

Crafton Hills College Faculty Chairs Council Minutes

Date: September 17, 2021
Place: Zoom 9:00-11:00AM
Next Meeting: October 01, 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
 _____ Van Muse
 X_____ Ivan Peña
 _____ Delmy Spencer
 X_____ Christina Sweeting
 X_____ Kay Weiss
 _____ Dan Word
 X_____ Keith Wurtz

Guests: Krista Ivy, Steve Rush, Sabrina Jimenez, Lisa Mills, Giovanni Sosa and Brandi Bailes

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:02am	
Approval of the minutes	Andrews		C. Hinds motion to approve; second by J. Cervantez Minutes approved
Follow Ups	Andrews	<ul style="list-style-type: none"> - Send out updated Course Challenge vs. Credit by Exam Document (Delmy) As soon as Breanna receives the updated document, she will be sending it out to everyone - Reminder for Spring 2022 Edits (75% courses with no campus contact) was due last Friday, please complete ASAP, speak to Keith with any issues - Liz is entering last set of changes today, hoping to get everything posted by Monday 9/20. 	Motion to add a 75/25 split item course offerings to Spring by J. Cervantez; second by McCoy Addition to agenda approved

Information, Discussion, and Business

1. 75/25 split – Emergency meeting	Bailes/Jimenez Sutorus/Mills	<p>Concern among faculty that feel they are not represented in the on-campus conversation about the 75/25 split.</p> <p>There will be an Emergency Meeting on 9-29-21 regarding the 75/25 split</p> <ul style="list-style-type: none"> - Would like to have an opportunity to have faculty input 	
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- Brandi will send out an email with this announcement

VRC has concerns – students benefiting from GI bill who are not 50% on ground will not be awarded their housing allowance

Monthly BAH is based off time in seat; the length of the term determines the length of pay. If a student is enrolled in 12 units, and one is a short-term class and ends early, the student will go back down to 8 units and no longer receive BAH pay, only a small stipend amount. Student can go from \$2180/month down to \$600 payment.

This also affects anyone receiving monthly income from the GI Bill (the veteran and dependents.)

Suggestion made: Can we survey our veteran students to see which courses they need in the spring and ensure we have F2F options?

There has been a general pushback from faculty on serving students for modality because it's not something that we have done in the past, and they feel like it's undermining their voice and what modality is best for their area.

75/25 was determined by data found regionally in surrounding community college schools

- Regionally, data shows that there is a relationship between lower enrollments and a higher face to face

Student survey shows they want around 60% face-to-face

In working on the schedule, it will closely match what the students want in the survey

A paper face-to-face survey can be made, but this would not allow enough time to complete the Spring schedule

Suggestion made: Adding a simple button in a survey that asks if a student is registered in an "on ground" class currently can help with determining what % of that population is being surveyed

Suggestion made: Add evening classes. There are concerns over short-term on ground courses. Students who work full-time will need to change their schedules to attend on ground courses

		<p>Keith has been working with individual departments to find a balance in the schedule to help address the concerns about our veteran students.</p> <p>Lisa Mills- We lost veterans because they wanted on ground courses.</p> <p>Crafton serves as a transition place for veterans when they are going from military to civilian/student life</p> <p>Right now, business classes are difficult because these are short-term in person classes.</p> <p>Keith will make some adjustments in Business Dept to find a better balance.</p> <p>We can think about which majors are most popular so we can look at these and make changes to keep courses that would directly impact our Veterans.</p> <p>Suggestion made: if the veteran's ed plans and availability are updated in Starfish Kristina H. can run a report to see what courses they need and when.</p> <p>Laurie Green- CTE is not changing the face-to-face plan for spring</p> <p>Keith is working on finding a balance in the schedule</p> <p>Gio- In recent survey, students were asked if they took in-person classes and 32% indicated they were taking in-person classes</p> <p>We can look at Starfish data and ed plan data to get a handle on finding balance within the schedule</p> <p>Gio will reach out to Kristina H. to find information about Veteran Ed plans and see what students will be taking and when</p> <p>There will be a meeting on Wednesday, 9-29 and faculty will have an opportunity to provide feedback on the 75/25 split</p> <p>If faculty has concerns, please let Keith know now please don't wait until the meeting</p> <p>Keith will provide an open office hour for discussion</p>	
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<p>2. Faculty Library Satisfaction Survey Results</p>	<p>Ivy</p>	<p>Faculty Satisfaction survey results were shared</p> <p>The percentages of Not Applicable data show us that faculty don't understand how the library is important to their constituents.</p> <p>Krista will work on improving relationships with faculty and the departments and make sure that library resources are meeting the needs of their students</p> <p>Each department will have an assigned full-time librarian</p> <p>Interlibrary loan has a lot of dissatisfaction in the survey, faculty are not happy with the inter-library loan (ILL) service</p> <ul style="list-style-type: none"> - ILL services are not operational right now, Inland Empire Co-op is on hiatus and not loaning to outside agencies <p>Access to streaming media was low, so the library subscribed to Academic Video Online, will look at usage data</p> <p>Will continue to use the survey each Spring</p> <p>The library is constantly purchasing e-books, these books stay in perpetuity</p> <p>Made changes according to the feedback received.</p> <p>One suggestion was to extend hours; so online research help is now available until 10pm</p> <p>Another suggestion was to improve and collect materials that promote healthy lifestyles for students. (i.e., financial stability and cooking healthy)</p> <p>J-Store – Library now has J-store resources, they will continue to refine article subscriptions</p>	

		<p>Textbook collection is out-of-date, 3 or 4 editions old in library reserves</p> <p>Big news- library, stem and tutoring center was given \$40,000 to update textbook collections</p> <p>Currently working with the bookstore to identify print versions of textbooks to help students use a library copy for their classwork instead of having to buy one.</p>	
<p>3. FT Hiring Priorities: Choosing Weights</p>	<p>Andrews</p>	<p>Data goes through 20-21 not all columns are filled in because this is still a work in progress</p> <p>Variable's page shared- List that was created shows data points based off need, growth and history</p> <p>Reflects between the gaps between the awards and needs in the region</p> <p>Items highlighted in yellow are items that upper administration say are the most important factors for them</p> <p>Current Process: The information is looked at in the end of the academic year, priorities are moved forward, and the president's cabinet looks at it as a group and then the president makes the final decision</p> <p>Question: Should we think of a calculation or formula? To see how the items are weighted or just be presented with the data and figure out our own process and figure out our own rank?</p> <p>Suggestion: just be presented with the data.</p> <p>We can ask what administration takes into consideration when making decisions</p> <p>Gio suggested to add a data point – Gaps between the number of awards for a given region and the number of job openings in their region</p> <p>Gaps are a compelling argument we can make</p> <ul style="list-style-type: none"> - Are there offerings in your programs where there are gaps? <p>Sample Full Time Faculty Hire Request Sheet shared. This document would be used for Chairs to use in our process. We can use this form in February.</p> <ul style="list-style-type: none"> - Breanna will add gaps to the fulltime faculty hire request sheet and send it to 	

Academic Senate and see if it's something that can be included in PPRs.

Breanna will send this form out to Chairs and faculty leads can fill a form out if they would like.

Data points tell us there are significant gaps for many programs

Columns that have data, have gaps. If there is no information that means there are no gaps for that program or discipline.

We may have information for a more expanded region of Southern California, so it's not just limited to San Bernardino County or Riverside. Gio can look to see if L.A. County and Orange County can be included in this report

This is load re-assigned time for Fall and Spring

AA/AS Degree Gaps-

Job openings that require bachelor's degree linked back to a particular discipline; this ties in with transfer degree offerings.

This information is based on the average annual number of job openings relative to the number of awards

This is specific to the offerings we have at Crafton, but we can look at offerings that we aren't currently offering and see if we should be adding to our departments, Gio will share this information by email.

Comment made about using caution to do work as chairs when ultimately it comes down to administration.

Keep the list of variables and filter out the ranking as the data is provided for us. Just need the data set

FTEF is calculated by section count - how many full-timers do we have to teach the entire program

It's directly tied to load so if you have full load, it means you're teaching five classes that's equal with 1.0 load for that term.

Point made about how we have a history of spending a year on the process and then it changes. For example, last year 2 positions were moved forward and neither have been hired.

Suggestion made to add this form to PPR.

Standing Reports			
4. VPI Report	Wurtz	<p>Kristina H. is preparing the catalog for next year. If you are planning to delete a degree or certificate program, please let her know by Oct 1st.</p> <p>Curriculum committee will start talking about ways to incorporate diverse reading material and other things to add to course outline of record</p> <ul style="list-style-type: none"> - Keith would like input on ways we can do that <p>Update on Covid cases on campus-</p> <p>Only two sections had to go remote to date</p> <p>A student athlete tested positive for Covid and that affected one of the Teams</p> <p>Keith is tracking this in a database and can share this information</p> <p>There were some instances where students had symptoms and exposed class</p> <p>Overall, face-to-face is successful. However, Keith is worried about everyone's safety and it's one of the reasons we looked at the 75/25 schedule</p> <p>If there are any concerns with masking, let Keith know and he will address them</p>	
5. VPSS Report	Spencer	Absent	
6. Deans Report	Deans	<p>Ivan-</p> <p>DSPS workshop is being offered on Wednesday, 9-29 at 12pm</p> <p>Topics include:</p> <ul style="list-style-type: none"> -Disability laws under which the department operates -Identifying DSPS students -How students are eligible for these services -Student conduct issues related to DSPS -Services available -How to refer students <p>In addition, there will be an EOPS overview on how to refer students, and eligibility requirements for services</p> <p>This workshop is offered through Professional Development, there will be zoom access and it will be recorded</p> <p>Kay- nothing to report</p>	

		<p>Dan- Email report- Articulation agreements were sent out on Sept 3, please keep this on your radar.</p> <p>Career Education and Human Development Division is asking Chairs to help with completing certificates of achievement. Your signatures are needed, so please sign these certificates as soon as possible when you receive them.</p>	
7. Academic Senate Report	Exec. Board	<p>Currently looking at committee makeup to make some changes to see if we can reduce faculty committee burden</p> <p>Trying to revise academic senate community to help make the President's position more appealing</p> <p>Looked at the tenure review process</p>	
8. Guided Pathways/CAPs Report	Grabow/Rivera	<p>-Meetings are on the 3rd Thursday every month</p> <p>CAPS webpage will go live later in the semester, check it out here: https://www.craftonhills.edu/career-and-academic-pathways/index.php</p> <p>Please provide feedback to Shella Scott or Josh Robles.</p> <p>Shella will contact individual departments to update maps if needed. She will also contact you to update 3-year part-time maps</p>	
9. CTA Report	McLaren	<p>Email report:</p> <p>Reminder: Tenure Survey</p> <p>She may have updates after the emergency meeting</p>	
Wrap Up			
Future Agenda Items		<ul style="list-style-type: none"> -- Faculty Chairs Training and update course offerings matrix (first mtg of fall sem.) -- Plan Summer 2021 schedule (after Sept. 20th) -- Plan for Fall 2021 Schedule (after Oct. 15th) -- Fall 2021 Sticky-less Friday (November) -- 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) 	
Announcements		<p>Sam Truong- Zoom workshop for Health Care Career Programs on September 29th from 3-3:30pm; please share flyer with your students who may be interested</p>	
Adjournment		10:27am	
Mission Statement		Vision Statement	Institutional Values

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.