input checked="" type="checkbox"/> Kirsten Colvey |
| <input checked="" type="checkbox"/> Elizabeth Lopez |
| <input checked="" type="checkbox"/> William Van Muse |
| <input checked="" type="checkbox"/> Christina Sweeting |
| <input type="checkbox"/> Kay Weiss |
| <input type="checkbox"/> Dan Word |
| <input checked="" type="checkbox"/> Keith Wurtz |
| <input type="checkbox"/> Souts Xayaphanthang |

Guests: Debbie Bogh, Cynthia Hamlett, Michelle Riggs

| AGENDA ITEM | PERSON | Recommendation/Discussion/Future Business | ACTION |
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| Call to order | Andrews | 9:03am | |
| Approval of the minutes | Andrews | | B. Bailes motioned, and Second J. Anderson Abstain: none |

Information, Discussion, and Business

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| 1. FT Hiring Prioritization | Andrews | https://public.tableau.com/views/FTPTFacultyRatio/RatiobyDiscipline?%3AshowVizHome=no&%3Aembed=true#1 -Review Prioritization Summary of Possible new hires -Grades on record number of students in census, increase from 482 to 524 anything over 80% is good -Students per FTE: goal is to get to 15 for every FTE -Note: Waitlist unduplicated by course -If not on the list, might be missing, Research and Planning not able to find it -Muse suggested we should reprioritize based on need. Have some sort of metrics that make your ranking and include a vote like a points system | F. Madrid motions to send list as submission for this year; B. Bailes seconded Abstain: 6 Result: Tie vote, did not pass |
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| | | <p>-Suggestion to made to create a rubric for disciplines. Several expressed interest in this idea and interested in taking part of this process.</p> <p>Last year</p> <ol style="list-style-type: none"> 1. English 2. Biology 3. ASL 4. Math 5. Music 6. Religion better to add/ Philosophy 7. Sociology 8. Earth Science 9. Kinesiology 10. Respiratory 11. History 12. Business/Marketing <p>Revisions in red</p> <p>-Krista “how do the non-instructional compete” - Reach out to Delmy to in creating a rubric on how to factor these in</p> <p>-Keith says you can reopen your program reviews and add the need, please provide the justification for it</p> <p>-Voting made by putting top 3 on sheet of paper</p> <p>Results:</p> <ol style="list-style-type: none"> 1. Biology (15) 2. English (12) 3. Math (10) 4. Religion/Philosophy (9) 5. ASL (6) 6. Kin/Health (5) 7. Bus/Acct/Marketing (4) 8. Sociology (3) 9. Music (2) 10. Respiratory (2) 11. Child Development (2) 12. CIS (1) <p>-Work on a rubric to make this process less arbitrary -New proposal, will keep adding to this document to have historical data</p> | |
| <p>2. New GE Pattern (20 min)</p> | <p>Bogh</p> | <p>-General Education Broken down into categories -Put together the GE learning outcomes -Put in what the courses are now, each area needs to look at what’s there, and make additions/changes if needed</p> | |

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| | | <ul style="list-style-type: none"> -Chairs work with your Colleagues to review the courses to see if they need to add or remove courses -Look at the outcomes, do you agree with them? If there's adjustments, these need to be approved by Academic Senate -Please email Debbie Bogh with a revision by March 22, 2020 -Recommendations need to be taken to academic senate -Look at the GE outcomes, look at it from your perspective, please communicate with Debbie Bogh. | |
| 3. ETC: Requesting notification in schedule when courses are proctored (10 min) | Hamlett | <p>B. Bailes presented:</p> <ul style="list-style-type: none"> -Would like to move forward language about proctoring exams -Some online courses require proctoring exams -Telling instructors to put on syllabus -Add it into course description to let students know that they will be proctored and might have to pay -Want to add one more field for proctored exams on online classes | <p>Motioned by B. Andrews. Seconded C. Hinds</p> <p>Abstain: none</p> |
| 4. Personalized Brochures (5-10 min) | Riggs | <p>http://my-info-packet.com/instantinfo/student_entry.jsp?college=Crafton+Hills+College</p> <ul style="list-style-type: none"> -Link to download a personalized brochure -Student can select what they are interested in, and email will be sent with all the interests pulls directly from the catalog and automatically generated -Fits in with guided pathway -Would like to update success stories, please assist Michelle with any students you would like to highlight -Open to all faculty/staff to nominate a student and give a reason why -Use students that we are already nominated for student successes | |
| 5. Review draft of Fall 2020 In-Service/ Flex activities | Hogrefe | <ul style="list-style-type: none"> -Hogrefe absent -Professional Development -Drafting in service for fall -President cabinet looking over it -Next meeting, we will have a more concrete piece to look at -Wurtz to push the opportunity to do program review and 6-year revision curriculum update -Breanna proposing a THEMED day (i.e. PJ day, Superhero day, Jersey Day, etc) for in-service day | |

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| | | -If you have additional ideas, send an email to Breanna to move forward | |
| 6. Review Chairs Manual | Andrews | <p>-Please review this document at https://www.craftonhills.edu/faculty-and-staff/committees/chairs-council/meetings/2019/03-01/chairs-manual-draft-03-01-19.pdf</p> <p>-Send edits to bandrews@craftonhills.edu</p> <p>-Go through it and give edits to Breanna She will be updating it</p> <p>-Will bring it back for next meeting for a secondary review</p> | |
| Standing Reports | | | |
| 7. Accreditation Standard (20 mins) | Wurtz | Table for next meeting | |
| 8. VPI Report | Wurtz | <p>-Keith sent email for the schedule and attached a document to help schedule the days</p> <p>-Please take note of the due dates</p> <p>-Before you leave for Spring Break you need your first draft submitted</p> <p>-Focus group to focus on enrollment management</p> <p>-Based on study there were recommendations/findings</p> <p>Recommendations</p> <p>-Create networking opportunities for students based on shared cultural experiences and interests in order to increase a greater sense of inclusion and diversity</p> <p>-Examine ways to upgrade/modernize payment machines to improve access and usage at the college</p> <p>-Examine the financial implication of practices and processes inside and outside of the classroom to identify possible cost barriers for students</p> <p>-Explore additional professional development opportunities for faculty to increase engagement and proactive supports for students, including specific training in Canvas to increase a faculty's adoption and full utilization</p> <p>-Simplify the registration process such that students can more easily access and complete the CHC application</p> <p>-Provide prospective students with some general career and educational guidance upfront to help them make more informed decisions</p> <p>-Examine lighting across campus and access to bathrooms</p> <p>-Provide prospective students with some general career and educational guidance upfront to help them make more informed decisions about how CHC can make their academic goals</p> | |
| 9. Deans Report | Deans | -Reminder to do the 6-year revision list being circulated, needs to go to curriculum in order to go through review process | |

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| | | <ul style="list-style-type: none"> -Dean Colvey wants to give an update on Promise We have 411 students who continued this semester out of 429, signifies good retention -124 students are on probation, investigating the factors -15 units assigned, most not equipped to do so -Check in meetings, meeting with counselors -Those on probation are given special attention - The Promise Program is expecting a number of about 300- 350 students to return as second year students in the fall -1,085 applications were received for Promise next year these are an unduplicated count, they are encouraged to participate on new student advising -Most Promise applicants are AP 4.0 students who are making individual choices to come because it's free college -The CHC Honors program saw an increase - Promise Program is anticipating 700 brand new students in the fall. -Any questions, please contact Souts -Would like to schedule check in meetings around disciplines to be more helpful to students since most are still undecided when selecting a major | |
| 10. Academic Senate Report | Exec. Board | <ul style="list-style-type: none"> -Academic Senate was a short meeting - There was a quick session about CAPS -Full and part time of the year awards will be going out soon -Julie mentioned committee assignments, please complete this Spring semester to be ready for Fall | |
| 11. CTA | McLaren | <ul style="list-style-type: none"> -Sexual Harassment Prevention Training is required and a condition of employment. -Sexual Harassment Prevention Training must be completed by December 31, 2020. -If you have already completed a similar course, you may submit proof of completion to HR -Adjunct Faculty must also complete the Sexual Harassment training by Dec. 31st. Many options to complete it: in person, or online **Please note we will NOT compensate for this training, it must be done if they want to continue working for the district, email was sent out to complete it -If this is a condition on employment HR must tell them that they need to have the TB, Live Scan and Sexual Harassment Training completed prior to setting foot in the classroom -Regarding DE training, we need to establish what the role of DE is on both campuses. DE can make recommendations of training before they teach online, and discuss what the requirements are | |

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| | | <ul style="list-style-type: none"> -DE can only recommend and it is not within the hands of DE to approve or not approve hire -Right of assignment lies with the Administration -DE can maintain a list of those who took the trainings and make recommendations, but ultimately Administration makes Final decision -Make sure website makes the language clear on what trainings are recommended | |
| Wrap Up | | | |
| Future Agenda Items | | <ul style="list-style-type: none"> -- Faculty Chairs Training (first mtg of fall sem.) -- Budget Review (first meeting in February) -- FT hiring prioritization for Fall 2021 (Feb.) -- Review Chairs Manual (first meeting in March) -- Chair of Chairs voting (first meeting in April) | |
| Announcements | | <ul style="list-style-type: none"> -Please update 2 year offering matrix in SharePoint; it is overdue! -Review CHC GE courses with your discipline members in your dept -Update your websites and email edits to Kristi Simonson -Self Defense today at KHA -Go see Spelling Bee on Sat and Sunday -Next week is Club Rush and Health Fair March 11, from 10am-4pm in the Quad -Chancellor search starts today | |
| Adjournment | | 10:38am | |
| Mission Statement | Vision Statement | Institutional Values | |
| 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 everyone. | |