

Crafton Hills College Faculty Chairs Council Agenda

Date: August 21, 2020
Place: Zoom 9:00AM-10:50
Next Meeting: Sept. 4, 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:

XX Renee Azenaro/Mark
 McConnell
XX Brandi Bailes/Danielle McCoy
XX Jeff Cervantes/Julie McKee
XX Danny Rojas/Michael Sheahan
XX Jimmy Grabow/Ernesto Rivera

X Jonathan Anderson
X Breanna Andrews
X Laurie Green
X Kenny George
X Krista Ivy
X Colleen Hinds
X Meridyth McLaren
X Sam Truong

Others Present:

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

Guests: Kristina Heilgeist, DyAnn Walter, Andy Chang, Kristina Heilgeist

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews		9:04am
Approval of the minutes	Andrews		Laurie Green motioned to approve; Second by Jonathan Anderson Minutes approved
Follow Ups	Andrews		
Information, Discussion, and Business			
1. Review Committee Norms	Andrews	-Meetings on time -Read materials ahead of time -Took a moment to remember Frank Madrid	Brandi Bailes motioned to approve; Second by Laurie Green Minutes approved
2. Independent Studies Catalog	Heilgeist	-Currently, setting up databases to update the catalog -Courses that are regularly offered do not appear on the scheduling matrix or it is not updated to reflect current information or course offerings -Please update using the Share Point document	

		<p>-Students are not able to complete an Ed Plan without the information to meet the criteria because there are no predicted offerings or offering rotations.</p> <p>-If something changes please update in SharePoint, and highlight cells to differentiate the changes</p> <p>-Delmy suggested to use the program, File Keepers. It could help with automating the process of updating course offerings</p>	
<p>3. Positive Attendance Submission</p>	<p>Wurtz</p>	<p>-Positive attendance tracking is are required to track daily attendance</p> <p>-Andy and TESS have created an electronic form for recording positive attendance.</p> <p>-Positive attendance ties directly with FTES so it is important to complete and turn in</p> <p>-Positive attendance is for occupational programs and they must track the hours the students are participating in clinicals</p> <p>-Based on rules by the state, we must take attendance to track hours</p> <p>-Keith will send an email to all those who are required to submit positive attendance</p> <p>-Andy Chang shared the Positive Attendance Electronic form</p> <p>-It is not live on the website yet.</p> <p>The Positive Attendance form will be accessed by the following steps:</p> <p>-Go to Webadvisor -located under "Faculty Information" -Login to the SBCCD Portal -Landing page will be the Positive Attendance Recording - Use the drop-down menu and select the term and press the submit button -Click on the link for the section -<u>Total Hours= Maximum number</u> of hours a student can attend -For each student, please input the total number of hours for the <u>entire semester</u> - If you check boxes for "never attended or never missed" it will automatically populate total hours attended -If a student has dropped the class, you still need to account for the hours they attended -You can save and complete later</p>	

		-Video training will be created, and a step-by-step guide will be sent out -This electronic form will be live for Fall 2020	
4. Scheduling	Lopez	<u>Spring 2021</u> -Registration starts on Monday Nov 2 nd -Goal is to publish one month before Oct 2 nd -Please send Liz any updates by Sept 25 th -Sept 15 th we will know for sure if we will come back to campus <u>Summer 2021</u> -Schedule is added and built -Liz will send out drafts for review -Would like to publish Summer 2021 by December 18 th please provide changes by October 16 th <u>Fall 2021</u> -Please start planning, would like to publish schedule by 2/26/2021	
5. Fall 2020 Instruction	Wurtz	- Currently, Crafton enrollment is 7.5% lower than last semester, we are doing good in compared to other colleges -Valley is 16% down, and that will impact us for next year -Keith said that there is an 80% chance we will be remote in Spring	
6. Summarized Course Offerings	Andrews	-Will bring Summarized Course Offerings back to next meeting for a 30-minute work section	
Standing Reports			
7. VPI Report	Wurtz	-Please finish the 6-year revision list by October 1 st -Please start working on it, and please reach out to Keith if you need assistance -85% courses are being offered that do not have a complete 6-year revision -We are technically not allowed to offer courses that have not completed the 6-year revision	
8. VPSS Report	Spencer	-Students are reporting that they are having a hard time connecting to Canvas -The website will be updated to provide information and instruction on how to access Canvas. -Faculty, please keep communication open with your students.	
9. Deans Report	Deans	Kay Weiss- One Book One College Please fill out the survey and indicate if you would like to order a book Van Muse- Please communicate to all faculty and adjuncts to reiterate that even if your class is going asynchronous you still need to have instructor to student interaction and student to student interaction weekly.	

		<p>Kirsten Colvey-</p> <ul style="list-style-type: none"> -Would like to have a conversation on testing and the process for challenges since Assessment Center will no longer be running. -New Chair Mark McConnell was introduced 	
10. Academic Senate Report	Exec. Board	<p>Meridyth McLaren/Krista Ivy/Julie McKee-</p> <ul style="list-style-type: none"> -Library Task Force created; we are recruiting faculty from all divisions; goal is to connect and strengthen ties between library and academic programs -Laurie Green was elected CTE liaison -Welcomed Jodi and Isidro as new members to the senate 	
11. CTA	McLaren	<ul style="list-style-type: none"> -Treasurer resigned, will have another election for Treasurer, must be a full election, will be done electronically -Seniority list: -Senior part-timers should be offered courses first -Meet with faculty and write your process down -Senior part-timers do not have bumping rights <ul style="list-style-type: none"> -Part timers do not bump someone who has less seniority -Ralph Rabago said if anyone has questions or concerns please reach out to him. 	
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) -- Working 30 mins on SharePoint Matrix -- Test Center, Course Challenges and Credit by Exam Process 	
Announcements		Sign up for Starfish Automatic Flags... individually or as a department!	
Adjournment			10:29am
<p>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>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>Institutional Values</p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>