

# Crafton Hills College Faculty Chairs Council Minutes

**Date:** March 19, 2021

**Place:** Zoom 9:00-11:00AM

**Next Meeting:** April 02, 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:**

XX \_\_\_\_\_ Renee Azenaro/Mark  
McConnell

XX \_\_\_\_\_ Brandi Bailes/Danielle McCoy

X \_\_\_\_\_ Jeff Cervantez/Julie McKee

XX \_\_\_\_\_ Danny Rojas/Michael Sheahan

X \_\_\_\_\_ 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/Alyssa Taylor

X \_\_\_\_\_ William Van Muse

\_\_\_\_\_ Delmy Spencer

X \_\_\_\_\_ Christina Sweeting

X \_\_\_\_\_ Kay Weiss

X \_\_\_\_\_ Dan Word

X \_\_\_\_\_ Keith Wurtz

\_\_\_\_\_ Souts Xayaphanthang

**Guests:**

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:03am	Motion to approve by C. Hinds; second by S. Truong  Minutes Approved
Approval of the minutes	Andrews		
Follow Ups (and reminders)	Andrews	<ul style="list-style-type: none"> <li>- Keith is working Informer and VPN access. Demo and tutorial will follow.</li> <li>- Send Roger long standing book orders.</li> <li>- Spring 2022 Planning</li> <li>- "Yo Degree Planner Person...." email Kristina Heilgeist when updates are made to the offering pattern spreadsheet so she can update student facing education planning tool</li> </ul>	

**Information, Discussion, and Business**

1. Review of Chair Handbook updates	Andrews	<u>Chair Handbook updates</u> -Added book and material requisition -Added timelines and general tasks -Added quick reference guide for Faculty Chair Duties -Availability sheet added -Scheduling Timeline added  -Keith shared brief overview on how to pull an Informer Report and a load calculator	
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<p>2. SLOs 4-point rubric defined</p>	<p>Wurtz</p>	<p><u>Four Point Outcomes Rubric Defined</u></p> <ol style="list-style-type: none"> <li>1- No demonstrated achievement</li> <li>2- Minimal evidence of achievement- below expectations</li> <li>3- Adequate evidence of achievement- met stated outcome or expectations.</li> <li>4- Significant evidence of achievement- surpassed stated outcome, mastery or near mastery of learning expectations</li> </ol> <p>Breanna Shared her grading rubric that shared the levels/percentages corresponding to the four-point outcomes for SLO.</p> <ol style="list-style-type: none"> <li>1- Below Basic – 50% or below</li> <li>2- Basic- 69- 60%</li> <li>3- Proficient- 84-70%</li> <li>4- Advanced- 100-85%</li> </ol> <p>Keith will create a document to explain the SLO Outcomes rubric; he will add the dichotomy and bring it back to the Chairs for review.</p> <p>Suggestion made to add this information during an in-service day and adjunct orientation day. We can address questions like What is SLO data and what does the rubric mean? What is the Department’s Target?</p> <p>If you want to add a 5-point scale, please discuss with Academic Senate.</p>	
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**Standing Reports**

<p>3. VPI Report</p>	<p>Wurtz</p>	<p>Curriculum Committee suggested that the Academic Senate use CurriQnet for the new course outline of record.</p> <p><u>Guided Pathways</u> Sabrina is working on how to institutionalize the Course CAPS.</p> <p>Would like to get a monthly standing agenda item where Jimmy and Ernesto give an update every month.</p> <p><u>Managers</u> -Managers have been working on a process to develop objectives and action plans in areas of instruction with a shared purpose: We support the success of students and employees by being respectful, responsive, and resourceful. We succeed when we encourage diverse perspectives and keep equity at the center of decisions and practices.</p> <p>Example Objectives:</p>	
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- 1-Engage with team members regularly to build relationships and create trust with a purpose and planning driven force
- 2-Develop a sense of team and trust by providing a safe environment

Keith will send this document to Breanna for feedback.

Scheduling Timeline

Based on feedback, changes were made to the scheduling calendar for summer

We moved it back so that it aligned with book order submissions.

Summer Prep work starts in Sept-Nov.

Dec 18 is when the scheduler makes final changes and establishes the summer schedule.

\*\*Suggestions made for Summer Priority to be on one of the following dates:

- March 1
- Monday before Spring Break
- Monday After Spring Break

March 1 may affect late start classes.

Please note that Counselors are not available the week of Spring Break.

Keith will share with Admissions and Records and Financial Aid to see if the changes would impact them. He will come up with a decision and discuss.

Fall 2021

Planning on face-to-face labs, please work in room scheduling just in case we go back to face-to-face.

If we did not have a lab in-person for last Fall, we cannot request to have one this Fall 2021. We are mirroring Fall 2020.

\*\*Keith will check on Test proctoring for Fall 2021.

Spring 2022

Schedule- in early March, data will be provided to help with scheduling and to make informed decisions.

-FTES targets by Division and Department

-Will work with the Deans to see where to add units

		<ul style="list-style-type: none"> <li>-Keith will send the All-Scheduling Planning Data to share with the Chairs</li> <li>- Need to use student ed planning information to help with Scheduling</li> <li>- Added waitlist information</li> <li>- Identify if students want to take an online course</li> <li>- Students who did not get in the class= Unsatisfied</li> <li>-Students who got into the class= Satisfied</li> <li>- Calculation needs to be made to distinguish the satisfied number from the unsatisfied number out of the total number from the Waitlist</li> <li><b>Total Number minus the satisfied number = Unsatisfied number</b></li> <li>- What is the accurate number of people who still need the class?</li> <li>- Unsatisfied demand would tell you that you need to add another section or not</li> <li><u>Scheduling Blocks</u></li> <li>-Scheduling blocks metric shared</li> <li>-Start time should match the scheduling block</li> <li>-This metric helps to see areas where you can make improvements</li> <li>-Scheduling blocks impact the students, it helps to ensure that classes do not overlap</li> <li>-Keith will add a data point to the scheduling timeline to make sure that we adhere to the week counts: 5, 8, 13, 15 or 17 weeks</li> </ul>	
4. VPSS Report	Spencer	Nothing to report	
5. Deans Report	Deans	<ul style="list-style-type: none"> <li>-Kirsten shared information on a report with names of interested students and preferred times that students are looking for</li> <li>-SOAR program anticipating a bigger group this Summer, 400-600 students participate</li> <li>-Dan gave a shout out to David Liu and Cyber program students for participating in the California Mayor’s Cyber Cup and took second place.</li> <li>-Article found here: <a href="http://www.prnewswire.com/news-releases/inland-empire--desert-regional-california-">http://www.prnewswire.com/news-releases/inland-empire--desert-regional-california-</a></li> </ul>	

		<a href="https://www.sbcc.edu/news/mayors-cyber-cup-2021-introduces-students-and-community-to-cyber-careers-301248170.html?tc=eml_cleartime">mayors-cyber-cup-2021-introduces-students-and-community-to-cyber-careers-301248170.html?tc=eml_cleartime</a>	
6. Academic Senate Report	Exec. Board	<p>-Congratulations to Sabrina Jimenez, Renee Azenaro, Chris Olivera and Cheryl DiBartolo who have achieved Tenure!</p> <p>-Academic Senate voted to support CurriQnet for new curriculum software</p> <p>-We went over that proposed definitions for white privilege white supremacy and systemic racism and gave feedback</p> <p>-Changed name from District Assembly to Chancellor’s Council</p> <p>-Discussion on course CAPS for fully online classes moved to 46 for Fall</p> <p>-Went over mission vision and values, recommended adding one for sustainability, and include acknowledgement of the traditional indigenous land that the campus is located on and the removal of participation barriers to make sure outdoor recreation on campus is equitable.</p> <p>-There will be a Course CAPS taskforce to look at Course Caps to make sure there is more equity throughout the campus</p> <p>-Keith requested to put CAPS and draft Task Force on the next Chair’s Agenda</p>	
7. CTA	McLaren	<p>-Negotiations made and new proposals posted on website</p> <p>-Podcast on mental health resources can be found on the SBCCDTA website</p> <p>-The MOU for reimbursement on expenses related to working from home was extended, first reach out to the Division or Campus first to get approval, and then get reimbursed</p> <p>-Spring Conference coming up on April 22-24 register at CCA4us.org        -Register as a non-delegate for free, it is a virtual conference</p>	
<b>Wrap Up</b>			
<b>Future Agenda Items</b>		<p>-- Faculty Chairs Training (first mtg of fall sem.)</p> <p>-- Budget Review (first meeting in February)</p> <p>-- FT hiring prioritization for Fall 2021 (Feb.)</p> <p>-- Review Chairs Manual (first meeting in March)</p> <p>-- Chair of Chairs voting (first meeting in April)</p>	

		-- Career and Academic Pathways report -- CAPS and draft Task Force	
<b>Announcements</b>		-Krista gave a reminder to please participate in the Library Taskforce Satisfaction survey	
<b>Adjournment</b>		10:28am	
<p style="text-align: center;"><b>Mission Statement</b></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;"><b>Vision Statement</b></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;"><b>Institutional Values</b></p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>	