



Crafton Hills College
Faculty Chair Handbook 2019

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Faculty Department Chair Selection Process (Spring 2019)

1. Faculty chairs serve for a two-year term.
2. Each year, approximately 1/2 of the campus Faculty Chair positions will be declared open to contract faculty members. Nomination forms will be distributed through a general campus announcement, with the filing period lasting no less than two weeks.
 - a. Even Years: Physical & Biological Sciences, Business, Economics & Information Technology, English & Reading, Fine Arts, Public Safety & Services, Kinesiology & Health Education
 - b. Odd Years: Allied Health Services, Communications & Language, Counseling, Human Development, Mathematics, Non-Instructional Faculty, Social Sciences
3. Any full-time faculty member may self-nominate or nominate someone else to serve as chair. The individual nominated must be given the opportunity to accept or reject the nomination, does not have to be a member of the Department, must be a fulltime faculty, but is not required to hold tenure.
4. Nomination Forms must be submitted to the Office of Instruction by published deadline. The forms may be dropped off or may be emailed to knewton@craftonhills.edu.
5. A slate of candidates will be drawn up and ballots will be developed for each Open Faculty Chair position. Each full-time contract faculty member will be given one vote for the department Chair candidate for his/her department.
6. The ballots will be counted by a committee consisting of the Academic Senate President, the Academic Senate Immediate Past President, CHC Vice-President of Instruction and the CHC President.
7. In the event of a situation in which the vote counting committee is unable to make a recommendation, (e.g. personnel issues) the position will be declared vacant. **A minority report will be made available upon request.**
8. In the event of a tie vote, three additional faculty members from the division will be selected at random to participate in a re-vote.
9. For any and all vacant Faculty Chair positions, the Division Dean may temporarily assume the role as part of his/her administrative responsibilities, or may request another Faculty Chair in the Division to serve on an interim basis (with his/her stipend and reassigned time adjusted in accordance with the additional assignment). Under these circumstances, the Faculty Chair position will be announced as open for applications each semester until the position is filled.

Department Chair Nomination Form (2019-2020)

I nominate _____ to serve as chair of the _____ Department.

This Nomination Form is due to the Office of Instruction by **Friday, April 12, 2019**. You may drop off a physical copy or email a copy to knewton@craftonhills.edu.

Any full-time faculty member may self-nominate or nominate someone else to serve as chair. The individual nominated must be given the opportunity to accept or reject the nomination, does not have to be a member of the Department, must be a full-time faculty, but is not required to hold tenure.

Department chairs serve a two-year term. Chairs may serve multiple terms, but must be re-nominated for each term. This nomination form is for the 2019-2020 and 2020-2021 academic years:

APPENDIX A-4: Faculty Department Chair Compensation

A. Stipend and Reassigned Time

For compensation purposes, the amount of the stipend and reassigned time shall be determined by the following process:

1. The number of Full-Time Equivalent Faculty (FTEF) assigned to full-time contract/regular faculty including any overload and;
2. The number of (FTEF) assigned to temporary (part time) faculty.
3. Add the numbers in (1) and (2) for the previous fiscal year (Summer/Fall/Spring), then divide by two to establish placement on the compensation table below:

***** **OPTION I** *****

FTEF in Department	Stipend (per year) and Reassigned Time (per semester)
(1) Up to 4.49	\$6,000 (\$600 per month)
(2) 4.50 – 8.49	\$7,000 (\$700 per month)
(3) 8.50 – 12.49	\$8,000 (\$800 per month)
(4) 12.50 – 16.49	\$9,000 (\$900 per month)
(5) 16.50 – 20.49	\$9,000 (\$900 per month) + 0.200 reassigned time
(6) 20.50 – 25.49	\$9,000 (\$900 per month) + 0.400 reassigned time
(7) 25.50 or greater	\$9,000 (\$900 per month) + 0.600 reassigned time OR

***** **OPTION II*******

FTEF in Department	Stipend (per year) and Reassigned Time (per semester)
(1) Up to 4.49	\$5,000 (\$500 per month) + 0.200 reassigned time
(2) 4.50 – 8.49	\$6,000 (\$600 per month) + 0.200 reassigned time
(3) 8.50 – 12.49	\$7,000 (\$700 per month) + 0.200 reassigned time
(4) 12.50 – 16.49	\$8,000 (\$800 per month) + 0.200 reassigned time
(5) 16.50 – 20.49	\$9,000 (\$900 per month) + 0.200 reassigned time
(6) 20.50 – 25.49	\$9,000 (\$900 per month) + 0.400 reassigned time
(7) 25.50 or greater	\$9,000 (\$900 per month) + 0.600 reassigned time

The compensation option selected each academic year shall not be changed within the year.

Faculty Chair’s Job Description (taken from the CTA Agreement):

The Faculty Department Chair, under the direction of the Dean or Associate Dean is responsible for coordination of the unit, ensuring that the quality of the program offered by the department meets the standards of the California Community College system and San Bernardino Community College District in particular and is able to serve the needs of a diverse student population.

B. Duties of Faculty Department Chair

1. Attends and participates in the mandatory** Department Chair Training and Department Chair meetings as well as division and department meetings.
**EXCEPTIONS: As determined by the supervising manager.
2. Holds regular departmental meetings (minimum of two (2) per semester), maintains the agendas and minutes, and disseminates them to the department and the immediate supervisor.
3. Facilitates the development, preparation, and revision of curriculum documents, in collaboration with department faculty, including participation in any Curriculum meeting in which a course under their purview is presented.
4. Confirms and reports to the appropriate office the accuracy and currency of the college catalog in the areas pertaining to the department.
5. Provides faculty leadership in coordinating and facilitating the preparation of departmental planning/program review documents, in consultation with department faculty and staff and other departments as needed.
6. Participates in the accreditation process by making themselves available to the accreditation committee to provide departmental information as needed. This also includes the planning, evaluation, and reporting of Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), Service Area Outcomes (SAOs), and

Institutional Learning Outcomes (ILOs), as appropriate. For areas with independent accrediting agencies, also participates in any independent accrediting agency process(es).

7. Facilitates and works collegially with department faculty to develop and implement institutional initiatives (new and ongoing).
8. Facilitates and works collegially with the discipline faculty and staff in the department to offer courses or services that meet student needs, by developing and recommending the department course offerings or service schedules to the appropriate manager. The scheduling of courses and services will be done in a manner that is most effective for student progress, and considers efficiency and enrollment management goals.
9. Participates in the process of reviewing the schedule of classes offered by the department to ensure it is accurate, and collaborates with the appropriate manager on revisions.
10. Facilitates and works collegially with the discipline faculty and staff in the department to make recommendations for educational pathways, including certificates, degrees, dual enrollment, and non-credit as needed. May work with other faculty chairs on cross-discipline topics. May work with colleagues from other institutions regarding discipline specific issues (e.g. articulation).
11. Coordinates initial interviews, identifies, and recommends candidates for the recruitment of all new part-time faculty in the department.
12. Disseminates information to the department faculty and verifies the selection, ordering, and availability of textbooks for the department as needed.
13. Maintains regular and effective modes of communication with administration, faculty, staff, students, and community on areas of interest to the department and its programs including the accuracy of the department's website.
14. Serves as a peer evaluator or works with the department to recommend an appropriate peer **evaluator to the area's supervisor for adjunct faculty evaluations.**
15. Recommends, to the appropriate administrator, the department's preliminary budget and makes requests for the necessary expenditures such as instructional materials and supplies as needed.
16. Attempts to initially resolve student-faculty concerns at an informal level.
17. Handles and is responsible for student challenge requests such as pre-requisites, course substitutions, and modification of majors.
18. Coordinates with the Vice President, Dean, or Associate Dean in convening regular

advisory board meetings as appropriate.

19. Verifies student completion of certificate requirements as appropriate.

c. Feedback Process

Faculty chairs shall receive feedback from their supervisor on how the job functions of chair were collegially completed every 2nd semester of the chair's term, which shall include a survey of the department faculty using the following:

Directions: Please read the job description of the faculty chair (attached) and answer the questions based on the functions of the department chair.

1. Was there adequate communication in the department (department meetings, scheduling of courses, educational pathways, etc.)?
2. Were you able to participate/give feedback in processes such as program review, curriculum, SLOs, PLOs, SAOs, etc.?
3. Are there any additional comments or recommendations to help the chair better serve the department?

The feedback process documents shall not be added to the faculty member's file or be included as part of their regular faculty evaluation (per Article 16). Copies shall be maintained by the faculty chair(s) and the immediate supervisor. As per the evaluation process, observations and feedback may be considered under Article 16 Evaluation Procedure Section C 4e "*Performance in areas of responsibility other than in the classroom.*"

Curriculum and Catalog Faculty Department Chair Job Duties

JD3. Facilitates the development, preparation, and revision of curriculum documents, in collaboration with department faculty, including participation in any Curriculum meeting in which a course under their purview is presented.

All curriculum proposals and revisions are submitted through [CurricUNET](#). Faculty chairs are responsible for giving input at various steps in the approval process depending on the course proposals. (check messages from [curricUNET](#) in email. Bold messages require you to take action under *my approvals*).

Faculty chairs are notified of all pending 6-year revisions by the curriculum committee chair person. The faculty chair then is responsible for coordinating updates of courses in their department.

Any new courses, unit changes, catalog descriptions or other modifications which impact the college catalog must adhere to the curriculum and catalog deadlines. These changes can only go into effect for the upcoming fall semester. These changes must be

completed through the curriculum process for approval by the last curriculum meeting in November.

JD4. Confirms and reports to the appropriate office the accuracy and currency of the college catalog in the areas pertaining to the department.

The faculty department chair should work cooperatively with the discipline faculty to review the content of the college catalog each year. In situations where information pertaining to the department or program is incorrect or out dated the faculty chair should coordinate efforts to correct the information. This may include degree requirements, program SLOs, current course descriptions, the [scheduling matrix](#), as well as department chair contact information. Also including, program initiation and discontinuance as defined by the Academic Senate. For approved processes follow the links: [Program discontinuance](#) and [Program initiation](#).

Planning and Program Review Faculty Department Chair Job Duty

JD5. Provides faculty leadership in coordinating and facilitating the preparation of departmental planning/program review documents, in consultation with department faculty and staff and other departments as needed. Faculty department chairs in corporation and collaboration with the dean coordinate and facilitate the preparation of the departmental planning and program review documents. The faculty chair is not solely responsible for writing the documents. The actual planning and program review should involve all faculty and staff within each program. The [Planning and Program Review Committee](#) (PPR) distributes a timeline each fall. Student Learning Outcomes (SLOs) are updated every year in PPR. Every two years the goals, objectives, and SLOs need to be updated. In the fourth year programs need to complete all questions and write a four-year plan. It is important the plans be as complete as possible as they are used for the basis for resource allocation including equipment supplies and personnel. Instructions and planning and review shells are found at the college website for PPR. Follow the link: [Program review](#) (use your campus login). Requests for additional tenure track faculty come from the PPR requests and are prioritized by the Faculty Department Chairs. In the past, the Faculty Department Chairs have used the criteria below to prioritize full-time faculty positions. Recommendations are then forwarded to Crafton Council.

1. Orphaned discipline
2. FT/PT ratio (making sure FT overload is being looked at as part of PT)
3. Difficulty in hiring part timers
4. New program/degree offering
5. Single full time faculty member
6. Waitlist numbers and demand (including top student majors)

Student Learning Outcomes Faculty Department Chair Job Duty

JD6. "...reporting of Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), Service Area Outcomes (SAOs), and Institutional Learning Outcomes(ILOs), as appropriate." Faculty Department Chairs should make themselves

available to assist department faculty in accessing the course SLOs for the required inclusion on the section syllabi. Assistance should also be provided for developing or revising as well as the assessment and reporting process. Reporting should be done through the [SLO cloud link](#). For any needed assistance with this process contact the [Office of Intuitional Effectiveness, Research and Planning](#). Compensation for this work is included in the 2019-2020 pay scale for both adjunct and full-time faculty. The bargaining agreement requires adjunct faculty to report SLOs at the end of each semester (see Article 13, 9).

Part-Time Faculty, Faculty Department Chair Job Duty

JD11. Coordinates initial interviews, identifies, and recommends candidates for the recruitment of all new part-time faculty in the department.

Faculty Department Chairs identify and recommend candidates for the recruitment of all new part-time faculty in the department. Guidelines for hiring part-time faculty can be found in [SBCCD administrative procedure 7210](#), starting on line 1135. The dean is ultimately responsible for the hiring decision and newly selected faculty will work with the division administrative secretary to complete the hiring process. Check with your division dean on details.

All part-time faculty must meet the minimum qualifications adopted by the Board of Governors for California Community College or possession of a valid credential as provided for in Ed. Code 87355. You can access the minimum qualifications at https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Reports/Files/CCCCO_Report_Min_Qualifications-ADA-Final.ashx. Individuals who do not meet the minimum qualifications may apply for an equivalency see [SBCCD administrative procedure 7210](#), starting on line 1246.

Faculty Department Chairs should consider the part-time load limits when recommending teaching assignments of part-time faculty. Per state education code (87482.5), part-time faculty cannot exceed 0.67 load (or 2/3 of a full-time faculty load). This includes classes at both campuses (Valley and Crafton). You can check the current load for individual faculty by running the following Informer Report: [Total Adjunct Faculty Load or FTEF 67% rule](#). You must be on campus to run the report. You can also compute the load manually. To compute load for lecture classes, divide the units by 15 and round to two decimal places. To compute load for lab classes, divide the total weekly contact hours by 21. (Note: The union is currently in discussions on equating load for lab class hours and lecture class hours. Results may change these calculations.) For field and clinic load divide the total weekly hours by 24. The **Instructional FTEF & Contact Hr Sheet** in the [calculator](#) can also be used to calculate load. It is the responsibility of the division dean to verify that the load is in compliance. For part-time faculty the lab classes are paid assuming 3 hours per week for one unit.

The division dean and or division administrative secretary will facilitate all new faculty in obtaining a district email account, campus mailbox, voice mail extension, and keys when necessary. Part-time faculty pay is determined per course. (set contact hours for the course times the negotiated hourly rate for part-time faculty. Non-instructional

faculty are paid based on their contracted hours. For more details and specifics, see your division dean.

Communication of Responsibilities for part-time faculty, Faculty Department Chair Job Duty

JD13. Maintains regular and effective modes of communication with administration, faculty, staff, students, and community on areas of interest to the department and its programs including the accuracy of the department's website.

Part-time faculty are responsible for providing class syllabi to their division office as well as their office hours for the semester. The office hours can be included on the syllabus and need to be submitted to Division Office by the end of the first week of class. The syllabus is required to include the course name and the course SLOs. Part-time faculty are required to input the results of the SLO assessment at the end of each semester (see JD11 above).

Part-time faculty are required to hold office hours (see Article 10.E.2). Compensation for Office Hours is included in the new pay rate as stated in the Tentative Agreement on March 22, 2019. The required number of office hours each week is based on load:

- Up to .4 load for .50 scheduled office hour per week per semester or session
- .401 load and above for 1 scheduled office hour per week per semester or session

Part-time faculty may participate in Professional development activities as per the 2018 to 2020 SBCCD contract Article 10 as follows.

The maximum professional development time that can be compensated is eight (8) hours per semester and shall be compensated at the non-instructional rate based on load as follows (Article 10, E1).

- Up to .4 load for a maximum of 4 hours
- .401 load and above for a maximum of 8 hours

The division dean will provide the appropriate forms for requesting compensation.

Scheduling

JD8. Facilitates and works collegially with the discipline faculty and staff in the department to offer courses or services that meet student needs, by developing and recommending the department course offerings or service schedules to the appropriate manager. The scheduling of courses and services will be done in a manner that is most effective for student progress, and considers efficiency and enrollment management goals.

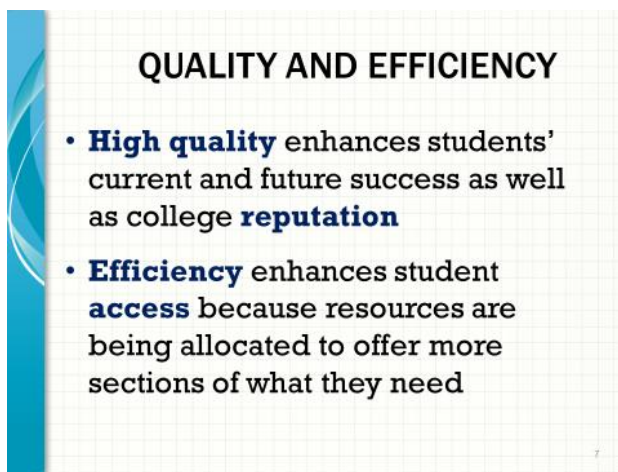
Faculty should be reminded that classes are scheduled with students in mind first and foremost. This idea is to underlie all of the following scheduling practices.

The Office of Instruction will provide the time line for scheduling, approximate dates and deadlines. It is imperative that you make every possible effort to adhere to these deadlines.

The district approved academic calendars can be found at the following link: [Academic Calendars](#). It will be necessary to use these in determining dates for late start classes as well the number of days for the minutes calculator: [Calculator: Scheduling, FTES, Contact Hours, Units, and Load Calculators](#). The minute's calculator (click on the “**Daily Census Meeting Times**” tab) is used to calculate meeting times for short-term classes (i.e. less than 18 weeks).

The following slides are from Dr. Craig Justice presentation/training provided for chairs July 2018 and summarize some of the critical factors to be used in building schedules.

Successful scheduling will achieve success, quality, and efficiency. Quality increases chances of student success, and efficiency increases student access because resources are being allocated to offer students more of what they need.



QUALITY AND EFFICIENCY

- **High quality** enhances students' current and future success as well as college **reputation**
- **Efficiency** enhances student **access** because resources are being allocated to offer more sections of what they need

7



Success in Scheduling

- Success for the **Student**
- Success for **Faculty**
- Success for the **College**
- Success for the **District**

8

When scheduling classes priority for how the section is scheduled should be given for classes that are scheduled in the following order: 1) Weekly Census Sections, 2) Daily Census Sections, 3) Alternative Attendance Accounting Method, and 4) Positive Attendance (Actual Hours of Attendance). This does not mean that you should only have weekly census sections; however, it does mean that if a class can be a weekly or daily census section, then that option needs to be chose over the other options.

How a section is scheduled is very important because it directly affects the number of FTES generated, which affects the amount of apportionment. When the same number of students are enrolled in a weekly census section more FTES is generated then in a daily census section, and a daily census section generates more FTES then a positive attendance section.

Weekly census sections are sections that start at the beginning of the term and end at the end of the term. They are also known as regular term length sections. Daily Census sections are any short-term class that is less than the length of the entire term (e.g. 12

weeks). Both weekly census and daily census sections meet on the same time and same day on a weekly basis. The only difference between the two is that the weekly census sections are the full length of the term and daily census sections do not meet for the enter term. Alternative attendance accounting method sections are online sections and are treated like weekly census sections or daily census sections depending on whether they are full-term or short-term sections.

Positive Attendance sections are classes that do not meet regularly. Any class that is positive attendance requires the instructor to take attendance each day, track the hours attended for each student each day, and to turn those hours in at the end of the semester. For example, positive attendance sections include sections that meet less than five days, all noncredit classes, and classes that are scheduled irregularly with respect to the number of days per week or the number of hours on scheduled days. As an illustration, the schedule scheduled below is a positive attendance section because it is scheduled irregularly with respect to the number of hours scheduled on each day. On Tuesday, the class is scheduled from 12:15-2:05 and on Thursday; it is scheduled from 12:15-3:20. The goal with a class like this is to schedule it so it meets for the same time and on the same days weekly.

09/03/19 12/19/19 CNTL 134 LEC T 12:15PM 02:05PM
 09/03/19 12/19/19 CNTL 134 LAB TH 12:15PM 03:20PM

Enrollment management

In order to achieve quality and efficiency the following guidelines should be incorporated into the creation of schedules. Scheduling in isolation of other departments can decrease both quality and efficiency.

Since 60% of the base allocation for the college is funded from the state on total FTES (Full Time Equivalent Students), it is important to maximize each department's enrollment.

Student completion is another factor used in the new funding model, 20%, so scheduling to accommodate ease of completion needs to be considered with scheduling.

(Note: In the future, it will be 70% FTES, 10% success and 20% Student Economic Need and over three years funding will transition to the 60-20-20 model)

FTES

FTES stands for Full-Time Equivalent Student. One FTES is the equivalent of one student taking courses totaling 15 hours per week (e.g.: five 3-unit courses) each

Funding Models

- Current Funding Model
 - Full Time Equivalent Students (FTES)
- Proposed Funding Model
 - FTES (Base Allocation): 60%
 - Student Economic Need (Supplemental Allocation): 20%
 - Performance (Student Success Incentive Allocation): 20%

Full-Time Equivalent Student

1 FTES =

- 1 student
- 15 hours per week
- 2 semesters of 17.5 weeks
- (3 quarters of 17.5 weeks)
- = **525 contact hours**

semester for two semesters. If one student enrolled in 15 hours in fall and 15 hours in spring, the number of hours they are in contact with an instructor weekly is 30 hours. Multiplying the weekly student contact hours (WSCH) of 30 hours by 17.5 weeks equals 525 contact hours. FTES is important because it is primarily how the State determines funding for the District and the College.

FTES Calculation (WSCH)

- o Weekly Student Contact Hours (WSCH) =
WCH x Number of Students
- o Multiply Census Week WSCH by the TLM
and divide by 525

$$FTES = (WSCH_{\text{census}} \times TLM) / 525$$

Example: Class meets 3 hours/week
30 students enrolled on Census Day
TLM = 17.5
FTES = $(3 \times 30 \times 17.5) / 525 = 3.00$

To calculate FTES you need to first calculate the WSCH, which is the weekly contact hours, multiplied by the number of students at census (see [Calculator](#)). If the class meets 3 hours a week, then the WSCH is 3. Next, we multiply 3 times the number of students (30) times the term length multiplier (17.5). All of which is divided by 525. The result is $1,575 / 525 = 3.00$ FTES.

At this point you might be wondering why we multiply by 17.5, 17.5 refers to the number of weeks a section lasts in a primary term for a weekly census section. You now might be thinking that Crafton's class are 18 weeks, so why don't we multiply by 18. The answer lies with the 175-day rule. The 175-day rule is a leftover from K-12's average daily attendance. The 175-Day Rule states that only the weekdays ($n = 5$) of the primary terms could be counted, which resulted in the minimum academic calendar for the two primary terms. Accordingly, 175 days divided by 5 weekdays equals 35 weeks. Because of the 175-Day Rule, the total number of weeks for both primary terms cannot exceed 35. When we divide 35 by 2 primary terms, the result is 17.5.

Some of you might now be asking, "Why do we divide by 525?" We need to go back to our student who was enrolled for 15 hours a week. If one student is taking 15 hours a week for 35 weeks, a Full-Time Equivalent Student (FTES), they generate 525 hours ($15 * 35 = 525$). Accordingly, 525 represents one full-time equivalent student having a total of 525 contact hours with an instructor one entire year or two primary terms. When Crafton changes to a sixteen-week semester, the numbers will change, but they are all based on the 175-day rule.

The Office of Instruction, VPI, and Deans work with the Faculty Department Chairs to set targets for each department and discipline. Generally, the goal is to increase FTES by 1.5% over the previous years' FTES; however, this number may be increased or decreased depending on the estimated available funding from the State. For example, based on available funding from the State we may be asked to cut, and in other years grow. In collaboration with the Office of Instruction and the Office of Institutional

Effectiveness, Research, and Planning, EIS data is used to show historical FTES earned and set a target, aggregated by courses, departments, or division. Make an appointment to have someone from the Office of Institutional Effectiveness, Research & Planning to have the EIS spreadsheets installed on your office computer and for individual assistance in using them.

The Office of Institutional Effectiveness, Research & Planning has videos on how to use the EIS data located on the campus website at the following link: <https://www.craftonhills.edu/about-chc/research-and-planning/how-to-videos.php>. (Note: EIS will most likely be replaced with another data warehouse because it is getting more difficult to maintain.)

Efficiency

Efficiency refers to resources (classrooms and faculty assignments) that are allocated to their most productive uses. The following strategies help to increase efficiency: block scheduling, alignment of course caps with classroom capacities, sections offered (supply) matches sections needed by students (demand), and minimizing over-scheduling and under-scheduling. Equally important, is that quality and pedagogical needs are considered.

Determination of the number of sections to be offered in a semester should be informed by the data in the [BORG cubes or in EIS](#), as well as data provided by the Office of Institutional Effectiveness, Research, and Planning. You need to be on your office computer behind the firewall to access EIS. The login is the same as your campus login information. In addition to wait list information, Student Educational Plan information will also be made available to indicate student demand for courses, and will be included with the information provided by the Office of Institutional Effectiveness, Research, and

Target FTES

- Should Be *Data-based* and Established in Advance
- Statewide Norm Used for Budgeting: 35 students per 3-hour section or 3.5 FTES per 3-hour section, 4.7 FTES per 4-hour section, etc.
- 35 Is An Average for a College, NOT a Universal Section Cap

Efficiency

- Efficiency is attained when resources (classrooms & faculty assignments) are allocated to their most productive uses. Examples:
 - Block Scheduling Practices are followed
 - Section caps match classroom capacities
 - Quality and Pedagogical Needs Are Considered
 - Sections offered (supply) matches sections needed by students (demand)
 - Over-scheduling and Under-scheduling Are Minimized

Planning. Avoidance of conflicts of scheduled times for required classes should also be considered. Both of these considerations will improve both productivity and efficiency.

Block scheduling

Block scheduling is one of the most effective strategies in increasing efficiency. Again, remember that classes are scheduled with students in mind first and first foremost. To allow students the ability to build a schedule with the minimum number of time conflicts, blocks have been defined for class scheduling. This will also allow more efficient room scheduling. The block scheduling patterns for the primary terms and for summer are on the following pages, and have been reviewed and recommended by the chairs and the Academic Senate. If possible, schedule all classes within the blocks. If a department has classes that meet one day per week scheduling them following the MW or TR pattern is recommended in order to optimize scheduling patterns for students and room utilization. For example, SOC 100 on Monday night and SOC 141 on Wednesday night. There will be exceptions especially for some CTE classes, linked classes, and classes with labs, which need longer than the 3-hour blocks. These exceptions should be verified with your dean as appropriate.

In order to facilitate research and enrollment tracking, the blocks have been assigned section numbers as indicated on the second sheet. Please try to follow this numbering pattern as the scheduler will not verify that correct numbers are used.

Primary Term Scheduling Blocks

solid red lines should not be crossed if at all possible, the dotted red lines are recommended especially for classes that are 1.5 hours or less.

	M	T	W	R	F
7:00A - 7:30A					
0700-0730					
7:30A - 8:00A					
0730-0800					
8:00A - 8:30A					
0800-0830					
8:30A - 9:00A					
0830-0900					
9:00A - 9:30A					
0900-0930					
9:30A - 10:00A					
0930-1000					
10:00A - 10:30A					
1000-1030					
10:30A - 11:00A					
1030-1100					
11:00A - 11:30A					
1100-1130					
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1800-1830					
6:30P-7:00P					
1830-1900					
7:00P-7:30P					
1900-1930					
7:30P-8:00P					
1930-2000					
8:00P- 8:30P					
2000-2030					
8:30P-9:00P					
2030-2100					
9:00P-9:30P					
2100-2130					
9:30P-10:00P					
2130-2200					

Primary Term Scheduling Blocks with Section Numbers

ROOM insert room unnumber	section numbers based on start time in the 1.5 hour block					other patterns
	M	T	W	R	F	
7:00A - 7:30A 0700-0730	01-04	05-09	01-04	05-09	01-04	online 70-79
7:30A - 8:00A 0730-0800						
8:00A - 8:30A 0800-0830						
8:30A - 9:00A 0830-0900	10-14	15-19	10-14	15-19	10-14	Friday only 85-86
9:00A - 9:30A 0900-0930						
9:30A - 10:00A 0930-1000						
10:00A - 10:30A 1000-1030	20-24	25-29	20-24	25-29	20-24	Friday Saturday 95-97
10:30A - 11:00A 1030-1100						
11:00A - 11:30A 1100-1130						
11:30A - 12:00 1130-1200	30-34	35-39	30-34	35-39	30-34	Saturday Sunday 87-89
12:00P-12:30P 1200-1230						
12:30P-1:00P 1230-1300						
1:00P-1:30P 1300-1330	40-44	45-49	40-44	45-49	40-44	linked courses 90-94
1:30P-2:00P 1330-1400						
2:00P-2:30P 1400-1430						
2:30P-3:00P 1430-1500						ARR/ Irregular courses 98-99
3:00P-3:30P 1500-1530	50-54	55-56	50-54	55-56	50-54	
3:30P-4:00P 1530-1600						
4:00P-4:30P 1600-1630						80-84
4:30P-5:00P 1630-1700		55-56		55-56		
5:00P-5:30P 1700-1730	60-64		60-64		60-64	
5:30P-6:00P 1730-1800						80-84
6:00P-6:30P 1800-1830		57-59		57-59		
6:30P-7:00P 1830-1900						
7:00P-7:30P 1900-1930	80-84		80-84		80-84	
7:30P-8:00P 1930-2000						

Summer Scheduling Blocks

Following are the blocks for summer classes:

- 7 am – 11 am (4 hour block can accommodate two 3 unit classes during 10 week session)
- 11 am – 2 pm; 2 pm – 5 pm; and 6 pm – 10 pm (4 hour block can accommodate two day per week evening classes or two 3 unit classes during 10 week session).
- All evening classes must start after 6 pm.

10 Week Summer Session

3 unit lecture	MTWTh	39 meetings	1 hour 05 minutes
	MTW	29 meetings	1 hour 20 minutes
	TWTh	30 meetings	1 hour 20 minutes
	MW	19 meetings	2 hours 20 minutes
	TTh	20 meetings	2 hours 20 minutes
4 unit lecture	MTWTh	39 meetings	1 hour 25 minutes
	MTW	29 meetings	2 hours 10 minutes
	TWTh	30 meetings	2 hours 10 minutes
	MW	19 meetings	3 hours 20 minutes
	TTh	20 meetings	3 hours 20 minutes
5 unit lecture	MTWTh	39 meetings	1 hour 55 minutes
	MTW	29 meetings	2 hours 50 minutes
	TWTh	30 meetings	2 hours 50 minutes
	MW	19 meetings	1 hour 05 minutes
	TTh	20 meetings	1 hour 05 minutes
1 unit lab	MTWTh	39 meetings	1 hour 05 minutes
	MTW	29 meetings	1 hour 20 minutes
	TWTh	30 meetings	1 hour 20 minutes
	MW	19 meetings	2 hours 20 minutes
	TTh	20 meetings	2 hours 20 minutes

8 Week Session

3 unit lecture	MTWTh	31 meetings	1 hour 35 minutes
	MTW	21 meetings	2 hour 25 minutes
	TWTh	21 meetings	2 hour 25 minutes
	MW	16 meetings	3 hours 15 minutes
	TTh	15 meetings	3 hours 15 minutes
4 unit lecture	MTWTh	31 meetings	2 hour 10 minutes
	MTW	21 meetings	3 hours 15 minutes
	TWTh	21 meetings	3 hours 15 minutes
	MW	16 meetings	4 hours 20 minutes
	TTh	15 meetings	4 hours 35 minutes
5 unit lecture	MTWTh	31 meetings	2 hour 50 minutes
	MTW	21 meetings	4 hours 10 minutes
	TWTh	21 meetings	5 hours 25 minutes
	MW	16 meetings	5 hour 25 minutes
	TTh	15 meetings	5 hour 50 minutes
1 unit lab	MTWTh	31 meetings	1 hour 35 minutes
	MTW	21 meetings	2 hour 25 minutes
	TWTh	21 meetings	2 hour 25 minutes
	MW	16 meetings	3 hours 15 minutes
	TTh	15 meetings	3 hours 15 minutes

5 Week Session

3 unit lecture	MTWTh	19 / 20 meetings	2 hours 20 minutes
	MTW (2 nd session only)	15 meetings	3 hours 20 minutes
	TWTh	15 meetings	3 hours 20 minutes
4 unit lecture	MTWTh	19 / 20 meetings	3 hours 20 minutes
0.5 unit PE	MTWTh	19 / 20 meetings	1 hour 05 minutes
	MTW (2 nd session only)	14 / 15 meetings	1 hour 25 minutes
	TWTh	15 meetings	1 hour 25 minutes
	MW (2 nd session only)	9 / 10 meetings	2 hours 15 minutes
	TTh	10 meetings	2 hours 15 minutes

Room Assignments

Another extremely effective strategy for increasing efficiency is aligning the rooms a section is scheduled in with the course cap. Previously rooms have been given department prioritization based on conversations among the chairs and deans considering course needs, caps and facilities. Click this link for information on [modifying established course caps](#) and this link for the [previously determined caps](#). To increase efficiency, every effort needs to be made to closely align a room's capacity with the course cap of the section being offered.

The campus is currently exploring scheduling tools to help with assigning sections to rooms to increase efficiency. Until a tool is selected and implemented, the Faculty Department Chairs need to work with the Office of Instruction to identify the best rooms for each section. The chair should take into consideration prioritizations, course caps and room capacity, room amenities and other reasonable requests. The prioritization chart follows on the next page but needs revision and should be reevaluated annually. Following the prioritization chart is the updated room amenities chart, which was completed during the spring of 2018. Both of these documents need to be updated annually.

For smaller summer sessions, the deans complete the room assignments. Once the room assignments are completed, individual faculty may not request and obtain room changes without approval from the dean and/or the VPI.

Room Prioritization Chart

CHC Scheduling Priorities					
NEW	Capacity	First Priority	Second Priority	Third Priority	Type
PSAH 113	56	Allied Health			RESP
PSAH 115	54	Allied Health			RESP
PSAH 224	70	Allied Health	Public Safety and Services	Social Science	Lecture Hall
CNTL 000	37	Business and Information Technology	Mathematics		PC Lab
CNTL 109		Business and Information Technology			Hardware Lab
CNTL 118	37	Business and Information Technology	Mathematics		PC Lab
CNTL 119	39	Business and Information Technology	Mathematics		PC Lab
CNTL 121	38	Business and Information Technology	Mathematics		PC Lab
CNTL 130	70	Business and Information Technology			Lecture Hall
CNTL 134	28	Business and Information Technology			Classroom
CNTL 135	28	Business and Information Technology			Classroom
CNTL 210	40	Business and Information Technology			Classroom
CNTL 202	41	Communication and Language	Fine Arts		Classroom
CNTL 203	45	Communication and Language			Classroom
EAST 105	35	Communication and Language	English and Reading		Classroom
EAST 106	35	Communication and Language	Mathematics		Classroom
WEST 106	40	Communication and Language	Human Development		Classroom
WEST 107	25	Communication and Language	English and Reading		Classroom
EAST 103		English and Reading			READ lab
EAST 104	33	English and Reading			Classroom
WEST 108	25	English and Reading	Human Development		Classroom
WEST 109	25	English and Reading	Human Development		Classroom
WEST 110	25	English and Reading			Classroom
WEST 214	25	English and Reading			Classroom
WEST 215	40	English and Reading			Classroom
WEST 216	25	English and Reading			Classroom
WEST 217	25	English and Reading			Classroom
WEST 219	25	English and Reading			Classroom
ARTS 101	24	Fine Arts			ART
ARTS 130	24	Fine Arts			ART
PAC 219	30	Fine Arts			
PAC 225	19	Fine Arts			MUSIC
PAC 308	60	Fine Arts			MUSIC
PAC 309	60	Fine Arts			THART and MUSIC
CDC 106	25	Human Development	English and Reading		Classroom
CDC 115	40	Human Development			Classroom
CNTL 302	40	Human Development			Classroom
WEST 111	40	Human Development	English and Reading	Communication and Language	Classroom
WEST 218	40	Human Development	Social Science		Classroom
KHA 103	55	Kinesiology and Health			Classroom
KHA 132		Kinesiology and Health			KIN Only
KHA 133		Kinesiology and Health			KIN Only
KHA 135		Kinesiology and Health			KIN Only
ARTS 120	40	Mathematics			Classroom
ARTS 127	40	Mathematics			Classroom
CHL 202		Mathematics			PC Lab
CNTL 136	32	Mathematics			Classroom
CNTL 237	39	Mathematics			Classroom
CNTL 238	39	Mathematics			Classroom
CNTL 247	40	Mathematics			Classroom
NRTH 101	40	Mathematics			Classroom
NRTH 102	40	Mathematics			Classroom
ARTS 128		NOT IN USE			
CNTL 132	77	Physical and Biological Sciences	Social Science	Business and Information Technology	Lecture Hall
CNTL 244	77	Physical and Biological Sciences			Lecture Hall
CNTL 246	32	Physical and Biological Sciences			PHYSIC lab
CNTL 250	32	Physical and Biological Sciences			PHYSIC lab
CYN 101	32	Physical and Biological Sciences			CHEM lab
CYN 103	32	Physical and Biological Sciences			CHEM lab
CYN 104	32	Physical and Biological Sciences			CHEM lab
CYN 117	70	Physical and Biological Sciences	Social Science		Lecture Hall
CYN 118	70	Physical and Biological Sciences	Social Science		Lecture Hall
CYN 201	32	Physical and Biological Sciences			ANAT lab
CYN 203	32	Physical and Biological Sciences			ANAT and BIOL lab
CYN 204	32	Physical and Biological Sciences			MICRO lab
CYN 205	32	Physical and Biological Sciences			MICRO and BIOL lab
CYN 206	32	Physical and Biological Sciences			BIOL lab
NRTH 107	30	Physical and Biological Sciences			GEOL lab
NRTH 109	32	Physical and Biological Sciences			GEOL lecture/lab
PSAH 102	7	Public Safety and Services	Allied Health		Simulation Lab
PSAH 109	70	Public Safety and Services			EMS
PSAH 111	55	Public Safety and Services			EMS
PSAH 201	73	Public Safety and Services			FIRE 115
PSAH 213	45	Public Safety and Services			FIRE
PSAH 215	45	Public Safety and Services			FIRE
PSAH 226	70	Public Safety and Services	Fine Arts	Social Science	Lecture Hall
CNTL 209	49	Social Science			Classroom
CNTL 245	77	Social Science			Lecture Hall
CNTL 306	40	Social Science	Communication and Language		Classroom
CNTL 307	40	Social Science			Classroom
EAST 101	70	Social Science			Lecture Hall
LRC 231	102	Social Science			Lecture Hall

Room Amenities Chart

Child Development Center (CDC)																			
Room #	Type of Room	# of Seats	Type of Seating	Smart Classroom	Projector Screen	LCD Projector	Computer	DVD/VHS Combo	Document Camera	Amplifier	Maps	Smart Boards	White Boards	Chalk Boards	Rocks	Microscopes	Podium	Bulletin Board	
105	Student Resource/ Work Room		Work Stations																
106	CDC Classroom	30	Tables & Chairs		X	X	Teacher						X						
115	CDC Classroom	39	Tables & Chairs			X	Teacher												
Crafton Center (CCR)																			
Room #	Type of Room	# of Seats	Type of Seating	Smart Classroom	Projector Screen	LCD Projector	Computer	DVD/VHS Combo	Document Camera	Amplifier	Maps	Smart Boards	White Boards	Chalk Boards	Rocks	Microscopes	Podium	Bulletin Board	
118	Small Meeting Room	2	Tables & Chairs																
155	Meeting Room	25	Tables & Chairs																
156	Multipurpose Room	7	Tables & Chairs																
219	Classroom/Meeting Room	25	Tables & Chairs		X	X	X						X						
233	Meeting Room	21	Tables & Chairs		X	X	X						X						
247	Meeting Room	12	Table & Chairs		X	X							X						
West Building (WEST)																			
Room #	Type of Room	# of Seats	Type of Seating	Smart Classroom	Projector Screen	LCD Projector	Computer	DVD/VHS Combo	Document Camera	Amplifier	Maps	Smart Boards	White Boards	Chalk Boards	Rocks	Microscopes	Podium	Bulletin Board	
106	Classroom	38	Desks		X	X	Teacher						X					X	
107	Classroom	29	Desks		X	X	Teacher						X					X	
108	Classroom	29	Desks		X	X	Teacher						X					X	
109	Classroom	28	Desks		X	X	Teacher						X					X	
110	Classroom	28	Desks		X	X	Teacher						X					X	
111	Classroom	31	Desks		X	X	Teacher						X					X	
214	HONORS OFFICE																		
215	Classroom	27	Desks			X	Teacher						X						
216	Classroom	26	Desks			X	Teacher						X						
217	Classroom	25	Desks			X	Teacher						X						
218	Classroom	34	Desks			X	Teacher						X						
219	Classroom	31	Desks			X	Teacher						X						
Learning Resource Center (LRC)																			
Room #	Type of Room	# of Seats	Type of Seating	Smart Classroom	Projector Screen	LCD Projector	Computer	DVD/VHS Combo	Document Camera	Amplifier	Maps	Smart Boards	White Boards	Chalk Boards	Rocks	Microscopes	Podium	Bulletin Board	
110	PDC Meeting Room		Tables & Chairs																
135	Meeting Room	11	Table & Chairs		X	X	Laptop						X						
226	Classroom & Meeting Room		Tables & Chairs		X	X							X						
231	Classroom	102	Tables & Chairs		X	X	Teacher						X				X		

Preforming Arts Center (PAC)																							
Room #	Type of Room	# of Seats	Type of Seating	Smart Classroom	Projector Screen	LCD Projector	Computer	DVD/VHS Combo	Document Camera	Amplifier	Maps	Smart Boards	White Boards	Chalk Boards	Rocks	Microscopes	Podium	Bulletin Board					
101	Auditorium	500	Stadium		X	X	Tech	X					X				X						
308	Classroom	55	Stadium		X	X	Teacher	X					X				X						
309	Classroom	55	Stadium		X	X	Teacher	X					X				X						
Central Complex (CNTL2)																							
Room #	Type of Room	# of Seats	Type of Seating	Smart Classroom	Projector Screen	LCD Projector	Computer	DVD/VHS Combo	Document Camera	Amplifier	Maps	Smart Boards	White Boards	Chalk Boards	Rocks	Microscopes	Podium	Bulletin Board	Periodic Table Chart	Graph Chart			
109A	Computer lab	34	Tables & Chairs		X	X	Teacher & Student						X										
118	Computer lab	34	Tables & Chairs		X	X	Teacher & Student						X										
119	Computer lab	36	Tables & Chairs		X	X	Teacher & Student						X										
121	Computer lab	36	Tables & Chairs		X	X	Teacher & Student						X										
130	Lecture Hall	78	Stadium		X	X	Teacher						X										
132	Lecture Hall	77	Stadium		X	X	Teacher							X			X		X				
134	Computer Lab	28	Tables & Chairs		X	X	Student						X										
135	Computer Lab	28	Tables & Chairs		X	X	Student						X										
136	Computer Lab	32	Tables & Chairs		X	X	Student						X										
202	Lecture Hall	40	Tablet Chairs		X	X	Teacher						X										
203	Lecture Hall	42	Tables & Chairs		X	X	Teacher						X										
209	Lecture Hall	45	Tablet Chairs		X	X	Teacher						X										
210	Lecture Hall	46	Tables & Chairs		X	X	Teacher						X										
237	Lecture Hall	38	Tables & Chairs		X	X	Teacher						X										
238	Lecture Hall	38	Tables & Chairs		X	X	Teacher						X										
244	Lecture Hall	77	Stadium		X	X	Teacher						X										
245	Lecture Hall	77	Stadium		X	X	Teacher							X			X						
246	Physics Lab	28	Stools																				
247	Lecture Room	38	Computer Desks		X	X	Teacher & Student						X						X	X			
250	Physics Lab	26	Stools																				
302	Lecture Hall	38	Tables & Chairs		X	X	Teacher						X										
306	Lecture Hall	41	Tables & Chairs		X	X	Teacher						X										
307	Lecture Hall	40	Tables & Chairs		X	X	Teacher						X										

Canyon Hall (CYN)																				
Room #	Type of Room	# of Seats	Type of Seating	Smart Classroom	Projector Screen	LCD Projector	Computer	DVD/VHS Combo	Document Camera	Amplifier	Maps	Smart Boards	White Boards	Chalk Boards	Rocks	Microscopes	Podium	Bulletin Board	Periodic Table Chart	
101	Lab Room	32	Stools		X	X	Teacher						X							
103	Lab Room	32	Stools		X	X	Teacher						X							
104	Lab Room	24/24	Chairs/Stools		X	X	Teacher						X						X	
117	Lecture Room	76	Stadium		X	X	Teacher						X						X	
118	Lecture Room	76	Stadium		X	X	Teacher						X						X	
201	Lab Room	32	Stools		X	X	Teacher						X							
203	Lab Room	32	Stools		X	X	Teacher						X							
204	Lab Room	32	Stools		X	X	Teacher						X							
205	Lab Room	32	Stools		X	X	Teacher						X							
206	Lab Room	32	Stools		X	X	Teacher						X							

Visual Arts (ARTS)																				
Room #	Type of Room	# of Seats	Type of Seating	Smart Classroom	Projector Screen	LCD Projector	Computer	DVD/VHS Combo	Document Camera	Amplifier	Maps	Smart Boards	White Boards	Chalk Boards	Rocks	Microscopes	Podium	Bulletin Board		
101	Drawing Lab	24	Tables & Chairs																	
120	Classroom	42	Desks Chairs		X	X	Teacher						X							
127	Classroom	48	Desks Chairs		X	X	Teacher						X							
130	Arts Lab	32	Tables & Chairs																	

East Complex (EAST)																				
Room #	Type of Room	# of Seats	Type of Seating	Smart Classroom	Projector Screen	LCD Projector	Computer	DVD/VHS Combo	Document Camera	Amplifier	Maps	Smart Boards	White Boards	Chalk Boards	Rocks	Microscopes	Podium	Bulletin Board		
101	Classroom	75	Desks		X	X	Teacher						X							
104	Computer Lab	33	Desks W/ Computers		X	X	Teacher						X							
105	Classroom	41	Desks		X	X	Teacher						X					X		
106	Classroom	36	Desks		X	X	Teacher						X							

Public Safety & Allied Health (PSAH)																				
Room #	Type of Room	# of Seats	Type of Seating	Smart Classroom	Projector Screen	LCD Projector	Computer	DVD/VHS Combo	Document Camera	Amplifier	Maps	Smart Boards	White Boards	Chalk Boards	Rocks	Microscopes	Podium	Bulletin Board		
101	Computer Lab	25	Desks				Teacher & Student													
109	Resp. Classroom	65	Tables and Chairs		X	X	Teacher						X				X			
111	Resp. Classroom	40	Tables and Chairs		X	X	Teacher						X				X			
113	Resp. Classroom	44	Tables and Chairs		X	X	Teacher						X				X			
115	Resp. Classroom	36	Tables and Chairs		X	X	Teacher						X				X			
201	Fire Classroom	73	Tables and Chairs		X	X	Teacher						X				X			
213	Fire Classroom	45	Tables and Chairs		X	X	Teacher						X				X			
215	Fire Classroom	45	Tables and Chairs		X	X	Teacher						X				X			
226	Classroom	74	Tables and Chairs		X	X	Teacher						X				X			
224	Classroom	74	Tables and Chairs		X	X	Teacher						X				X			
227	Meeting Room	25	Tables and Chairs		X	X							X							

North Complex (NRTH)

Room #	Type of Room	# of Seats	Type of Seating	Smart Classroom	Projector Screen	LCD Projector	Computer	DVD/VHS Combo	Document Camera	Amplifier	Maps	Smart Boards	White Boards	Chalk Boards	Rocks	Microscopes	Podium	Bulletin Board				
101	Computer Lab	40	Desks W/ Computers	X	X	X	Teacher & Student						X									
102	Computer Lab	40	Desks W/ Computers	X	X	X	Teacher & Student						X									
107	Geology Lab	32	Tables & Chairs		X	X	Teacher						X		X							
109	Geology Lab	32	Tables & Chairs		X	X	Teacher						X		X							

Kinesiology, Health Education & Aquatics Complex (KHA)

Room #	Type of Room	# of Seats	Type of Seating	Smart Classroom	Projector Screen	LCD Projector	Computer	DVD/VHS Combo	Document Camera	Amplifier	Maps	Smart Boards	White Boards	Chalk Boards	Rocks	Microscopes	Podium	Bulletin Board	Mirrors				
103	Classroom	55	Desks		X	X	Teacher						X				X						
132	Fitness Center	63	Fitness Equipment																X				
133	Yoga Studio	35	Yoga Floor Mats																X				
135	Dance Studio	30																	X				
Pool	Swimming Pool		Bleachers																				

Scheduling Short-Term Classes

[Research](#) conducted by the Crafton Hills College Office of Institutional Effectiveness, Research, and Planning showed that students who take short-term courses are statistically significantly more likely to successfully complete the short-term course (75%) than students in an 18 week course (69%). This relationship occurred among students with high GPAs, and low GPAs. Equally important, students enrolled in a compressed course are 1.5 times more likely to succeed than students enrolled in a traditional length course. Accordingly, offering and encouraging students to enroll in short-term classes is an important success strategy. Including finals week, the term lengths are 17 weeks, 15 weeks, 13 weeks, 8 weeks, and 5 weeks. Only 5 and 8-week classes can end before finals week. Five-week and 8 week classes need to be scheduled consecutively, and with a companion so that the room is not empty for the rest of the term. For example, 8-week classes need to be either the first 8 weeks of the semester or the last 8 weeks. All other short term classes must end the last week of the semester (finals week). For the actual start dates please check with the scheduler.

Following the assignments of rooms, chairs will complete schedule worksheets which should be submitted electronically to the dean by the date identified in the schedule development timeline (this includes proofreading and revisions). This Spreadsheet must include all the pertinent information the scheduler needs to build the schedule in the Student Information System (e.g.: Datatel) including courses, method of instruction, room, exact start and end times, days, length of class (number of weeks), start and end dates, instructor information, capacity as well as information regarding distance education, linked classes, or cross-listed classes. Courses with zero cost books need to be identified as well. Faculty chairs should take special care in ensuring the accuracy of these spreadsheets as it is here where scheduling errors are often made ([scheduling spreadsheet](#)). Deadlines for scheduling are provided by the Office of Instruction. It is necessary these deadlines be followed. **If the submission is not made by the deadlines the dean will just rollover the previous year's schedule.** If a department prefers to use the previous year's schedule the worksheets do not need to be completed and minor changes can be noted on the previous year's schedule sheets.

The California Community College Chancellor's Office class time restrictions need to be followed in the building of class meeting times. The main ones are as follows:

- No class meeting can meet for less than 50 minutes as no FTES will be given to classes meeting less than 50 minutes
- No class meetings can be exactly 55 minutes or 60 minutes
- No Classes can have a meeting time of:
 - 1 hour 40 minutes or 1 hour 45 minutes (Clock hours)
 - 2 hours 40 minutes or 2 hour 45 minutes
 - 3 hour 40 minutes or 3 hour 45 minutes etc.
- **Classes should start on the hour or half hour. Exceptions should be discussed with the deans and VPI.**
- There must be a 10-minute passing time between classes.

- Meeting times for any given class should be consistent for the duration of the semester. Exceptions should be discussed with the deans and VPI. For assistance in determining the number of minutes a class needs, use of the minutes calculator which can be downloaded from the Chairs website at the [Calculator: Scheduling, FTES, Contact Hours, Units, and Load Calculators](#) click on the tab “Daily Census Meeting Times”.

Dual Enrollment

JD10. ... dual enrollment, and non-credit as needed. May work with other faculty chairs on cross-discipline topics.....

Dual enrollment programs are agreements between a community college and a high school to offer community college classes to high school students after the K-12 school day. Dual enrollment classes are open to the public, but are specifically designed to help accelerate the education of high school students. High school students in a dual enrollment class earns college credit and high school credit at the same time. As of Fall 2019, Crafton works with two high school districts, Yucaipa-Calimesa Joint Unified School District and Redlands Unified School District, to offer approximately 12 dual enrolled sections a semester.

A process for offering Dual Enrollment courses was developed by the Faculty Department Chairs Counsel and forwarded to Academic senate (see [below](#)). However, discussion around dual enrollment is currently in the chairs council and being led by the VPI. There is also a joint committee around Dual Enrollment comprised of K-12 and CHC members who are also working on parameters and procedures for Dual enrollment.

Noncredit

Noncredit courses should be developed and offered according to the [noncredit plan](#). When scheduling noncredit courses, coordination with the deans is necessary. The courses must meet for the exact number of hours on the course outline. They should also stay within the class blocks and use the same section numbers as credit courses.

The Dual Enrollment Menu

FALL SEMESTER							
Course	Number of Sections	CSU and UC AREA	CSU AREA	Grades 9-12 A-G	Degree Applicable	Degree Specific, Multi Disciplinary degree, or certificate	Facilities Requirements (in addition to standard classroom)
ART 100	3	C1	3A		Y	A.A. and A.A.-T, Art	easels, paint etc.
ARABIC 101	1	-	C2		Y	"page not found"	
FIRET 101	1	-	-		?	?	?
COMMST 100	2	1C	A1		Y	A.A. and A.A.-T, Communications	
SPRING SEMESTER							
Course	Number of Sections	CSU and UC AREA	CSU AREA	Grades 9-12 A-G	Degree Applicable	Degree Specific, Multi Disciplinary degree, or certificate	Facilities Requirements (in addition to standard classroom)
ENVS 101	1	5A or 5B	B1 or B2		Y	N	internet, GIS
CD 105	1	4	D		Y	A.A., Child Development, Teacher Cert., Master Teacher, Cert., and Site Supervisor Cert.	May require additional lab hours
COUN 110	4	-	E		Y	-	
ARABIC 102	1	LOTE	C2		Y	"page not found"	
MUSIC 103	2	3A	C1		Y	A.A. and A.A.-T, Music	sound stuff, instruments?

1. Classes can only be added to this list by Department Chairs using the process they have agreed to with their departments. The number of sections offered are listed based on the chairs highest confidence level of being able to offer these courses. This will also support the coordinator in helping the high schools make decisions related to availability. For Example, if two high schools would like to offer ENVS 101 and see that it can only be offered one time per semester, the coordinator can work with the high schools to determine which semester they would like to offer it. If a chair has determined that more sections can easily be offered, as noted in the ART 100 example, then both schools can offer it at the same time.

2. This section should be verified or completed by the CHC counseling chair or other designated counseling faculty. The A-G can be completed by the high school partners and CHC dual enrollment "coordinator". It will help the high school partners identify which courses meet the needs of their students and support the individual goals of their District by giving them the ability to view requirements from the college and their district simultaneously.

3. This section is to be completed by the chair. It allows the high schools to identify whether they can meet the needs of the curriculum. The coordinator should verify that these facility requirements can be met by the site before agreeing to schedule the course.

Additional Comments

This recommendation is a suggestion to help provide some structure and predictability to the offering of courses through the dual enrollment partnership with the hope of addressing some of the concerns related to last minute scheduling, staffing, and facilities. The predictability will also support the high schools in that they can begin advertising courses earlier; thereby, potentially increasing the number of students enrolled. Chairs can continue to work with the partners to increase or modify course offerings but courses should not be added to the list until the chair can reasonably commit to scheduling them.

Syllabus

It is required that all faculty submit a copy of all syllabi to the division dean. It may be something a chair may also want in the event of a student grievance. However, upon request you should be able to get a copy from the dean's office. According to California Education Code, syllabi must include the course name and the student learning outcomes. The following page includes the list of [best practices](#) approved by the CHC Academic Senate for a syllabus. This is useful information to share with your part-time faculty.

Syllabus Checklist

References:

- ACCJC Reference Handbook, Standard II, A3
- CTA Agreement, Article 16, Section 4C and Peer Evaluation Form

Copies of the syllabus are to be sent to the division dean.

Syllabus Requirements

- Instructors' Name
- SLO's

Recommended Best Practices

Basic Information:

- Name of College
- Course Title
- Section and Reference Number
- Course Number
- Number of Units
- Day, Year, Time, Place of Class Meetings
- Final Exam Date/Time/Place
- Special Procedures/Safety (Labs) (Requirement if applicable)
- Special Event Days: Field Trips, etc. (Requirement if applicable)
- Office Location (Optional for Part Time Instructors)
- Office Hours (Optional for Part Time Instructors)
- At least one method of Contact: Phone, e-mail, etc.

Course Description:

- Catalog Description
- Course Prerequisites
- Syllabus Subject to Change (A Disclaimer)
- Attendance/Absence Policy
- Make-Up Exam/Quiz/Lab Policy
- Late Work Policy
- Percent/Points Possible and Grading Scale/Policy

Material:

- Required and Recommended Materials
- Software, Supplies, Equipment
- Notification of Additional Fees (Requirement if applicable)

Student Responsibilities:

- DSPS Accommodations

Other Elements

Schedule:

- Course Objectives/Outlines
- Incomplete Work
- Retakes/Resubmission
- Extra Credit/Work
- Last Day to Withdraw from the Course
- Schedule of Assignments, Papers, etc.
- Critical Dates for Exams or Other Work

Methods of Learning:

- Advice on Studying for Exams/Quizzes
- Advice on Reading Materials for Class
- Student Workload Policy

Resources:

- Copies of Past Exams/Model Papers
- Location of Class Materials
- Academic Support Services on Campus
- Internet Links/Resources

Course Disclaimers/Policies:

- Disclaimer Regarding Course Content
- Sexual Harassment
- Honesty Policy Regarding Cheating, etc. (Reference Student Handbook)
- Classroom Conduct
- Policy on Audio/Video Recording of Lecture
- Auditing Policy
- Cell Phone/Tablet/Technology Policy

Rights:

- Signature of Understanding of the Syllabus
- Chain of Command
- FERPA
- Instructor/Student Rights

Miscellaneous:

- Any other information that would help the students succeed in class

(5/01/2015; Faculty Chairs Council)

Budget

JD15. Recommends, to the appropriate administrator, the department's preliminary budget and makes requests for the necessary expenditures such as instructional materials and supplies as needed.

Based on your Planning and Program Review or your Annual Plan, objectives and resource requests are prioritized and processed as funding permits. Necessary materials and supplies should be requested through your dean and added to the department developmental budget in March of every year. Department Chairs should have access to their department budgets upon request.

Student Complaints

JD16. Attempts to initially resolve student-faculty concerns at an informal level.

[AP 5530](#) is the district policy on student complaints and was last updated in July of 2019. If the complaint is minor, a meeting with the student and/or the faculty may resolve the issue. If is not resolved at the Faculty Department Chair level, then the dean may need to be involved.

Issues involving grade appeals are handled according to the process outlined in the [current catalog](#) (search grade appeals of the correct catalog). Currently, there is an informal and formal grade appeal process.

JD17. Handles and is responsible for student challenge requests such as pre-requisites, course substitutions, and modification of majors.

There are two types of challenges that a student may be requesting, one is for credit by exam, the other is a prerequisite challenge.

Credit by Exam is granted as outlined in the 2018-2019 [College Catalog](#) (search credit by examination of the correct catalog) as quoted below.

Credit by Examination (2018-2019)

Currently enrolled students who feel that their knowledge is equivalent to the course content of a currently approved course may apply for Credit by Examination. To do so, the following conditions must be met:

- The student must submit evidence of extensive background and/or experience in the subject area to the instructor of the course
- The student must have completed twelve (12) or more units at Crafton Hills College or be a permanent employee of the San Bernardino Community College District
- The student must be enrolled in the college during the semester in which the examination is taken, but not enrolled in the course for which the student wishes to earn Credit by Examination
- The student must have the approval of a full-time instructor in the discipline

Students may receive Credit by Examination in foreign language courses only in sequence from the lowest to highest level. See a counselor for details.

To apply, the student must submit a fully completed and signed application for Credit by Examination for each course requested to the Office of Instruction (CCR-235). Applications may be obtained in the Admissions and Records Office (CCR-111). In addition to paying the enrollment fee based on the number of units of the course, there is an additional processing fee of \$20 that is applied to all Credit by Examination applications. No financial aid of any kind is available for Credit by Examination (SBCCD Administrative Procedure 4235)

Prerequisite challenges are to be handled by the current agreements with the assessment center, counseling center and the department. Please meet with these areas to be sure the processes are accurate and applicable.

Students through Admissions and Records, usually via an email, request course substitutions. These requests are evaluated and are either confirmed or denied by the Department Chair. Usually these are courses from other educational institutions. Approval must be documented and returned to Admissions and records, again via an email.

Additional Useful Information, Links and Forms

For issues with harassment, and academic integrity contact the Dean of Student Services or the VP of Student Services.

In order to serve on a hiring committee, each member must have completed the hiring committee training. Contact Human Resources or the Human Resources representative assigned to Crafton for information on the training.

If a faculty member, full or part-time, is going to miss class or several classes they may contact the Chair to assist them in arrangements for a substitute. Since this is not in chair duties, a chair should work with their Dean's Office to make such arrangements.

The [AC-9](#) is used to request and gain approval for off campus travel or conference attendance and funding.

You need to complete the [AC-10](#) and attach all receipts to receive a reimbursement.

Faculty Interested in Teaching Distance Education

The [instructor verification process](#) to teach online is available on the Educational Technology Committee (ETC) Web Site. The revised three-step process that involves training, verification of canvas skills and training, and the verification of knowledge of CHC DE Instructional Strategies. Prior to teaching online at Crafton, you will need to complete this process.

Appendix

Department Chair Work Summer Form

<u>Department Chair Work Summer</u>		
Name: _____		Term: _____
Per the CTA contract, up to 100 hours per academic year at the non-instructional rate for duties required to be performed on campus during the Summer, Spring, and Winter breaks. Exceptions to performing the duties on campus may be made by mutual agreement between the chair and the supervising manager.		
Date	Time Spent in Mins	Duties Performed
0		Total Number of Hours Worked
For Internal Office Use		
X		Total Payment: \$ -
Department Chair's Signature & Date		Board Approval Date: _____
X		X
Division Dean's Signature & Date		Vice President of Instruction & Date