

Crafton Hills College Faculty Chairs Council Minutes

Date: September 03, 2021
Place: Zoom 9:00-11:00AM
Next Meeting: Sept. 17, 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.

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	X ___ Laurie Green
XX ___ Jeff Cervantez/Julie McKee	X ___ Kenny George
X ___ Danny Rojas/Michael Sheahan	X ___ Colleen Hinds
X ___ Jimmy Grabow/Ernesto Rivera	X ___ Danielle McCoy
X ___ Jonathan Anderson	X ___ Meridyth McLaren
X ___ Breanna Andrews	X ___ Sam Truong

Others Present:

X ___ Elizabeth Lopez
X ___ Van Muse
X ___ Ivan Peña
X ___ Delmy Spencer
X ___ Christina Sweeting
X ___ Kay Weiss
X ___ Dan Word
X ___ Keith Wurtz

Guests: Brandi Bailes

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 D. McCoy Minutes approved pending edits
Follow Ups	Andrews		

Information, Discussion, and Business

1. Credit by Exam and Course Challenges	Spencer	<p>Request to waive the unit requirement for credit by exam must be approved by the VPI for special circumstances (i.e., ASL student raised in a household with deaf parents).</p> <p>EQ = Equivalency</p> <p>EQ should not be given to course challenge; it would be a pre-req override.</p> <p>EQ wording "Counseling will enter the EQ in Colleague with note, if approved," should be moved under Credit by Exam</p> <p>Different process for a challenge, Frances' office in outreach to provide a pre-req override</p> <p>Once edits are made, Breanna will send it out</p>	
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<p>2. Summer and Fall 2022 Course Schedule Planning</p>	<p>Wurtz/Lopez</p>	<p>Spring schedule is due end of Friday next week and will be published following week; must be 75/25.</p> <p>Spring schedule is due Friday, Sept 10th</p> <p>Summer data will be added to the agenda for next chairs meeting following September 20, 2021.</p> <p>The emergency/remote instruction addendum still applies.</p> <p>Keith will track the percentages institution wide on a regular basis and will adjust accordingly.</p> <p>If it meets on campus it counts as Face-to-face or if it means online, it will count as 75 remote</p> <p>Hybrid sections receive a section number in the 70s for DE51</p> <p>Please note that the proportions are based on other codes, not section number</p> <p>There is a concern with students struggling with Math and Science courses that are remote</p> <p>Please be conscious of the courses when assigning the 75/25 percentage. Please consider having balance within the division and departments for students.</p> <p>Veteran students require a certain percentage of classes that must be face to face to continue receiving VA benefits. Veterans Counselor reported that we are losing veteran students because of mostly online offerings.</p> <p>What additional resources do students need? If you have some DI groups struggling, please make a recommendation for SI or embedded tutoring, we have one time equity funds to provide resources to use in the Spring semester on engagement, or activities to support these groups</p> <p>Some colleges are working with DI students early on, having workshops on how to be a successful online student.</p> <p>Please keep in mind that we are serving the most disproportionately impacted students, and these students need in person classes</p> <p>Workshops are available and ready to go to assist students. If you have a group of students needing assistance, please reach out to Kay for embedded tutors or workshops on how to be a successful student</p>	
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		<p>Kay will check with Nick and Karen to see if there's any in-house workshop videos.</p> <p>Colleen suggested reviewing Canvas- Can we see how much time is spent on certain activities? Are they not doing the work? -This could help the students become aware of the time they are spending on class assignments/activities.</p> <p>To meet the needs of different student populations like veterans and address the possible disproportionate impact within courses, if possible, please schedule at least one section as face-to-face and least one section as synchronous remote (i.e., regularly scheduled meeting time online).</p>	
<p>3. Single Point Application for Students</p>	<p>Bailes</p>	<p>Single Point Application for students is going through the Institutional Effectiveness Committee.</p> <p>One application to register for both campuses: Crafton and Valley</p> <p>If anything is missing, please send email to Brandi</p> <p>If there are two sets of applications, there are two sets of fees; if there is one application then there would only be one set of fees.</p> <p>If you are aware of similar classes that may be named differently, please send over that information to Brandi.</p> <p>And please look over the pre-req process.</p> <p>Course outline of record shows equated courses between Valley and Crafton</p>	
<p>4. Student COVID survey</p>	<p>Andrews</p>	<p>Spring influenced by data provided by region 9 community colleges. Found a proportion of face-to-face sections in relation to enrollment</p> <ul style="list-style-type: none"> • If face to face offerings is lower, enrollments are higher <p>This helped with decision for Spring for 75/25</p> <p>Reviewed student covid survey for any edits</p> <p>Suggestions to edit:</p> <p>Question #1 add outdoor classes as an option for instruction</p>	

		<p>Side suggestion: Could we offer a future survey that focuses on student language in reference to asynchronous, synchronous? Use language that students are comfortable with</p> <p>Question #3 method of service delivery- add phone calls or texts to communicate with students</p> <p>Second page: Question: hours of operations – add different hours like 5pm-9pm at night. Can we be more innovative with availability?</p> <p>Third page: Suggestion made to provide a spectrum of choices, maybe a set of 4 or 5 emojis of expressions to gauge level of concern or rate your concern from 1-5 instead of a yes or no answers</p> <p>Can we change COVID-19 to COVID because of the other variants</p> <p>Next page: Do you intend to register for Spring 2022? If yes, it will display a list of courses that they would most likely enroll</p> <p>EDIT suggestion: Please take the dash out of micro-biology</p> <p>Question: What factors are having the biggest influence on whether you register for Spring 2022 classes? No edits suggested.</p> <p>Nest page: For the question regarding ethnicity, suggestion made to add “other” instead of decline to state</p> <p>And please add “other” instead of decline to state for gender.</p> <p>Caucasian terminology - will split the question in two and align with census to distinguish between white or Caucasian</p> <p>Suggestion made to add “different learning challenge” and “diagnosed or undiagnosed”</p> <p>Add learning challenges (e.g., social anxiety, test anxiety, Math anxiety, reading comprehension challenges...) *Delmy will work with Marty and Gio for wordsmithing</p>	
<p>5. GET SET</p>	<p>Andrews/Bailes</p>	<p>New taskforce brought to you by tutoring center</p>	

<p>(Growing Engagement in Tutoring and Supporting Embedded Tutors Taskforce)</p>		<p>Nick asked for any input and invited all to join</p> <p>If interested, please put name in the chat: Jonathan Anderson Sam Truong</p> <p>Otherwise, you can reach out directly to Nick to join this taskforce.</p>	
<p>Standing Reports</p>			
<p>6. VPI Report</p>	<p>Wurtz</p>	<p>Spring schedule- 75/25 is something we need to do to keep people safe, open to ideas and suggestions on how to meet student needs</p> <p>We can do one section on campus and one on Zoom</p> <p>Ideally, we should have at least one in person class for each course</p> <p>Liz has been working with College Net a software program to schedule rooms</p> <p>Deans will review and give input on what that software is doing to incorporate the feedback</p>	
<p>7. VPSS Report</p>	<p>Spencer</p>	<p>Enrollment is down in categorical programs like EOPS, CalWORKs and DSPS</p> <p>Please refer students to our programs</p> <p>The number of students we serve impacts funding</p> <p>Our Categorical Programs will be sending out flyers to faculty to share with students</p> <p>In StarFish, you can select student names and use the referral button at the top, every special department program is on the list to refer. If you recommend the student to EOPS, the student will see it and the department will see it too.</p> <p>However, if you refer to DSPS, it only goes directly to the office and not the student. DSPS office will follow up with the student.</p> <p>Suggestion made for Next In-service day- Training on identifying students who could use assistance and training on how to have those conversations with the student</p>	
<p>8. Deans Report</p>	<p>Deans</p>	<p>Ivan- Yucaipa Unified and Redlands Unified requested to start process on working on course offerings early on to recruit students</p> <p>Van- Scheduling for Spring, 75/25 is an institution split; some programs must be in-person.</p>	

		<p>Certain disciplines, need on-ground courses and some can operate fully online but look at the overall amounts to make sure we fall within the guidelines.</p> <p>Spring schedule is due Friday, Sept 10th</p> <p>Kay- Nothing to report</p> <p>Dan- we have some renewals for articulation agreements, emails will be sent out, please be on the lookout</p>	
9. Academic Senate Report	Exec. Board	<p>All are welcome to show up to Academic Senate meeting even if you are not a senator</p> <p>Share thoughts and feelings with your senator so you can be part of the conversation.</p> <p>Brand new committees are being formed, would like strong faculty representation.</p> <p>We have a bunch of fake students. Chaffey had sections where many students were fake.</p> <p>District has taken measures to take out bots When students respond in discussion, look for students that are only answering one question. Make sure you can interact with those students</p> <p>Census date is September 7th</p> <p>Working on getting sandwich boards for class in-session</p> <p>Working with facilities to add outdoor spaces like tables and specific hours to sit outside with your students to have discussions without your mask</p>	
10. Guided Pathways/CAPs Report	Grabow/Rivera	No new updates	
11. CTA Report	McLaren	<p>Next luncheon is Sept 15th</p> <p>Food will be available, it will be outside</p> <p>Looking at creating more opportunities for faculty to be involved without a huge commitment</p> <p>Any Faculty interested in posting on CTA social media posts? Email Meridyth or Josh Robles</p> <p>Evaluations are open and discussing tenure sections. This is an opportunity to make changes</p> <p>-Please provide more than just your opinion, please offer suggestions and changes to make the process better</p> <p>-MOU will be posted</p>	

		CTA Fall conference coming up and will be virtual and you can attend a session intermittently	
Wrap Up			
Future Agenda Items		<ul style="list-style-type: none"> -- Faculty Chairs Training and update course offerings matrix (first mtg of fall sem.) -- Budget Review (first meeting in February) -- FT hiring prioritization for Fall 2021 (February) -- Review Chairs Manual (first meeting in March) -- Chair of Chairs voting (first meeting in April) -- Sticky-less Friday (April and November) 	
Announcements		<p>Renee: Please visit the Art Gallery - our Visual Arts Faculty Exhibit is up for your viewing at the Gallery. Please enjoy a quiet, contemplative moment and view original artworks. On display until October 19th.</p> <p>Julie: Need two more people on the President's Circle; only \$100 a month. If you would like to join you can reach out to Carrie Audet or Michelle Riggs. They will be happy to sign you up!</p> <p>Mark: Where can we get the official word on the mask mandate? There are two posters in PAC that say different things.</p> <p style="padding-left: 40px;">Answer: Keith will have someone take down the posters regarding unvaccinated individuals. If you're inside you need to wear a mask unless you are alone.</p>	
Adjournment		10:36am	
<p style="text-align: center;">Mission Statement</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;">Vision Statement</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;">Institutional Values</p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>	