

# Crafton Hills College Faculty Chairs Council Minutes

**Date:** April 02, 2021

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

**Next Meeting:** April 16, 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 Andrew
<u>XX</u> _____ Jeff Cervantez/Julie McKee	<u>X</u> _____ Laurie Green
<u>X</u> _____ Danny Rojas/Michael Sheahan	<u>X</u> _____ Kenny George
<u>XX</u> _____ Jimmy Grabow/Ernesto Rivera	<u>X</u> _____ Colleen Hinds
	<u>X</u> _____ Meridyth McLaren
	<u>X</u> _____ Sam Truong

**Others Present:**

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

**Guests:** Sabrina Jimenez, Shella Scott, Josh Robles, Cheryl DiBartolo

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:02am	
Approval of the minutes	Andrews		Motion to approve by B. Bailes; second by C. Hinds.  Minutes Approved
Follow Ups	Andrews	Spring 2022 Scheduling (Starfish data?) Faculty Chairs handbook edited.  -Most current version of the Faculty Chair Handbook is up on SharePoint  -Hard copy is available and will be posted online  -If you would like a hard copy, please write your names down in the chat  -Please work on Spring 2022 Scheduling  -Please send Chairs nominations to Kelly	
<b>Information, Discussion, and Business</b>			
1. Guided Pathways Exploratory Maps	GP team	-Guided Pathways Exploratory Maps are designed to meet students' needs who are undecided or not career-focused	

-Ensures that students meet GE requirements as they move along their exploratory focus

-This is for students that feel that they do not belong to a specific Career and Academic Pathway and want to explore all their options

-The Exploratory Cap is created based on units for a Part-Time student, but can be adjusted based on the student's needs

**Creative and Fine Arts, Communication and Design Map**

-Please add MUSIC 100 to second semester of Creative and Fine Arts, Communication and Design

-Please add ART 103 to first semester

-For Math, please list the classes in order of unit increase

-When this goes, live, it will provide the course title and unit count

-Please add MATH 115 to Business and Industry

-Please list Math 110 as the primary class and list Math 102 and MATH 115 as secondary options

**Science, Technology, Engineering and Mathematics Map**

-Please edit the Disclaimer to "Students may place or Challenge into higher Math Course (Math 250). Visit the Test Center for more information.

-Both semesters list MATH 102 and MATH 103

-Please add HEALTH 263 / HEALTH 265

**Public Safety & Health Services Map**

-Please add HEALTH 263 / HEALTH 265

**Exploratory Map**

-Please add ART 103

-Add Health 265/ Health 267

		<p>-Please add MUSIC 100 to first semester</p> <p>-Please add PHYSICS 100</p> <p>-Please add ASL 115</p> <p><b>Society Behavior and Culture Map</b></p> <p>-Please add ART 103</p> <p>-Please add Health 267 to second semester under title, "Cultural Anthropology or Cultural Geography or World Regional Geography."</p> <p>-Please add ASL 115 in first semester, under title "Child Growth and Development or General Psychology or Intro to Sociology."</p> <hr/> <p>-Please take this back to your departments for review and suggestions</p> <p>-Please contact Shella, Sabrina and Josh with any questions or suggestions to add courses</p> <p>-Hoping to get these Maps completed by next Fall.</p> <p>-Would like to incorporate these Maps to Starfish and Ed Planning</p>	
2. Course Caps and Taskforce	Wurtz	Table for next meeting, Keith needs more time with the data.	
3. Chair of Chairs Nomination & Voting	Andrews	On hold, to figure out logistics for voting procedure	
4. Informer Intro and Training	Wurtz	<p>-The Handbook references Informer report. The first has to do with checking the load of adjunct faculty to ensure they are not over the .67 percent threshold.</p> <p>-Informer Link:  <a href="https://informer.sbccd.cc.ca.us:1443/?locale=en_US">https://informer.sbccd.cc.ca.us:1443/?locale=en_US</a></p> <p>-Use your computer network login.  C= Crafton  Enter Semester= 2021SP  Enter Last Name hit launch report.</p> <p>*It will calculate the load for the instructor for the entire District.</p> <p>-Instructors can work over the .67 threshold as</p>	

		<p>long as it is not consistent, talk to your Dean first</p> <ul style="list-style-type: none"> <li>-Instructors cannot be over .67 back-to-back semesters, there will be a concern with that</li> <li>-Cannot be over .67 three semesters in a row</li> <li>-Max load for full time faculty: 7-hour overload limit. Faculty Load should be 0.95 to 1.05.</li> <li>-You can use the report to contact students with emails/phone numbers</li> <li>-Load calculator is also linked in the handbook</li> <li>-Link here:  <a href="https://www.craftonhills.edu/about-chc/research-and-planning/documents/scheduling-calculator.xlsx">https://www.craftonhills.edu/about-chc/research-and-planning/documents/scheduling-calculator.xlsx</a>.</li> <li>- This is used for checking hours</li> <li>- Enter the number of units and it will tell you what the minimum/maximum contact hours are</li> <li>-Colleague and Informer load should be identical</li> </ul>	
<b>Standing Reports?</b>			
5. VPI Report	Wurtz	<ul style="list-style-type: none"> <li>-We are planning for face-to-face for Spring 2022, but things may change</li> <li>-Sticky Fridays scheduled on Friday, April 30<sup>th</sup></li> <li>-Keith will send out an email update about renovations of rooms</li> <li>-We do not have to worry about spacing issues for Spring 2022 when planning room assignments</li> <li><b>Question</b>-Can we survey students to see how many would be interested in Online courses? <ul style="list-style-type: none"> <li>- Keith will follow up on the survey request.</li> </ul> </li> <li>-Keith is open to scheduling remote classes for Spring 2022, but please give him until Monday to get more information and he will provide an update</li> <li>-Chairs/Division define what is best for instruction whether remote or in-person, please reach out to your Deans if facing any issues</li> <li>-On the CTA Union website there is an MOU</li> </ul>	

		<p>Incentive is in progress for receiving \$750 for DE training, this opportunity is extended to Part-Time and Full-Time Faculty</p> <p>-Please follow the seniority list over the summer</p>	
6. VPSS Report	Spencer	Nothing to report	
7. Deans Report	Deans	<p>Kay-nothing to report.</p> <p>Kirsten-</p> <p>-Planning a SOAR event for students that need help with any matriculation processes on Saturday, May 22<sup>nd</sup></p> <p>-SOAR event for High Schools is on April 14<sup>th</sup></p> <p>Van- Nothing to report</p> <p>Dan-</p> <p><b>Strong Workforce Veterans project</b></p> <p>-Building a platform for the assessment of credits</p> <p>-Will reach out to faculty primarily in CTE area, Academic Senate and Student services</p> <p>-Project for Veterans, rewarding them credit for MOS training or experience</p> <p>-Close to credit for prior learning legislation, but it is a separate initiative, it is a Regional Strong Workforce project</p> <p>-This project primarily centers around courses around CTE like Fire Tech, EMS, Respiratory, Rad Tech, etc. but has the potential to grow to other areas.</p> <p>-Information/sessions to come</p>	
8. Academic Senate Report	Exec. Board	<p>-Faculty of the year, Part-Time Faculty of the year and Staff of the year due April 9<sup>th</sup></p> <p>-Convocation will be posted on the website</p> <p>-Commencement is May 26th</p> <p>-Elections are coming up for President, Secretary and Historian</p> <p>-There will be a new Chancellor's Council update</p> <p>-CAP update coming soon</p> <p>-Our suggestions for Mission, Vision and Values</p>	

		<p>were sent to Crafton Council</p> <ul style="list-style-type: none"> <li>• Land recognition part was moved to Respect, the access part was moved to Inclusion.</li> <li>• Mike will take over sustainability and revamp it.</li> </ul> <p>-Next meeting, going over AP5500 BP5500</p> <ul style="list-style-type: none"> <li>• Breaking up into groups for review. If anyone is interested, please invite faculty to Academic Senate.</li> <li>• It would be great to have Delmy, Kirsten and Joe attend for any follow-up questions.</li> <li>• A campus wide invitation will go out for the AP/BP review and update</li> </ul>	
9. Guided Pathways/CAPs Report	Grabow/Rivera	<p>-As counselors, we do not want students to think that Guided Pathways are Ed Plans</p> <p>-Summit is in April and Ernesto will share updates</p>	
10. CTA Report	McLaren	<p>-Check website as much as possible for updates</p> <p>-Elections: Rep positions available</p> <p>-Call for nominations and timeline will go out next week</p> <p>-CCA Conference is virtual <a href="http://www.cca4us.org">www.cca4us.org</a></p> <ul style="list-style-type: none"> <li>• Register as a non-delegate and you can join whatever meeting you like.</li> <li>• No charge to attend.</li> </ul> <p>-MOU proposal to address issues with BIPOC faculty to start conversation for faculty who are asked to participate in events simply because of their background or the color of their skin, their culture and it is not always recognized as work</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> <p>-- Course Caps &amp; Taskforce</p> <p>-- Chair of Chairs Nomination &amp; Voting</p>	
<b>Announcements</b>		<p>-Hiring tutors for next year, if you have students that would be outstanding tutors, please send recommendations to Karen. Encourage them to go to our Tutoring website to apply.</p>	
<b>Adjournment</b>		10:51am	

<b>Mission Statement</b>	<b>Vision Statement</b>	<b>Institutional Values</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.	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.	Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.