

Crafton Hills College Faculty Chairs Council Minutes

Date: November 6, 2020
Place: Zoom 9:00AM-10:50
Next Meeting: Dec. 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	X _____ Jonathan Anderson
X _____ Brandi Bailes/Danielle McCoy	X _____ Breanna Andrews
XX _____ Jeff Cervantez/Julie McKee	X _____ Laurie Green
X _____ Danny Rojas/Michael Sheahan	X _____ Kenny George
XX _____ Jimmy Grabow/Ernesto Rivera	X _____ Krista Ivy
	X _____ Colleen Hinds
	X _____ Meridyth McLaren
	X _____ Sam Truong

Others Present:

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

Guests: Brandi Mello, Gio Sosa, Josh Robles

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:03am	
Approval of the minutes	Andrews		Motion to approve by C. Hinds with modification of "Title V wording" Second by: M. McLaren Minutes approved
Follow Ups	Andrews		
Information, Discussion, and Business			
1. Reasonable Course Caps and Next Steps	Bailes	Spreadsheet on SharePoint -Danielle McCoy will complete course caps. -Additionally, Public Safety needs more time to complete (still waiting on numbers from Fire)	
2. Textbooks- no cost vs low cost	Mello	-Colleges statewide are providing a low-cost option for students. -Crafton would like to provide our students with no cost textbook/low-cost textbook options.	

		<p>-Promise students in the second co-hort will not be able to receive free textbooks.</p> <p>-Low cost definition- \$50 and below is the cap for "low-cost."</p> <p>-Zero Cost Textbooks are located on the CHC website. We would like to add low cost option to the website and provide students the ability to filter through this option.</p> <p>-There is an excel spreadsheet that identifies "no cost" sections.</p> <p>-We are missing some "no cost" sections for Spring 2021.</p> <p>- Colleen Maloney-Hinds will update the spreadsheet with courses in her department. She needs to confirm with her instructors that there will not be a textbook for their assigned courses.</p>	
<p>3. Cloud Revisions</p>	<p>Sosa</p>	<p>-Potential revisions or updates will be made to the SLO Cloud.</p> <p>-Recommendations were made from the IEAOC.</p> <p>1. Change the name of the platform to "Outcomes cloud."</p> <p>-The rationale is that we do SLO's, but it also includes Service Area Outcomes</p> <p>-This name change accommodates the tasks involved.</p> <p>2. Add a Reports function for submitted SAO information.</p> <p>-Under reports> reporting function is not yet available for SAO submissions.</p> <p>-All SLOs are populated based on SLOS in Curricunet.</p> <p>-SLO will be locked so no changes can be made.</p> <p>3. Link the proposed actions to each SAO statement</p> <p>-Not just one outcome encompassing all but one proposed action to each outcome statement.</p> <p>-Dialogue/direction box to show what should be included in the field, we can put in a question instead of the word "proposed action."</p> <p>-Add method of assessment for SLO.</p>	

		<p>4. Include definition to rubric values-have rubric items above the hover or add a definition.</p> <p>5. Allow mapping of multiples GEOs, ILOs and SDs per outcomes statement- Faculty Chairs want to define mappings behind the scenes so that they are defaulted. -Mappings will be locked as with the SLOS. -Chairs will pick ILO and it will transfer to all those uploading data within that system.</p> <p>6. Consider eliminating General Education mapping for Student Services and Admin Services -Quite a few departments in Student Services (i.e. Counseling, Career Center, Transfer etc.) would like to focus on SLO's. This is an area that needs to be re-visited. Delmy Spencer requested to leave it as is -Gio will follow up with Mike Strong.</p> <p>7. Consider eliminating the ILO mapping requirement for Admin Services. -Argument is that it's not applicable.</p> <p>8. is a repeat.</p> <p>9. SAO statement label on table changed to <i>Outcomes Statement</i>. -This helps acknowledge that it could be either SLO or SAO's.</p> <p>10. Add method of assessment in SAOs. -attached to every outcome.</p> <p>11. Explore adding method of assessment in SLOs. -extend this across the entire platform.</p> <p>*These changes will help address the accreditation findings.</p> <p>Chairs agree with making the changes that Gio proposed</p>	
<p>4. Guided Pathways Review of Paths</p>	<p>Robles</p>	<p>-Working on the next set of maps</p> <p>-Requesting to look at local approved non-transfer AS/AA Map Draft</p> <p>-Do you have any re-ordering requests? -Do you have a recommendation?</p> <p>-Keith advised to complete these as soon as we can. The hope is to finish the mapping by the end of this academic year.</p> <p>-Breanna uploaded these spreadsheets to SharePoint, will provide access for Josh, Sheila, and Sabrina</p>	

		<p>-You may contact Sheila Scott or Jose Robles for any assistance.</p>	
<p>5. AP 4235: Credit for Prior Learning</p>	<p>Wurtz</p>	<p><i>Credit for Prior Learning Document</i></p> <p>-Keith went through current AP and identified areas where they came from in terms of the Ed Code.</p> <p>-Some items do not trace back to Ed Code but link back to the “tool kit” and those are more flexible on how we edit them.</p> <p>Determination of Eligibility for Prior Learning: -In the Ed code, you don’t need 12-unit requirement.</p> <p>-Requirement is the student must have previously earned credit or noncredit from the college or be currently registered in the college.</p> <p>-Please look through it and make changes if needed.</p> <p>-We are required to have a catalog statement, draft included for Credit for Prior Learning</p> <p>-Credit by exam process is at the end, it may change.</p> <p>-This needs to be completed by the end of this year, Dec. 31, 2020. Please review.</p> <p>-Keith requested this to be brought back to next Chair’s Meeting Agenda for the Catalog piece.</p>	
<p>6. Review Edits of Course Challenge and Credit by Exam Processes</p>	<p>Andrews</p>	<p>Delmy Spencer-</p> <p>-Student services Council which represents lead faculty and management from the whole Division.</p> <p>-Consensus was to try to match document to what is in the course catalog to avoid confusion.</p> <p>-The flyer was intended for faculty and staff to serve as a “cheat sheet.”</p> <p>-For students, we can make a different version, and use forms that the students need to use so that we don’t have to create a new document.</p> <p>-Wording “Test” changed to “Process” because according to Title V it should not be a test.</p> <p>-Committee made recommendations to change the wording to reflect what is in the course catalog (i.e.</p>	

		<p><i>It is highly recommended that a student meet with a counselor...")</i></p> <p>what steps do I need to take?</p> <ol style="list-style-type: none"> 1.) Admissions & Records will verify the student is currently enrolled and has completed 12 units at CHC. * 2.) Student must obtain approval from the instructor. 3.) Student turns in form at CBO to pay for the exam review. 4.) Student must obtain approval from the Instruction Office (VPI) 5.) Student works with the Full Time Instructor in the Discipline to schedule the exam for the student. 6.) Full Time instructor in the Discipline administers the exam. 7.) Full time Instructor in the Discipline turns in the completed form with a grade to the Admissions Office for posting 8.) Admissions enters the grade and notifies the student. <p>*(AP4235) Exceptions may be waived if approved by Department Chairs and then to VPI. This will need to be added to the catalog language as well. Need to work with Larry at Admissions & Records.</p> <p>-Need to make sure that information is specified on the webpage to assist students on directing them where to go.</p> <p>-Breanna will update the "Course Challenge or Credit by Exam form" with the revisions and send out to everyone once completed</p>	
--	--	--	--

Standing Reports

<p>7. VPI Report</p>	<p>Wurtz</p>	<p>"Cameras on Policy"</p> <p>-Taskforce is working on a statement and template to put in your syllabi if you are going to require cameras on</p> <p>-There is some conflict, although 10+1 supports cameras on, privacy laws support not having cameras on</p> <p>-If requiring cameras on, instructors needs to show an instructional need, and allow students to opt out.</p> <p>-If requiring cameras on, encourage students to use a background.</p> <p>-Chromebooks do not have the function to have backgrounds with Zoom, but it can be done with Google Meet.</p>	
----------------------	--------------	--	--

		<p>-Instructors can use Google Meet instead of Zoom and students can receive a Chromebook through Crafton to use for the course.</p> <p>-Chancellor’s office sent a legal opinion on “cameras on” and accessibility; Keith will review guidance and present at the next Taskforce Meeting.</p> <p>-Please think about the students, there must be an instructional need, and provide them with an “opt out” (to be discussed privately between instructor and student)</p> <p>Digital sources and needs-</p> <p>-New software purchased for COVID-19.</p> <p>-Indicated what software is needed beyond COVID-19.</p> <p>Software selected:</p> <p>-Pronto provides one on one engagement with students (MATH, EMS, Comm and lang)</p> <p>-Go React Kinesiology, Comm and Language</p> <p>-Cranium Café Student services and Instructional Support</p> <p>-Respondus This is Proctorio (EMS, Respiratory, Fire, Paramedic</p> <p>-Watermark used in Faculty Evaluations.</p> <p>-Please add Labster, Beyond Labs, Net Tutor, and Studio</p> <p>-Keith will follow up on what is Cidi Labs Software, is it UDOIT?</p> <p>-Demos for Curricunet will be recorded, please provide input since instructors will be using it the most</p>	
8. VPSS Report	Spencer	-Will reach out to some departments to work on the mid-year assessment of the Equity Plan (mainly Math and English)	
9. Deans Report	Deans	Muse, Weiss, Word, Colvey: Nothing to report	
10. Academic Senate Report	Exec. Board	<p>-Discussion on resolutions, most were supported.</p> <p>-Academic Freedom discussed</p> <p>-Diversity Statement is going to Plenary.</p> <p>-Approved the advancement in rank</p>	
11. CTA	McLaren	-Academic Freedom came up in senate, it is included in the CTA contract	
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) -- Please contact Breanna if you would like to add anything to next agenda 	
Announcements		Nothing reported	
Adjournment		10:51am	
<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>	