

# Crafton Hills College Faculty Chairs Council Minutes

**Date:** February 19, 2021  
**Place:** Zoom 9:00-11:00AM  
**Next Meeting:** March 05, 2021  
 9:00-11:00AM

**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:**

<input checked="" type="checkbox"/> Renee Azenaro/Mark McConnell	<input checked="" type="checkbox"/> Jonathan Anderson
<input checked="" type="checkbox"/> Brandi Bailes/Danielle McCoy	<input checked="" type="checkbox"/> Breanna Andrews
<input type="checkbox"/> Jeff Cervantez/Julie McKee	<input checked="" type="checkbox"/> Laurie Green
<input type="checkbox"/> Danny Rojas/Michael Sheahan	<input checked="" type="checkbox"/> Kenny George
<input checked="" type="checkbox"/> Jimmy Grabow/Ernesto Rivera	<input checked="" type="checkbox"/> Krista Ivy
	<input checked="" type="checkbox"/> Colleen Hinds
	<input checked="" type="checkbox"/> Meridyth McLaren
	<input checked="" type="checkbox"/> Sam Truong

**Others Present:**

<input checked="" type="checkbox"/> Kirsten Colvey
<input checked="" type="checkbox"/> Elizabeth Lopez/Alyssa Taylor
<input checked="" type="checkbox"/> William Van Muse
<input checked="" type="checkbox"/> Delmy Spencer
<input checked="" type="checkbox"/> Christina Sweeting
<input checked="" type="checkbox"/> Kay Weiss
<input checked="" type="checkbox"/> Dan Word
<input checked="" type="checkbox"/> Keith Wurtz
<input type="checkbox"/> Souts Xayaphanthang

**Guests:**

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:02am	
Approval of the minutes	Andrews		C. Hinds move to approve; second by L. Green  Minutes approved
Follow Ups	Andrews	Nothing to report	

**Information, Discussion, and Business**

1. FT Hiring Prioritization Weighted Rubric and larger process	Andrews	<p>-Suggestion made to have the office of Research and Planning come to the Chairs with data that represents where there is a need for hiring</p> <p>-Keith says that the Chair's Recommendation is taken to account when hiring a new faculty position. It would be helpful if the Chairs had a process that can point to data for the recommendation.</p> <p>-Keith looks at two data points: 1) the percent of hourly overload and 2) waitlist information</p> <p>-The President looks at 1) the contract hourly and overload and 2) the proportion of hourly and overload in relation to the total load</p>	
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		<p>-The matrix does not show how much potential growth for a department</p> <p>-We should add counseling the counselor to student ratio that could be weighted</p> <p>-In the future, the matrix should include every program, and every discipline including Library and add data points for each</p> <p>-Suggestion made to ask Research and Planning for faculty recommendations based on Need, Growth, and History. Then we can analyze the data and send the Chairs a list that can be prioritized.</p> <p><b><u>Guiding Questions to ask Research and Planning</u></b></p> <p>-We can ask what the “top 10” faculty recommendations are based on need, history, and growth.</p> <p>-Where would the most potential be for growth? How much reassigned time is happening in each discipline?</p> <p>-Kenny suggested that we can do trend analysis forecast of each department’s growth; this could be done by taking the current growth rate and forecasting/projecting over the next 3 years to see if there would be a tremendous amount of growth</p> <p>-Can we have data to look at the last 10 years to see if there is a consistent need (length of time it has been on the prioritization list but showed no movement)</p> <p>-Ask for a linear trend model of what the next 3 years would look like to see if there is any growth</p> <p>-Breanna and Keith will set a meeting to discuss with Gio and will bring this back to the Chairs</p>	
<p>2. Student Low Grades Flags and Canvas Inactivity Flags</p>	<p>Andrews</p>	<p>The Starfish Implementation Team asked if departments and/or disciplines want to sign up all their courses for these two flags. You set the parameters and your job is done.</p> <p>-Automatic flags can be set up. When students drop below 70% or if they have not logged in for some time, they will get a flag and will notify the instructor to remind them to reach out to the student.</p> <p>-Please reach out to Breanna Andrews by email and she can set up your disciplines and departments</p>	

<p>3. President's Report</p>	<p>Horan</p>	<p><b>Hiring Prioritization</b></p> <ul style="list-style-type: none"> <li>-The President is happy to report that he can reallocate some funding from positions that are vacant and will use the money to create new additional full-time faculty positions</li> <li>-This is done by combining existing load in the departments that will be given the new position for part-time faculty and supplement the money from the vacant positions. It is not a growth position; it is the transition to part time load to full-time load positions.</li> <li>-Will add new full-time faculty positions to the Math and English Departments</li> <li>-Currently looking at a 3<sup>rd</sup> position for Anatomy and Physiology if the money works out.</li> </ul> <p>Other factors:</p> <ul style="list-style-type: none"> <li>-Crafton spends 92% of general fund on people</li> <li>-This is extraordinarily high in a general fund budget; we want to aim for 89%</li> <li>-General fund dollars should support the dept budget</li> <li>-50% of budget should be on Instructional activities.</li> <li>-working on a new resource allocation model</li> <li>-set up an agreement that Valley can no longer borrow FTES from previous fiscal year or push FTES to the forwarding year to maintain the 70%/30% split.</li> <li>-Brain trust study done in 2014 had outstanding recommendations for Crafton to see how it is allocating its proportion of the budget</li> <li>-By the end of the year we should be finished completing all the recommendations in the 2014 brain trust study</li> <li>-There are 9 different student fees; found a quarter million dollars of over expenditures (general fund budget is being used to supplement those activities, the fees should be supporting on its own). Currently making corrections to this.</li> </ul>	<p>Motion was made to add the President's Report to the Agenda</p> <p>Motion to approve by C. Hinds, second by B. Bailes</p> <p>Motion approved.</p>
<p><b>Standing Reports</b></p>			
<p>4. VPI Report</p>	<p>Wurtz</p>	<p>-CDC K-12 Guidelines for re-opening schools is dependent on mask wearing and 6ft distance in a classroom.</p>	

		<p>-Logistically, Crafton does not have the space or ability to do that</p> <p>-Chancellors cabinet decided that we will be remote in the Fall</p> <p>-We will be able to do some Science labs face to face and possibly some Theatre Arts labs</p> <p>-A lot depends on the tier we are in; we are currently in the purple tier</p> <p>- Went over the Book Store statement regarding auto-approving course material adoptions.</p> <p>-Suggestions made to change some wording from adoption to “course material adoption.”</p> <p><b><u>Suggestions</u></b></p> <p>-Add a checkbox saying auto renew</p> <p>-Provide a checkbox for OER, also have the bookstore identify low cost and no cost.</p> <p>-Have the bookstore take the class off the list of those who have already responded</p> <p>-Materials adjuncts ordering should go through the Chairs</p> <p>-A big issue is that the sections are listed under those who previously taught (adjunct no longer working) and then no one responds</p>	
5. VPSS Report	Spencer	<p>-Presentation on working on StarFish to help students register from their Ed Plans to register for their classes. Hoping to implement this by Spring 2022.</p> <p>-Working on updating the CHC website for our Students</p> <p>-Trying to centralize the information</p> <p>-Titles inside the menu should be organized and titled</p> <p>-Please send suggestions to Delmy</p>	
6. Deans Report	Deans	-Nothing to report	
7. Academic Senate Report	Exec. Board	<p>- Grade procedure was updated, and term limits were approved</p> <p><b>Budget meeting</b></p> <p>-Report from Luke Bixler</p> <p>-Canvas, Starfish and Library Services are no longer supplemented by the State.</p>	

		-\$125,000 Starfish -\$75,000 Canvas -\$36,000 for Library Services-Library Catalog (District has always paid for the library catalog but for two years they were paid by the State)  -These fees were all supplemented by the state last year	
8. CTA	McLaren	-Working on negotiations -Updates posted on the website	
<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)	
<b>Announcements</b>		Krista Ivy -Library taskforce is working on a faculty satisfaction survey that will be coming soon and she will share at next Chair's meeting	
<b>Adjournment</b>		10:17am	
<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 each individual.