

# Crafton Hills College Faculty Chairs Council Minutes

**Date:** August 20, 2021  
**Place:** Zoom 9:00-11:00AM  
**Next Meeting:** September 3, 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"/> Danielle McCoy	<input checked="" type="checkbox"/> Breanna Andrews
<input checked="" type="checkbox"/> Jeff Cervantez/Julie McKee	<input type="checkbox"/> Laurie Green
<input checked="" type="checkbox"/> Danny Rojas/Michael Sheahan	<input checked="" type="checkbox"/> Kenny George
<input type="checkbox"/> Jimmy Grabow/Ernesto Rivera	<input checked="" type="checkbox"/> Colleen Hinds
	<input checked="" type="checkbox"/> Meridyth McLaren
	<input checked="" type="checkbox"/> Sam Truong

**Others Present:**

<input type="checkbox"/> Elizabeth Lopez
<input checked="" type="checkbox"/> Van Muse
<input checked="" type="checkbox"/> Ivan Peña
<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

**Guests: Mike Strong**

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:04am	
Approval of the minutes	Andrews		Move to approve by D. McCoy  Second by: J. Anderson  Minutes Approved
Follow Ups	Andrews	Please send course syllabi at the start of the semester: to the dean and admin assistant. Sending course syllabi to the dept. chair and Tutoring Center (Nick Reichert) is optional.	

**Information, Discussion, and Business**

1. Intro of all Chairs and Review of Chairs duties... and color selection ?? <b>Choices:</b> pink, red, maroon, orange, apricot, yellow, lime green, green, forest green, teal, cyan, blue, navy, purple, lavender, magenta	Andrews	<ul style="list-style-type: none"> <li>• Business and Economics: Peruse faculty chair handbook and reference guide</li> <li>• Communication and Language:</li> <li>• Kinesiology and Health:</li> <li>• Multimedia, Information Tech, Non-Credit:</li> <li>• Physical and Biological Sciences:</li> <li>• Social Sciences:</li> <li>• Allied Health Services:</li> <li>• Human Development:</li> <li>• Public Safety and Services:</li> <li>• English and Reading:</li> <li>• Fine Arts:</li> <li>• Mathematics:</li> </ul>	
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		<ul style="list-style-type: none"> <li>Library and Tutoring Center: Fall 2022 scheduling spreadsheet, SharePoint document will be ready to input schedules.</li> </ul> <p>Please choose to plug in department name next to a color and it will be transferred over</p> <p>Choose your department color here:  <a href="https://sbccd.sharepoint.com/:w:/r/sites/ChairsCouncil/_layouts/15/Doc.aspx?sourcedoc=%7BEE7D9004-E3FA-4345-95A4-5EA83735C5F2%7D&amp;file=Department%20Colors.docx&amp;action=default&amp;mobileredirect=true">https://sbccd.sharepoint.com/:w:/r/sites/ChairsCouncil/_layouts/15/Doc.aspx?sourcedoc=%7BEE7D9004-E3FA-4345-95A4-5EA83735C5F2%7D&amp;file=Department%20Colors.docx&amp;action=default&amp;mobileredirect=true</a></p> <p>Guide will be provided for Fall 2022, all data will be provided for Spring 2022 in September, Breanna will add this to the mid-September Chair's Meeting</p>	
2. Review Committee Charge and Norms	Andrews	<p>Review Committee Charge and Norms reviewed</p> <p>Added "encourage collaboration and conversations to promote equity driven, inclusive practices" to the Chairs Committee Charge and Norms</p> <p>Suggestion made to delete: "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."</p> <p>This is the only sub-committee that includes the above statement. The minutes are already available to the public.</p>	
3. COVID Q&A	Andrews/Bailes/Wurtz	<p>Update: 3 students have been exposed to COVID outside of Crafton or later were found to have tested positive</p> <p>5 sections have been impacted</p> <p>Classes moved to remote for a week and will come back Aug. 31<sup>st</sup></p> <p>Example: One student was sick before the school year began, got tested on Friday, went to school on Monday because they felt better, and then found out Tuesday they had COVID.</p> <p>Mask wearing is mandatory in the classrooms</p>	

		<p>There is a possibility that we will go back remote this semester</p> <p>Spring semester, we will work on directions and guidelines</p> <p>We need to plan Spring the way we have for Fall. More classes should be offered remotely, less offered on campus</p> <p>Timeline for going back remote, Chancellor's cabinet will make the decision</p> <p>Mike Strong said that he will work with Michael Nguyen to share the information that's given to the students when they test positive, so we can see what the students will be asked and what the clearance requirements will be.</p> <p>Events on campus- We utilize the guidance from Chancellor's cabinet</p> <p>Non-mandatory events should not be held</p> <p>Event's must be cleared by the Chancellor's cabinet</p> <p>Sample syllabus language for Camera's on policy:  <a href="https://www.craftonhills.edu/faculty-and-staff/online-campus/documents/cameras-on-policy-statement.pdf">https://www.craftonhills.edu/faculty-and-staff/online-campus/documents/cameras-on-policy-statement.pdf</a></p>	
<p>4. Update Course Offering Matrix</p>	<p>Rivera/Grabow/Andrews</p>	<p>Scheduling Matrix Updates:  <a href="https://sbccd.sharepoint.com/:x:/r/sites/ChairsCouncil/_layouts/15/Doc.aspx?sourcedoc=%7B0D44E019-A99F-4B65-ADFC-04630458DB19%7D&amp;file=Course%20Offering%20PATTERNS.xlsx&amp;action=default&amp;mobileredirect=true">https://sbccd.sharepoint.com/:x:/r/sites/ChairsCouncil/_layouts/15/Doc.aspx?sourcedoc=%7B0D44E019-A99F-4B65-ADFC-04630458DB19%7D&amp;file=Course%20Offering%20PATTERNS.xlsx&amp;action=default&amp;mobileredirect=true</a></p> <p>Update scheduling matrix and make sure that we are offering courses when we say we offer these courses during specific semesters</p> <p>Any changes, please highlight in yellow and Kristina will go in and recognize what's new and update education plans as needed</p>	
<p>5. Identify Orphaned Disciplines and # of FT faculty for all other disciplines</p>	<p>Andrews/Bailes</p>	<p>Orphaned and FT faculty count:  <a href="https://sbccd.sharepoint.com/:x:/r/sites/ChairsCouncil/_layouts/15/Doc.aspx?sourcedoc=%7B567D0E4F-ED83-4E32-A929-3DD1BA51EE08%7D&amp;file=Discipline%20List.xlsx&amp;action=default&amp;mobileredirect=true">https://sbccd.sharepoint.com/:x:/r/sites/ChairsCouncil/_layouts/15/Doc.aspx?sourcedoc=%7B567D0E4F-ED83-4E32-A929-3DD1BA51EE08%7D&amp;file=Discipline%20List.xlsx&amp;action=default&amp;mobileredirect=true</a></p>	

		<p>Understanding our course disciplines</p> <p><u>Discipline List:</u></p> <p>Look at column A and give a count of full-time faculty members, if orphaned just put 0</p> <p>Orphaned discipline: No full-time faculty member</p> <p>Delete the whole row for courses that shouldn't be there, feel free to make edits on courses that fall under your department</p> <p>Orphaned discipline: Discipline where the instructor left, and needs to be replaced</p> <p>Orphan discipline: Discipline developed and created with no instructor</p> <p>In Academic Senate this topic came up and they were trying to get a count of how many faculty are in the orphan disciplines, where are they and how can we help track them to make sure they're being represented.</p>	
6. Course Caps and Taskforce	Wurtz	<p>Not going to do anything with Course Caps this year.</p> <p>Will start on the second meeting in January.</p>	
<b>Standing Reports</b>			
7. VPI Report	Wurtz	<p>Reduce face-to-face instruction for Spring 2022</p> <p>Keith will provide instructions on Monday</p> <p>UPDATE: Enrollments are down, there was an error in the database and, we are 16% down from last semester</p> <p>Valley is down 19% from last semester</p> <p>Working on developing CARE packages filled with supplies that may be needed (like math and tutoring center) for instruction that the students can use and keep.</p>	
8. VPSS Report	Spencer	<p>If students have symptoms of COVID do not send them to the Health Center, please have them go home and connect them to County resources. The Health Center is not equipped to handle COVID issues</p>	

		<p>Information will be updated on the website and information will be forwarded to everyone</p> <p>Brandi asked to make a sample announcement to put on Canvas regarding this information. Delmy will send that out.</p> <p>Student services are offering hybrid services</p> <p>For the signage that “Student IDs are done remotely,” Brandi asked if we can we get a QR code instead of a web-address and change the wording of what “remotely” meant.</p> <p>Counseling services - Appointments are in high demand, please encourage students to log into Cranium Café to schedule appointments.</p>	
9. Deans Report	Deans	<p>Weiss: Online and face-to-face tutoring is available as well as Library services.</p> <p>Muse: Nothing to report</p> <p>Word: Nothing to report</p> <p>Pena: For Counseling, they are working three different modalities: Front Desk, Phones and Cranium Café</p> <p>Large influx of students coming in</p> <p>Working on different strategies to alleviate this influx</p> <p>Students are having a difficult time getting add codes</p> <ul style="list-style-type: none"> <li>• Process: Faculty member gets the add codes from the Dean’s office and it is up to each Instructor to distribute them, if class is full capacity, the Instructor decides whether to add or not</li> </ul>	
10. Academic Senate Report	Exec. Board	<p>Just finished plenary and making changes to how joining works</p> <p>Increasing part-timer seats from 4 to 8</p> <p>Updating by-laws to allow areas to nominate a part-timer to take your full-time seat</p>	

		<p>Example: Vonny represented Kinesiology as a part-timer seat, but she can take a seat as a senator</p> <p>Zoom rooms: spaces on campus where students can zoom (Stem Center, Library and Tutoring Center) and have a place to charge their electronics</p> <p>Outdoor tutoring is available, students can request to meet with a tutor outside</p> <p>Outdoor classrooms are an option, talk to Keith for outdoor spaces to book, or get a portable whiteboard</p>	
11. Guided Pathways/CAPs Report	Grabow/Rivera	<p>The guided pathways team has finished 2-year road maps. They will now start 3-year road maps</p> <p>Josh Robles and Shella Scott will be reaching out for help and guidance in building the road maps</p>	
12. CTA Report	McLaren	<p>CTA Negotiations team has not met yet</p> <p>Pizza was on campus for faculty on Wednesday</p> <p>There will be upcoming CTA Union meetings on campus, and they will continue to provide food if it's still safe to do so</p> <p>CTA Union Meetings - No formal announcements are made, it is not a formal meeting, will still need to listen to the podcast for updates</p>	
<b>Wrap Up</b>			
<b>Future Agenda Items</b>		<ul style="list-style-type: none"> <li>-- Faculty Chairs Training and update course offerings matrix (first mtg of fall sem.)</li> <li>-- Budget Review (first meeting in February)</li> <li>-- FT hiring prioritization for Fall 2021 (February)</li> <li>-- Review Chairs Manual (first meeting in March)</li> <li>-- Chair of Chairs voting (first meeting in April)</li> <li>-- Sticky-less Friday (April and November)</li> <li>-- Please send Breanna any agenda items</li> </ul>	
<b>Announcements</b>		<p>It is that time of the semester... if you are interested in signing up your department for one or more Starfish Automatic flags, please let Breanna Andrews know. We have our two regular flags (low grade and not logging in to Canvas), and we are now piloting a "missing assignments" flag.</p>	

		<p>McConnell: Any word on extending the relaxation of the Brown Act to keep meeting online?</p> <p>Answer: It expires when the Governor's emergency order extends. However, technically we are following it with modern technology because the telecommuting location is public (internet).</p> <p>Keith said all committee meetings will be zoom for the whole semester</p> <p>Azenaro: Gallery will display Faculty Art</p> <p>Personal News: My child published in New Yorker magazine and is now part of the contributing roster of artists</p> <p>And own work has been exhibited in the Irvine Fine Arts Center and will be seen in the Huntington Beach Fine Arts Center as well.</p>	
<b>Adjournment</b>		10:12am	
<p><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><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><b>Institutional Values</b></p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>	