Crafton Hills College Faculty Chairs Council Agenda	**Date:** April 17, 2020 **Place**: CCR-233 9:00AM-10:50 **Next Meeting**: May 1, 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:

X_____ Breanna Andrews/Rick Hogrefe
X_____ Jonathan Anderson/Ryan Bartlett
XX____ Brandi Bailes/Danielle McCoy
XX____ Jeff Cervantes/Julie McKee
X_____ Danny Rojas/Michael Sheahan
X_____ Jimmy Grabow/Ernesto Rivera

X_____ Renee Azenaro
X_____ Laurie Green
X_____ Kenny George
X_____ Krista Ivy
X_____ Colleen Hinds
X_____ Frank Madrid
X_____ Meridyth McLaren
X_____ Sam Truong

Others Present:

X_____ Kirsten Colvey
_____ Elizabeth Lopez
X_____ William Van Muse
X_____ Delmy Spencer
X_____ Christina Sweeting
X_____ Kay Weiss
X_____ Dan Word
X_____ Keith Wurtz
_____ Souts Xayaphanthang
X_____ Cynthia Hamlett

Guests:

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:03am	
Approval of the minutes	Andrews		B. Bailes motioned to approve; C. Hinds seconded, Minutes approved

Follow-Ups	Andrews	- Faculty handbook has been submitted for posting online 2020-2021. Thanks to everyone who submitted edits.
		  - Updates are still needed; we can update next round when we can be on campus and walk the buildings
		  - Handbook has been sent to Keith and posted online
		  - Chair of Chairs position: When will that be flown?
		
		    o Keith answered, "yes it will be, today or tomorrow."	

Information, Discussion, and Business			
1. CCCCO DE Addendum	Wurtz	- For this semester all we had to do to offer classes remotely was to send an excel	

		spreadsheet with a list of classes; that has changed for summer and fall	
		- Emergency DE blanket addendum, need a local approval for all courses included in the addendum	
		- Plan process for locally approving courses that have an Emergency DE blanket addendum	
		- Must meet the requirements from the California Community College Chancellor's Office:	
		• The outcomes for the course need to be achieved	
		• Instruction needs to meet requirements for regular and effective contact	
		• Accessibility requirements need to be met	
		• For accreditation purposes, colleges must identify all programs, degrees, or certificates that will transition to more than 50% more online	
		• A plan for ongoing Professional Development	
		- Faculty dept chairs can identify which courses can be offered remotely	
		- Curriculum committee will approve the courses to be offered as distance education in an emergency	
		- Curriculum Committee submitted a statement, "In emergency circumstances that require campus closure, remote instruction may be incorporated. Course offered remotely will achieve stated learning outcomes by maintaining regular and effective contact through conferencing and LMS applications. Faculty will consult with an accessibility specialist to ensure that the course meets accessibility standards."	
		-Laurie Green stated it is important to distinguish the difference between distance education and remote teaching because it would help the chairs define the goals of what Keith is asking for	
		- Language changed to "In emergency circumstances that require campus closure, remote instruction may be incorporated. Course offered remotely will achieve stated learning outcomes by maintaining regular and effective contact through conferencing and LMS applications. ~~Faculty will consult with an accessibility specialist to ensure that the course meets accessibility standards.~~ The accessibility specialist and DSPS Office will	

		help support faculty to meet accessibility standards." - Once this is in the course outline of record, we are more prepared for future emergency events - This will be a blanket put in by Curriculum - Keith to work on two separate statements, courses that are expected (foreseen) and others that are emergency circumstances (unexpected). - Go through and identify which courses need the addendum or do not - Chairs to review before it gets approved - Additional language changed to statement, "In emergency circumstances that require campus closure, remote instruction may be incorporated. Course offered remotely will achieve ==or adapt== stated learning outcomes by maintaining regular and effective contact through conferencing and LMS applications. Faculty will consult with an accessibility specialist to ensure that the course meets accessibility standards." - For courses that require some face to face (like lab science), the lecture course would have to change to remote-learning but the labs could continue face to face, like a hybrid course, but must meet social distancing standard. - In an emergency remote situation, we will still be able to include face to face - In SharePoint folder, the link will be shared to the document that Keith shared - Next step, add yes and no where applicable - Need this completed by May 1, 2020; if you have any questions, please reach out to Keith	
2. Summer Scheduling and Enrollment	Wurtz	Keith asked if any classes could be converted to DE	
3. Fall Scheduling and Enrollment	Wurtz	-For fall, think about if we can change instruction method. For example, if the class has a DE addendum, we need to consider if we can convert it to an DE instruction method -Keith suggests that for the Fall, plan to be remote. -Work with instructors to plan for working remotely, and plan for the ability to meet face to face if the restrictions are lifted. Face to face will require maintaining the social distancing standards (i.e. Meeting times spread out over time to meet the social distancing guidelines). -Question asked, "if we start remotely in the fall, is there a responsibility to meet face to face once orders are lifted? Can students stay remote? Or do they need to change their schedule?" • Answer: It will be a district decision.	

		-We also need to think about the courses we are offering and how to move forward with degree completion -Colleen suggested offering courses that require face to face to be scheduled at the second half of the semester, as a late start class, this will provide a chance to cancel if you need it to	
4. Defining Remote Teaching	Bailes	-Keith asked the Chairs to have discussion about how to maintain flexibility for synchronous learning and asynchronous learning -This document provides guidelines on how to implement emergency remote instruction and information for planning and training teams -Language added, "Instructors are encouraged to stay as consistent as possible in their methods of instruction and regular effective communication." -Language added, "A syllabus addendum regarding changes to methods of instruction and expectations to the course should be posted for students to access and forwarded to the dean." -When the emergency happens, we will submit a syllabus addendum, if the class is affected. -Language changed, "If at all possible, faculty, staff, and administrators selected to lead regular training should be given compensation for their training work." - Language added, "So far as possible, faculty and students should have the expectation to be available synchronously during the times and days corresponding to the hours and days of the week in which the class was originally scheduled." -Language added to Emergency Remote Instruction, "Emergency Remote Instruction implies that the class has been adapted for technology-based instruction that is separated by distance but not necessarily time." -Language added to ERI Planning and Training Teams "Non-Instructional Faculty- Members should include library, tutoring, counseling, members of the Chair Council…" -Language added to "Administration- Members should include VPI, deans, VPSS, DSPS…" -Language added to "Instructors should utilize campus resources including Alternative Media and Assistive Technology Specialist, DSPS Office, PD Lead, DE Lead, ERI Training Leads to help ensure that instructional materials are accessible to persons with disabilities." Language added to "Classified- Members should include the tutorial coordinator, admissions and records, counseling staff, financial aid, library, lab technicians…" Language added to ERI Training teams "the individual teams should also plan collaborate/joint meetings. Language changed to Effective Communication, "Synchronous communication- Effort to be available	

		<mark>synchronously at the scheduled class time should be made…"</mark> -Important to communicate to the students that it is not more work, but its work we would have been doing in class -Please email Brandi any further suggested revisions	
Standing Reports			
5. Accreditation Standard (20 mins)	Wurtz	-Accreditation Draft went out, -Changes need to be submitted by April 30 -Kevin asked to start a conversation to develop a standard to support remote learning -Chairs can work on developing a technology standard - 80-90 students using phones to access Canvas, phone does not provide all access items -80 Chromebooks given out so far, helps with students being able to have a camera and computer for Zoom meetings -Working on providing more hotspots -Please reach out to faculty on regular basis to feel connected -Group meeting to develop strategies on how to feel connected -Some small number of students are concerned about instructors contacting them on a regular basis, please make sure faculty is communicating with students regularly. -Brandi asked for a video to show a process on how-to pick-up chrome book, some have transportation issues, they would really have to expose themselves -Please communicate to students that Chromebooks are appointment based, not crowds to get Chromebooks; total number of people you may encounter is 2 or 3 - All the Campus staff have face masks -Krista said she will update the website to provide instructions/process to get a Chromebook	
6. VPI Report	Wurtz		
7. Deans Report	Deans	Kay reported, "Tutoring Center is holding workshops for students, and asking for input from faculty on workshops tutoring center can develop. Please see your email announcing one book one college program, nomination form on submitting book to read."	
8. Academic Senate Report	Exec. Board	-Per Academic Senate, Professor of year coming out please vote and encourage others -Julie McKee reported, "Elections go out for classified and professor of the year, somebody step up to be president elect for the senate."	
9. CTA	McLaren	-Elections are going out, needed to revise, company has been inundated, so there is a little delay, will come out next week. To roll contract over for any unfinished business."	

Wrap Up			
Future Agenda Items		-- 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) -- Technology Standard to be added to next Meeting --Please send additional items to Breanna	
Announcements		-Reference assistance is available at library	
Adjournment		11:06am	

Mission Statement The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.	**Vision Statement** 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.	**Institutional Values** Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.