

Crafton Hills College Faculty Chairs Council Minutes

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

<u>XX</u> _____ Renee Azenaro/Mark McConnell	<u>X</u> _____ Jonathan Anderson
<u>XX</u> _____ Brandi Bailes/Danielle McCoy	<u>X</u> _____ Breanna Andrews
<u>XX</u> _____ Jeff Cervantez/Julie McKee	<u>X</u> _____ Laurie Green
<u>XX</u> _____ Danny Rojas/Michael Sheahan	<u>X</u> _____ Kenny George
<u>XX</u> _____ Jimmy Grabow/Ernesto Rivera	<u>X</u> _____ Krista Ivy
	<u>X</u> _____ Colleen Hinds
	<u>X</u> _____ Meridyth McLaren
	<u>X</u> _____ Sam Truong

Others Present:

X _____ Kirsten Colvey
 _____ Elizabeth Lopez/Alyssa Taylor
 _____ William Van Muse
X _____ Delmy Spencer
 _____ Christina Sweeting
 _____ 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	
Approval of the minutes	Andrews		Move to approve by C. Hinds Second by D. Rojas Minutes approved.
Follow Ups	Andrews	<ul style="list-style-type: none"> - FT Hiring Prioritization (10 minutes) - Met with Gio last week to talk about needs, growth, and history. - Working with Artour during the month of March - Gio suggested using partnership data for industry projections for growing fields or what direction student's degrees are headed - Knowing the industries with growing demand allows us to better prepare our students by having the full-time faculty to support those areas. - History: It is too cumbersome to find how long the positions have been listed on the PPRs. Best practice would be to notate when it first appeared on your PPR. If you have positions you are trying to fill, find the first year it was requested and add the date to the Ongoing Full Time Faculty Hiring Prioritization List found on SharePoint. 	

		<ul style="list-style-type: none"> - Report will be available end of March or early April and we can make revisions if needed. - The goal is to have this done by the end of the Academic Year and use it going forward 	
Information, Discussion, and Business			
1. Library Task Force	Ivy	<ul style="list-style-type: none"> -Please complete the Library survey and pass this info on to other program faculty -Krista asked to attend a department meeting at least once a year to address any needs in your area and talk about survey results 	
2. Review Chairs Manual	Andrews	<p>https://sbccd.sharepoint.com/sites/ChairsCouncil/Shared Documents/Forms/AllItems.aspx?id=%2Fsites%2FChairsCouncil%2FShared Documents%2FFaculty Chair Handbooks and Lists of Duties%2F2020 Faculty Chair HANDBOOK%2Epdf&parent=%2Fsites%2FChairsCouncil%2FShared Documents%2FFaculty Chair Handbooks and Lists of Duties</p> <p>Chairs Manual reviewed.</p> <ul style="list-style-type: none"> -Keith suggested adding the scheduling timeline to the manual -Laurie suggested adding Part-Time Faculty Information Seniority List, it would be best to add this in the Part-Time Faculty On-boarding layout, found on page 10. Add a selection process/seniority list. -Brandi suggested adding a sample form on how we get the availability info from the adjuncts -Colleen suggested adding a timeline (board due dates) for hiring, federal work study, student workers and iSeek students <p>Suggested Timeline for Chairs Document- added to March “Interview and recommend hire for any openings (note: a request for equivalency will extend this process).”</p> <ul style="list-style-type: none"> -Colleen and Laurie will brainstorm on the process of Additional Hires (federal work study, student workers and iSeek students) to be added to the Chairs manual -Suggestion made to add information on how to calculate faculty load and load limits, as well as one-time exceptions. -Keith suggested putting a link to the informer report that checks the total load for each instructor -Keith will put in a request for all Chairs to have access to Informer. If you do not want access, please let Keith know. -Keith will provide a brief introduction and training on Informer next Chairs meeting -For Summer, adjunct Part-Timers do not have a load limit. Technically, the 67% applies to Fall and Spring. However, if Keith sees that there is a consistency of adjuncts going over the 67% in the Summer it will be addressed. -Full-time can only teach 50% of the load during Summer 	

		<p>-Please provide your suggestions/edits to Breanna before Monday, March 15th.</p> <p>-Laurie asked to add intellectual property rights to Canvas Shells; Breanna will have this included in the All-Faculty Handbook</p> <p>-Under Travel, will add new conference forms since AC-9 and 10 are now combined</p> <p>-Distance Education section page 41- Suggestion made to have Cynthia Hamlett review it to make sure it is up to date and follows the current process.</p> <p>-Keith also suggested providing a link to the process rather than defining it since it changes often</p> <p>-Breanna will make the edits and will bring this document back to the next Chairs meeting.</p>	
Standing Reports			
3. VPI Report	Wurtz	<p>-Talked to Roger at the Bookstore about the process of book adoptions</p> <p>-Everything is pulled from Canvas in the backend so cannot provide an auto-renew option</p> <p>-The bookstore does not know OER information until the schedule comes out</p> <p>-Roger will Cc all the Chairs for book requests</p> <p>-Auto adopt is based on instructor of the course, if there is a different instructor, they do not auto adopt</p> <p>-Send information to Roger and Cc Keith for blanket textbooks that do not change no matter who teaches the course</p> <p>-Went over scheduling timelines with Roger since it impacts book ordering</p> <p>-This semester, the Schedule will go live on March 19th.</p> <p>-Going forward, Keith would like to move the Summer publish date to February 15th and Fall would be March 15th. This would provide 4 weeks for book orders:</p> <ul style="list-style-type: none"> • Summer book orders due by March 15th • Fall book orders due by April 15th <p>-If you want to make orders now please send Follett an email, Deadline for Summer and Fall is April 15th</p> <p>-Scheduling Timeline will be added to Chairs handbook</p>	
4. VPSS Report	Spencer	<p>-Delmy met with Michelle regarding the website</p> <p>-The Website will have the following headings:</p> <ul style="list-style-type: none"> • Academic Support • Student Services • Support Programs 	

		<ul style="list-style-type: none"> • Campus life <p>-Each menu will have an alphabetized drop-down list of options</p> <p>-Also met with Sierra college and found a workaround to provide students with the ability to register for their courses from their Ed Plans.</p> <p>-This could be implemented as soon as next Fall, if not by next Spring.</p>	
5. Deans Report	Deans	-Nothing to report	
6. Academic Senate Report	Exec. Board	<p>-Approved the statements on freedom of expression</p> <p>-Mike gave update on plans for modifications to Campus</p> <p>-No updates on Social Media</p> <p>-District Assembly- Jose has requested to reorganize the function of District Assembly to make it a better committee</p>	
7. CTA	McLaren	<p>-Passed our counter on evaluations</p> <p>-Main change is proposing an A/B evaluation for Tenured faculty</p> <p>-CTA proposed compensation for full-time faculty completing adjunct evaluations</p> <p>-DE Training proposal please note the items highlighted in yellow, these are items that CTA does not agree with</p> <p>-The District pulled lecture "CAPS"; the Union is working on a Workload proposal</p> <p>-Keep an eye on the website for updates and proposals</p> <p>-Mandatory training for COVID is not overdue, Meridyth is checking to see if this is mandatory (OSHA/CDC Requirement) or if it is just suggested training. She will update as soon as she finds out.</p> <p>Lab and Lecture Parody .667 is established by Ed Code.</p> <p>-Under the new format part-timers will be able to teach less but earn more, it is an increase in pay.</p> <p>-The new format will have an impact on those who use a lot of part-timers, they will need more people to teach courses.</p> <p>-This also means that Full-timers will also be teaching fewer classes and labs, these courses will need to be back-filled by others.</p>	
Wrap Up			
Future Agenda Items		<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> <p>-- Review/Training on Informer (next Chairs meeting)</p>	
Announcements		-Julie announced Honors T-shirts are in	
Adjournment		10:07am	
Mission Statement		Vision Statement	Institutional Values

<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>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>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>
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