

# Crafton Hills College Faculty Chairs Council Agenda

**Date:** September 18, 2020  
**Place:** Zoom 9:00AM-10:50  
**Next Meeting:** Oct. 2, 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:**

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

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

**Others Present:**

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

**Guests:**

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews		
Approval of the minutes	Andrews	N/A Minutes unavailable at this time	
Follow Ups	Andrews	2021 Calendar Year of Schedules (SP, SU, FA)	

**Information, Discussion, and Business**

1. Spring 2021 Instruction and Planning	Wurtz	<ul style="list-style-type: none"> <li>-Keith is reviewing guidance from the Chancellor's Office</li> <li>-Starting 2021 Spring, we need to specify what the course will be ahead of time, we want to communicate to the students what to expect in the schedule</li> <li>-If Asynchronous, we can apply the Emergency DE Addendum for Spring Semester only</li> <li>-Schedule for Spring, let Liz know if the class is going to be DE and meet asynchronously and provide the meeting time and day</li> <li>-If class hybrid, have the meeting day and time specified in the schedule and identified as a hybrid</li> <li>-Communicate as best as we can with students on expectations</li> <li>-Please communicate with all instructors that are not DE certified that they need to be teaching synchronously. If there are any exceptions, please let the Dept Chairs know</li> <li>-If DE certified, they have an option of choosing Asynchronous, Hybrid, etc. but need to know ahead of time</li> </ul>	
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		<p>-We need to be able to let the students know ahead of time if a class is synchronous or asynchronous before they register for the course.</p> <p><b>-Synchronous instruction requires instruction to occur and students and instructor to be able to interact during each scheduled class session.</b></p>	
2. Test Center processes: Course challenges and Credit by Assessment What does the future look like?	Colvey	-Tabled for next meeting	
3. Informational item: Campus wide PPR requests (anonymous)	Andrews	<p>- FT DE Coordinator - FT Professional Development Coordinator - Funding for software beyond COVID</p> <p>Julie McKee: --Recruiting 3 faculty members for PPR "FUNDAY MONDAY?"</p>	
4. Draft Seniority List	McLaren Andrews	<p>-Draft list, please review for accuracy -Tie Breaker: Numbers are drawn and selected -Seniority is based on hire date and total number of courses taught</p>	
<b>Standing Reports</b>			
5. VPI Report	Wurtz	<p>-FTES is down by 9.5 percent. Valley is down 17%, this will impact the budget</p> <p><b>Accreditation update</b> -Access to DE sections -Communicate faculty to do the accommodating in the spring -Other requests made</p> <p>Expectations for visit in October: -Welcome meeting scheduled on Monday, October 12 and then open to forums on the 13<sup>th</sup> and 14<sup>th</sup>. -Exit meeting is on Thurs Oct 15 from 11am – 12pm -No meetings are recorded -During open forums, executive leadership is not allowed to attend</p> <p>-They are looking for evidence of regular and effective contact (instructor to student and student to student.) They are also looking at accessibility.</p>	
6. VPSS Report	Spencer	<p><b>Quick update:</b> -We are starting phase 3 of Starfish -More information to come after speaking with the consultant</p>	
7. Deans Report	Deans	<p>Kay Weiss: -Register for Spare Parts Discussion and Video Screening One</p>	
8. Academic Senate Report	Exec. Board	<p>Brandi Bailes: -Approved the by-laws -Approved AP/BP list</p>	

		-Recruiting for the Economic Development and Corporate Training Committee in joint with Valley College	
9. CTA	McLaren	Meridyth McLaren:  -Supplemental form for evaluations -Submit your reimbursements for any expenses for teaching remotely -Executive board information session today 9-18-20  Breanna Andrews: created a video to show how to make classes public, and provide access to Canvas	
<b>Wrap Up</b>			
<b>Future Agenda Items</b>		-- 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) -- Kirsten and Keith Test Center Processes (next meeting)	
<b>Announcements</b>		Krista Ivy: -Library taskforce members needed  Ernesto Rivera: -Hispanic Heritage Month  Brandi Bailes: -Mariana wanted to thank everyone for involvement in the Transfer Fair  Breanna Andrews-: -If anyone teaches first session of an 8-week class Starfish progress reports are due tonight -Those that teach between 13 weeks to 17 weeks, progress reports will be open the entire month of October  Renee Azenaro: -Faculty Art Exhibit is posted on Instagram, it is called "Virtual Duality"  Keith Wurtz: -If you have a student who has been evacuated, you will be notified via email.	
<b>Adjournment</b>		10:18am	
<b>Mission Statement</b> The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.	<b>Vision Statement</b> 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.	<b>Institutional Values</b> Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of everyone.	