

Crafton Hills College Faculty Chairs Council Minutes

Date: October 16, 2020

Place: Zoom 9:00AM-10:50

Next Meeting: Oct. 30, 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 Cervantez/Julie McKee

XX _____ Danny Rojas/Michael Sheahan

XX _____ Jimmy Grabow/Ernesto Rivera

_____ Jonathan Anderson

X _____ Breanna Andrews

X _____ Laurie Green

_____ 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

_____ Dan Word

X _____ Keith Wurtz

_____ Souts Xayaphanthang

Guests: Gio Sosa, Jason Brady, Alyssa Taylor

| AGENDA ITEM | PERSON | Recommendation/Discussion/Future Business | ACTION |
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| Call to order | Andrews | 9:04am | |
| Approval of the minutes | Andrews | | M. McLaren motion to approve; Second by K. Ivy Minutes approved |
| Follow Ups | Andrews | - Update your ideas of "balanced" course caps into the spread sheet on SharePoint | |

Information, Discussion, and Business

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| 1. Demo of SLO Cloud (disaggregation) | Brady | <p>DEMO presented.</p> <p>-Names match the course roster.</p> <p>-The reports are available to researchers only and SLO Coordinators; they will not be exported to regular employees/faculty.</p> <p>-Ability to change statements.</p> <p>-This gives the ability for instructors to be able to view the success rates based on demographics.</p> <p>-Request made to lock SLO's, please verify statements before going live.</p> | <p>B. Bailes motioned to reorder the agenda to move up "4. Credit by Examination;" to discuss until Jason Brady arrives second by C. Hinds.</p> <p>Motion to reorder agenda approved</p> |
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| | | <p>-Request made to set a default SLO score button.</p> <p>-Communication/Language and Respiratory have volunteered to pilot the SLO Rubric.</p> | |
| <p>2. Process for including PLOs on Degrees & Certs in SLO Cloud (30 min)</p> | <p>Sosa/Wurtz</p> | <p>-All PLO's given to Kristina and they are included in the Catalog.</p> <p>-Please check to see if your PLO's have been updated in the Cloud.</p> <p>-Reduce outcomes to 2 or 3.</p> <p>-Access PLO's-</p> <p>-Go to 2020-21 Catalog → Credit programs → pick the course.</p> <p>-If changes need to be made, complete in Curricunet and communicate these changes to Gio.</p> <p>-Keith willing to meet and assist with the process.</p> <p>GEO Link ---- https://www.craftonhills.edu/about-chc/research-and-planning/institutional-effectiveness/student-learning-outcomes/general-education-assessment-reports</p> <p>ILO Link ---- https://www.craftonhills.edu/about-chc/research-and-planning/institutional-effectiveness/student-learning-outcomes/i-lo-assessment-reports</p> <p>-PLO go with degree or certificate programs.</p> <p>-Will include this on In-Service activities.</p> <p>-Would be great to add this process to your department meetings.</p> | |
| <p>3. Course Challenge vs. Credit by Exam and a look at processes</p> | <p>Andrews/ Colvey/ Wurtz</p> | <p>Course-Challenge Test for students who want to skip an intro level course without earning the units for the course. Students who are not planning to major in the specific discipline.</p> <p>Test cost - Free</p> <p>Credit by exam Test for students who want to skip an intro level course AND earn the units for the course. Students who are planning to major in the specific discipline.</p> <p>Test cost- Student pays for the units for the course.</p> | |

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| | | <p>What steps to take?</p> <p>Course Challenge-</p> <ol style="list-style-type: none"> 1. Student talks with a counselor 2. Student completes form and attached appropriate documentation. 3. Student must submit the form to the Dept Chair or Faculty Lead <p>-Please send Breanna edit suggestions so that she can update the document and bring it back to next meeting.</p> <p>-Delmy will take to the next student services council.</p> <p>-This will be added to November 6th meeting agenda.</p> | |
| <p>4. Credit by Examination AP/BP 4235</p> | <p>Hughes/Green</p> | <p>AP 4235</p> <p>-Course Credit by Exam- Student will be receiving credit for the course. Must have completed 12 semester units.</p> <p>-Student must establish themselves as a student on campus before being able to take advantage of the Course Credit by Exam.</p> <p>-The student can do the pre-requisite challenge, take the next class and as soon as they get 12 units they can go back and take the Course Credit by Exam</p> <p>--Waivers-- The 12-unit residency rule may be waived by the Vice-President of Instruction for special circumstances on a case-by-case basis. (i.e. Dual Enrollment)</p> <p>-This may be Title V, Keith will review the Ed Code to provide further clarification on a workaround.</p> | |
| <p>Standing Reports</p> | | | |
| <p>5. VPI Report</p> | <p>Wurtz</p> | <p>-Today, October 16, 2020 is Elizabeth's last day before maternity leave. She is back February 8th.</p> <p>-Alyssa Taylor will work on any requests including staff requests or any changes to your Spring 21 Schedule.</p> <p>-Schedules have been sent out to everyone.</p> <p>-Still working on building and room numbers, should be done by next week.</p> | |

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| | | -Send updates to Alyssa. | |
| 6. VPSS Report | Spencer | Nothing to report | |
| 7. Deans Report | Deans | <p>Kay Weiss- Wednesday, October 21st – 5 p.m. – REGISTRATION REQUIRED Underwater Dreams Screening. Watch the video documentary that follows the true story behind the book, Spare Parts. You will be sent a link to log in to the screening the day of the event.</p> <p>https://www.eventbrite.com/e/crafton-hills-college-underwater-dreams-documentary-screening-tickets-121397409921</p> <p>Copies of the book, Spare Parts, are still available. If you would like a copy, email onebook@craftonhills.edu</p> <p>Kirsten Colvey- Oct 30, 2020 Virtual Senior Day Zoom links will be provided 14 schools will be sending their students Please reach out to Souts with any questions</p> | |
| 8. Academic Senate Report | Exec. Board | <p>-Discussed the survey for faculty to address needs for Spring.</p> <p>-Resolution for recommendations to update Title V and other resolutions related to curriculum and strengthening the ethnic studies requirements in curriculum will be discussed next academic senate.</p> | |
| 9. CTA | McLaren | <p>-Part-Time seniority list was completed and available to view on the District website.</p> <p>-Please contact Karla Zaragoza for any changes.</p> <p>-Unconscious bias training is next week.</p> | |
| 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) --Course caps --Course challenge and challenge by exam | |
| Announcements | | <p>Mark McConnell-</p> <p>No cost textbook list-</p> <p>-Please notify Elizabeth and it will be included on the schedule, and then it is put into Colleague as a free book.</p> | |

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| | | <p>What are student rights on the issue of requiring students to be on camera?</p> <ul style="list-style-type: none"> - As an instructor, be balanced and open with requiring cameras; find resolutions. -May use academic freedom, instructor can set the requirement. <p>Renee Azenaro-</p> <ul style="list-style-type: none"> -First fine arts newsletter called "Fertile Ground" will be sent out each semester. <p>Krista Ivy-</p> <ul style="list-style-type: none"> -Library has workshops available for students to attend. <p>-Library Workshops https://www.craftonhills.edu/current-students/library/workshops.php</p> | |
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| Adjournment | | 10:56am | |
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| <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> |
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