

Crafton Hills College Faculty Chairs Council Minutes

Date: November 20, 2020
Place: Zoom 9:00AM-10:50

Next Meeting: January 29, 2021
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
X _____ Jeff Cervantez/Julie McKee
X _____ Danny Rojas/Michael Sheahan
_____ Jimmy Grabow/Ernesto Rivera

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

Others Present:

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

Guests: Cynthia Hamlett

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews		
Approval of the minutes	Andrews		B. Bailes motion to approve. Second by C. Hinds Minutes Approved
Follow Ups	Andrews	<ul style="list-style-type: none"> - Complete Guided Pathway Map Suggestions for your department. Check in with Discipline leads for multidisciplinary departments. - Course Offerings Policies to Part-timers <p>Please update your Department Specific Policy of how you offer courses to Part-Timers. This can be found in the SharePoint Folder.</p> <p>How to access:</p> <p>Use the following link: https://sbccd.sharepoint.com/sites/ChairsCouncil</p> <p>SharePoint --->Department Policies for Class Offerings to PT Faculty</p>	

Information, Discussion, and Business

1. Discipline-specific DE concerns	Hamlett	<p>-Would like to discuss the possibility of Discipline Specific Co-Horts</p> <p>Some Faculty Requests:</p> <p>-Would like training specific to their subject/course.</p> <p>-Would like to see what others are using in their courses, and what's included in their syllabi.</p> <p>-K. Weiss added that there is room to complete Department specific training during Flex Day, and In-Service day</p> <p>-Faculty would like visibility of sample courses, in order to get ideas how others have organized their courses.</p> <p>-Forward any suggestions about sample courses to Cynthia Hamlett.</p>	
2. AP 4235 – Catalog piece	Wurtz	<p>AP 4235</p> <p>-Credit for military service added.</p> <p>- Discussion by L. Green about considerations of the accreditation process for CTE programs. She requested to add wording that would include the accreditation standard for CTE programs.</p> <p>- V. Muse is requesting a change in language to the credit by exam procedures.</p> <p>Changed to: "Student meets with the Office of Instruction's Dean Office where they will be provided with the Instructions for Credit by Exam."</p> <p>Keith will clean it up and bring it back to the Chairs with the edits.</p> <p>Keith will add the statement of the accreditation process for CTE programs.</p>	<p>B. Bailes motion to move forward with the AP 4235.</p> <p>Second by B. Andrews</p> <p>Friendly amendment by B. Bailes</p> <p>Second by B. Andrews</p> <p>Motion voted down; Motion fails.</p>
3. Competency Based Education	Wurtz	<p>-Competency Based Education is self-paced learning.</p> <p>-Students complete work at their own pace</p> <p>-The assessments and the work are focused on student demonstrating their learning.</p> <p>-Faculty Interested in Competency Based Education:</p> <p>Breanna Andrews Colleen Maloney-Hinds Michael Sheahan Renee Azenaro</p>	

4. Alphabet Soup – Decoding Acronyms	Andrews	<p>Please add:</p> <p>ASCCC- Academic Senate for California Community Colleges SBCCDTA- SBCCD Teacher’s Association (the union) TESS- Technology Education Support Services ETC- Educational Technology Committee PPR- Planning & Program Review ILO- Institutional Learning Outcomes PPE- Personal Protective Equipment AP/BP- Administrative Procedures and Board Policies</p> <p>-Please review the document and send Breanna any additions.</p> <p>-Document will be added to the Chair’s SharePoint folder</p>	
5. Revisiting Course Cap Recommendations	Bailes	<p>-Please give ideas on what a Course Cap should look like or suggestions on things to keep in mind when determining Course Caps, Academic Senate is looking for a starting point.</p> <p>-Average of Course Caps for the Campus is 40</p> <p>-Break down the Caps for Lecture Classes and Labs</p> <p>-What does a traditional, general Cap Size look like?</p> <p>-Academic Senate is looking for best case scenario. Keep in mind that they are looking for the best CAP Size for most courses on campus. There will be unique individual courses that have to be assessed individually. This is just a starting point for most courses.</p> <p>-What is the most number that you can teach and still be effective at teaching?</p> <p>R. Azenaro added that “A starting point at 30 students allows excellence in teaching, offer excellent class experience for all students. Changes the mindset of managing teaching 60 students and providing effective and excellent instruction.”</p> <p>C. Hinds added that “by keeping the number at 30 provides students with a better transitional experience from high school into college. Students will feel more connected and engaged and less of a number in a large group.”</p> <p>-Brandi will go to the Academic Senate with the Chairs recommendation of 30.</p>	
Standing Reports			

6. VPI Report	Wurtz	Wishes everyone a Happy Thanksgiving.	
7. VPSS Report	Spencer	<ul style="list-style-type: none"> -Student Complaint form -Add a link to take students directly to the process of completing a complaint. -Suggestions made to change the title of "Student Initiated Complaint Form." -This form will also be used to opt out on cameras during instruction. Delmy will look into any concerns regarding this process. -Completed forms are sent directly to Joe Cabrales and Delmy Spencer. -B. Andrews suggested a list of links to find all the information to the new policy and procedures to have in place before Spring 2021. This will be added to the Faculty Resources page 	
8. Deans Report	Deans	<p><u>K. Weiss</u></p> <ul style="list-style-type: none"> -Shared a draft of the in-service schedule, hoping to have this approved at today's Professional Development meeting at noon. -There is an opportunity for department retreats; this will count as flex hours. -Hoping to do SLO Cloud training on April 13th. -Chairs training meeting tentatively added for April 13th. 	
9. Academic Senate Report	Exec. Board	<ul style="list-style-type: none"> -Last meeting for the year -ERI has had campus wide meetings regarding changes to remote instruction. -Please send Brandi any concerns to be addressed at the All-Faculty Meeting. 	
10.CTA	McLaren	<ul style="list-style-type: none"> -Currently working with Honors for both campuses. -CHC Honors faculty are paid for honors students. and Valley faculty are not trying to find equality for both campuses. -Treasurer election: there are two candidates, encouraging everyone to vote. -NO luncheon will do a podcast for updates so more can join. 	
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) -- If you would like to add anything for Spring, please email Breanna.	
Announcements		B. Bailes -Denise Allen is retiring her last meeting is on Monday. Information below: City Council meetings are live streamed and rebroadcast on the following day – Visit us at Yucaipa Live! Email All City Councilmembers dallen@yucaipa.org <dallen@yucaipa.org>; https://www.youtube.com/channel/UCB4h-dxzXeAwJRODZ6PrDxw?view_as=subscriber M. McConnell - Shoutout to Brian Wright (CHC Alumnus) who wrote the Grove Dictionary of Music and Musicians Entry for the electric base. The Grove is the academic standard of music in the West.	
Adjournment		10:50am	
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.	