

Crafton Hills College Faculty Chairs Council Agenda

Date: April 3, 2020
Place: CCR-233 9:00AM-10:50
Next Meeting: April 17, 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:

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

Others Present:

<u> </u> Kirsten Colvey
<u>X</u> Elizabeth Lopez
<u>X</u> William Van Muse
<u>X</u> Christina Sweeting
<u>X</u> Kay Weiss
<u>X</u> Dan Word
<u>X</u> Keith Wurtz
<u> </u> Souts Xayaphanthang

Guests: Violeta Vasquez, Veronica Smith

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:04am	
Approval of the minutes	Andrews		B. Bailes motioned to approve, second by Colleen Maloney-Hinds

Information, Discussion, and Business

1. "Homework Check-In"	Andrews	<ul style="list-style-type: none"> - 2-year course offerings matrix, spreadsheet in the SharePoint folder - Email Kristina for updates or changes - Edit discipline websites for accuracy of personalized brochures, send edits to Kristi Simonson - GE Education Patterns sent to Debbie - FT Hiring Prioritization Metric Rubric - Hold on hiring prioritization due to COVID19 	
2. Explanation of new Library catalogue system (10 min)	Ivy	<ul style="list-style-type: none"> -launched new catalog this week, -Library transitioning to online learning environment -On the CHC Library webpage you can access the catalog using the link on the right-hand side or hit the search box -Catalog includes online and physical books -Please encourage students to use e-book because they include more current collections -For physical books, you will see how to find it in the library i.e. location, additional functionality -Students can request a zoom conference for research assistance 	

		<ul style="list-style-type: none"> -Currently investigating free chat room apps -Includes usage statistics, which is used to guide us on what we should be subscribing to -We have a good database for each discipline, still need to improve on Science -Started creating research guides for the disciplines -Created a generic research guide -So far, 45 students made appts to pick up a Chromebook -Library is for computer use only -Social Distancing is practiced -If you have resources that students need on a regular basis, that we can make available digitally, please give us advance notice, we can do scans of sections of a book 	
3. Go2Knoweldge Demo	Vasquez	<p>(Violeta was in a counseling meeting, moved to end of agenda, table momentarily)</p> <ul style="list-style-type: none"> -Innovative educators professional development webinars are completely free to use -Access these webinars under the professional development webpage -Join live webinars 	
4. Review of Faculty Chairs Handbook	Andrews	<ul style="list-style-type: none"> - Need to review/edit “Room Prioritization Chart” and “Room Amenities Chart” - Most updated version sent out - Edits and updates to broken links, making consistent links throughout - Some rooms have had features added since the list was compiled - Faculty Responsibility found in CTA SLO’s <p>Room Prioritization</p> <ul style="list-style-type: none"> - Room prioritization for Math is incorrect - Liz sent a most recent spreadsheet, Breanna to review the information and provide to the group to look over collectively. - Please send edits to Breanna 	
5. Nominations and voting for Chair of Chairs	Andrews	<p>Keith-</p> <p>Reassigned time for Chair of Chairs</p> <ul style="list-style-type: none"> -Chair of Chairs will get .2 reassign time per each Fall/Spring term -7 hours a week -Some expressed concern with maintaining the handbook for full and part time faculty, seems like it would be more of a Professional Development task. -Keith says that Faculty handbook would reflect what we put in the chair handbook -Question was posed on how to change language? -B. Bailes to review and give input on Faculty handbook 	

		<ul style="list-style-type: none"> -Keith tasked to send official copy to union president, Meridyth McClaren -Person should have experience being a chair in the last 3 years 	
Standing Reports			
6. Accreditation Standard (20 mins)	Wurtz		
7. VPI Report	Wurtz	<ul style="list-style-type: none"> -Different grading options, pass no pass -EW grade, incompletes in progress grades -P/NP- available till end of the rest of the term, not applicable to every student -E/W- excused withdrawal is available through May 1 -Incomplete- year to make up the work -In progress- sections extended beyond the end date, dealt on a section by section basis -Positive attendance- if no synchronous learning, you would be estimating your positive attendance based on your experience -Kay, Rick, and Keith are working on putting out training that will focus exclusively on remote learning -if students drop now, they will get the EW (excused withdrawal) -Question was posed, "Can push back registration date for fall?" Answer: Cannot move forward with it, it would create more problems, more implications for other things -Seems to negatively impact a lot of people, Keith will look at it again -Registration starts April 13 -Question was posed, "Considering Fall, do we all need to be DE trained properly?" Answer: NO. -Summer will be REMOTE -For Fall, 90% chance it will be REMOTE -Possibly with Fall, we might start remotely and midterm change to face to face -We can continue with new hires, but HR will address soon to continue to move forward -There may be a need to cut sections -Van's opinion: "for the Fall...my position is that it's a lot easier to plan for being remote and then to switch to face to face than to do the opposite. So, with that, plan for what we are doing right now to be the reality for Summer and Fall." -Mentally prepare to be remote in Fall, plan accordingly, and stay in touch with the Deans for further updates as things transpire 	
8. Deans Report	Deans	<p>A Word from Kay-</p> <ul style="list-style-type: none"> -Thank you working with DE training team, passing on info to departments, we are getting reports of zoom bombing, interloping causing disruptions, so please schedule through Conferzoom and NOT through canvas shell. 	

		<p>-As things come up, faculty resource page is being updated regularly</p> <p>-Please let us know of any issues so we can start working on fixes for them</p> <p>A Word from Van-</p> <p>-The best thing we can do for each other and students is to have patience and flexibility. Of course, there are standards we need to uphold, but as we are going through this, try to put ourselves in each other's shoes, and this is important to do this for our students as well.</p> <p>A Word from Dan-</p> <p>-Thank you for everything everyone has done, continue to be flexible with your students, please reach out if you need any assistance</p> <p>-Issues with Studio and captioning our videos: going into studio, cannot upload the language to studio, talked with Suzanne Delhanty who could not add a quiz, discovered certain faculty missing things in studio to be compliant in our videos</p> <p>-Insights do not seem to be working properly</p>	
9. Academic Senate Report	Exec. Board	<p>-Academic Senate was brief meeting, it was the first zoom meeting, had to figure out voting, talked and presented on assessment things</p> <p>-Mark wants the STEM resolution and Veterans resolution to be completed</p> <p>-Suzann talked about the accessibility issues, and resources on how to get things captioned</p>	
10. CTA	McLaren	<p>-First zoom exec board meeting today, we have the MOU for transition because of COVID</p> <p>-Facebook live to answer questions</p> <p>-MOU would assure everyone will maintain their jobs</p> <p>-All faculty moved to remote</p> <p>-Everyone's job will be protected until the end of this semester</p> <p>-Anyone willing to move remotely will be paid the rest of the semester</p> <p>-If we move remote in fall, we need to have some language renegotiated</p> <p>-All evaluations have been pushed back into next year</p> <p>-Seniority list to stay the same</p>	
Wrap Up			
Future Agenda Items		<p>-- Faculty Chairs Training (first mtg of fall sem.)</p> <p>-- Budget Review (first meeting in February)</p> <p>-- FT hiring prioritization for Fall 2021 (Feb.)</p> <p>-- Review Chairs Manual (first meeting in March)</p> <p>-- Chair of Chairs voting (first meeting in April)</p>	

		-- FT Hiring Prioritization Metric Rubric (after COVID-19. Check in with Van, Keith, and Breanna) -- Update Faculty Chairs Handbook: "Room Amenities Chart" (after COVID-19)	
Announcements		-Kevin wanted to tell us that we are amazing, thanking everyone for the transition -Keep in touch, look for new updates daily	
Adjournment		10:42 am	
<p style="text-align: center;">Mission Statement</p> <p>The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.</p>		<p style="text-align: center;">Vision Statement</p> <p>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.</p>	<p style="text-align: center;">Institutional Values</p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>