

Crafton Hills College Faculty Chairs Council Minutes

Date: October 01, 2021
Place: Zoom 9:00-11:00AM
Next Meeting: October 15, 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 ___ Jonathan Anderson	X ___ Danielle McCoy
X ___ Breanna Andrews	X ___ Meridyth McLaren
X ___ Jimmy Grabow	X ___ Sam Truong

Others Present:

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

Guests: Brandi Bailes

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:03am	
Approval of the minutes	Andrews		C. Hinds motioned to approve; second by L. Green Minutes approved
Follow Ups	Andrews	Nothing to report	

Information, Discussion, and Business

1. Spring 2022 Scheduling Updates	Wurtz	<p>Keith looked at the Ed plans for veterans to ensure that they had options to choose from for on ground courses to maintain their BAH.</p> <ul style="list-style-type: none"> - Looked at the top 8 courses, only one course didn't have an on-campus option: PHYSICS 251. Changed this course to hybrid to meet face to face <p>These changes should show up on the e-schedule today</p> <p>Keith would like to keep the Spring schedule as it is now.</p> <p>If you need to make any small changes, please let your deans know ASAP</p>	
-----------------------------------	-------	--	--

<p>2. Summer Data and Schedule Building</p>	<p>Lopez/Wurtz</p>	<p>You can start to develop your summer schedule, but keep in mind it will likely change</p> <p>Keith hopes to have more direction when we meet for the next Chairs meeting</p> <p>Would like to get back to the number of course offerings that we had in Summer 2019</p> <p>Keith would also like to push back Fall planning by a couple weeks</p>	
<p>3. Zero Cost Textbooks</p>	<p>Muse</p>	<p>Which faculty in your department would be receptive and interested in exploring and implementing Zero cost textbooks, given appropriate support and resources?</p> <p>Senate passed a resolution in 2016 supporting OER and pledging to seek out ways it can be implemented</p> <p>To date there are 48 classes from 15 disciplines in the district that utilize OER</p> <p>For Gen Ed requirements, three of the five main areas have at least one course that utilizes OER Only 3 additional courses need to be developed</p> <p>Goals of the project:</p> <ul style="list-style-type: none"> -Faculty to identify potential courses, research and evaluate, and implement OER in classes that aren't currently covered -Faculty work collaboratively within their discipline and assist each other to develop materials into as many sections of a course -Starting in Fall 2022, Crafton will have 6 degree and/or certificate programs where 100% of the required courses have OER options for students <p>Benefits for utilizing OER:</p> <ul style="list-style-type: none"> -Assist CHC students in college affordability -It can help align disciplines -Assist new faculty in course prep in having a fully developed shell and materials in which they can use <p>Process to achieve:</p> <ul style="list-style-type: none"> -Faculty work collaboratively to determine courses that have potential for OER implementation -Special attention is given to course that "fill gaps" in Gen Ed and specific degree and/or certificate programs where 100% of the required courses have OER options for students 	

		<p>-Those courses are examined and evaluated in connection to identified OER sources to make an initial determination that a class materials development is warranted</p> <p>-Faculty are contracted to develop the class materials for the course for implementation of OER for that class</p> <ul style="list-style-type: none"> - Research and evaluate the various OER sources and materials - Restructure the class materials to utilize the OER materials as the required textbook(s) for that class - Develop a Canvas “shell” which can be utilized by all faculty that incorporates the OER materials throughout the entire class - -Advocate to all faculty within the discipline to encourage them to adopt the OER materials and utilize the Canvas “shell” <p>-Please identify the sections that have OER in them, or send the list to Liz</p> <p>-For every semester there is a column where you can identify which sections have zero-cost books</p> <p>-Spring is the last semester for Books plus.</p> <p>Breakout Session (15 mins):</p> <p>Focus on disciplines to identify courses</p> <p>Each group gave a quick synopsis of their findings</p> <p>Group 1: Brandi, Renee, Meridyth, and Mark</p> <p>If all required books for the course are free, but you have course materials required (i.e., art supplies), it’s still considered OER.</p> <ul style="list-style-type: none"> - The materials (art supplies, laptop) could be used even when the class is over <p>We need to challenge if a particular book really is essential to the course. Are there alternative sources that are just as good or even better?</p> <ul style="list-style-type: none"> - The goal is to make sure our students can prove they know the information and can critically analyze it, not just that they’ve read a book from a particular author or a book that’s commonly used 	
--	--	---	--

		<p>- Goal is to give students an option to take courses that offer free textbooks</p> <p>Group 2: Laurie, Sam and Michael</p> <p>We would like to offer students the ability to take a program with low costs while maintaining academic integrity</p> <p>Sam explored this in Fall 2020 and looked at open stacks in Anatomy and found that it fit best with ANAT-101.</p> <p>This helps to provide options for students completing General Ed requirements</p> <p>Group 3:</p> <p>Colleen said that she could provide OER for most of her courses</p> <p>She uses organizations and societies and selects reading materials from that webpage</p> <p>-There is funding toward a stipend toward the work involved (i.e., Canvas Shells)</p> <p>-Delmy added that there is Equity funds that can go toward this project because it removes barriers for the students, provides access to the students and we can use it for outreach</p> <p>-Next steps, present to Academic Senate next week, please take this back to your departmental meetings and identify those potential courses for OER.</p> <p>-A follow up on OER will be added to the agenda on December 3rd (last chairs meeting).</p> <p>-Please look to enlist some faculty who may be interested in pursuing this project (Adjuncts are included).</p>	
Standing Reports			
4. VPI Report	Wurtz	Nothing to report	
5. VPSS Report	Spencer	<p>Update:</p> <p>DSPS Workshop/EOPS Workshop was held this past week</p> <p>We will record future workshops so that all can review</p>	

		<p>Still working on Course Challenge vs. Credit by Exam and will send it out by next week</p> <p>Credit for prior learning – AP was changed and there are avenues for them to receive credit, there is a link in the catalog</p> <p>Delmy will work on a (cheat sheet) Infographic sheet for students/faculty to review the process for credit for prior learning</p>	
6. Deans Report	Deans	<p>Ivan- working with Professional Development to look for ways to build in faculty training during flex day or new adjunct orientation</p> <p>Van- nothing to report</p> <p>Kay- the first book discussion for One Book, One College is today at noon. Link below:</p> <p>https://us02web.zoom.us/j/84540712151</p>	
7. Academic Senate Report	Exec. Board	<p>There was a Discussion on Wednesday about the 75/25 split and vaccination mandate</p> <p>Resolution about vaccination hesitancy will be discussed on the next agenda</p>	
8. Guided Pathways/CAPs Report	Grabow/Rivera	<p>Keith sent out an email about a free 3-day webinar, “USC Race and Equity Center Webinars: Decentering Whiteness in Pathways”</p> <p>If interested, registration is free using the following link: usrec.info/decentering</p> <p>There are three one-hour webinars, September 29, October 6, and October 13, all at 10am for an hour</p> <p>You can go to any of these webinars</p>	
9. CTA Report	McLaren	<p>Will be negotiating the impact of vaccination mandate</p> <p>Send concerns to Meridyth or Jamie Herrera who’s the Lead Negotiator.</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.) -- 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		N/A	
Adjournment		10:37am	

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