

Crafton Hills College Faculty Chairs Council Minutes

Date: October 15, 2021
Place: Zoom 9:00-11:00AM
Next Meeting: November 5, 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
___ 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
 X ___ Dan Word
 X ___ Keith Wurtz

Guests:

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:02am	
Approval of the minutes	Andrews	Revision suggested - Under #3 zero cost textbooks – please change “open stacks” please change to “OpenStax”	Motion to approve pending edits by C. Hinds; second by J. Cervantez Minutes approved.
Follow Ups	Andrews	- Cheat sheet for Course Challenge, Credit by Exam, and Credit for Prior Learning - Delmy - Almost complete, should finalize it this week - Do we want to create another for Credit for Prior learning? - Delmy will send Breanna a word document with this information - Meeting for Fall Schedule will be on Friday, Nov. 5th	

Information, Discussion, and Business

1. Summer 2022 Data and Schedule Building	Lopez/Wurtz	Hold harmless means that we are funded at 2019-20 level (of enrollment). State is funding us at that level (2019-20) through 2022-23. This means, we need to get back to where we were in 2019-20 (enrollment) by 2022-23 in order	
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		<p>to maintain our current level of funding for the following year.</p> <p>Because of declining enrollments, this will be pretty challenging to get back to the 2019-20 levels.</p> <p>Our summer semester provides us with opportunities to grow, Keith would like to schedule Summer 2022 like we did for Summer 2019.</p> <p>Survey for Summer is out right now to see what our students prefer.</p> <p>Keith talked to other counterparts from colleges in the area. Chaffey is reporting that they are planning 90% online instruction for the Summer. College of Desert is planning 80% online for Summer.</p> <p>CHC Students, survey data showed that 56% want online instruction</p> <p>Based on this information, Keith would like to start with scheduling 50% online and 50% in-person/hybrid for Summer 2022.</p> <p>Please keep in mind for Stem and Occupation fields, we need to have a higher proportion of in-person/hybrid sections for these courses.</p> <p>These are general guidelines; we will be flexible and adjust based on student demand.</p> <p>We also need to provide online options for students who don't want the vaccine.</p> <p>Keith will send a survey out on Monday or Tuesday for students who applied for summer but haven't enrolled yet.</p> <p>Keith met with the counselors to get their input and is working on surveying Student Services to provide feedback.</p> <ul style="list-style-type: none">- Explore offering ANAT-151 and CHEM-151 in the summer for Nursing Students.- Explore Math 110 as a late start if possible.- Students are looking for in-person science labs.- Provide at least one section of ASL 101 because it's the only foreign language that meets IGETC	
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		<p>On the 2022 All Scheduling Plan excel spreadsheet, areas highlighted in yellow (i.e., CHEM-101) should add more sections.</p> <p>Keith will follow up with TESS regarding the Waitlist process and this will be added to the next agenda.</p> <p>The blocks apply to fall and spring semesters but Keith provided this information as a guideline for the summer schedule.</p> <p>Tab "Department Scheduling Block" is broken down into department, subject and course.</p> <ul style="list-style-type: none">- This doesn't include online asynchronous sections, only includes sections that have scheduled times <p>Keith will look into how students are using the waitlist and will provide a summary on how the waitlist works.</p> <p>Keith is currently looking at ways to compensate for increasing CAPS to provide workload compensation.</p> <p>Liz is ready to build the summer schedule, please reach out to Liz if you need assistance.</p> <p>Liz will send out everyone all the active sections in their area for 2019 summer and fall terms.</p> <p>Department Scheduling Block –</p> <p>We are looking for a high percentage</p> <p>Some sections fall outside the block because of the short-term courses. Keith would like to make improvements in some areas because it makes a difference for students</p> <p>CTE and Physical Biological Sciences are exempt from this block because of the way some of the courses are structured</p> <p>Breanna will send Keith the Summer 2017 Patterns document to Keith and he will recalculate everything and send out</p> <p>Summer Scheduling Blocks: 7 am – 11 am (4-hour block can accommodate two 3-unit classes during 10-week session); 11 am – 2 pm; 2 pm – 5 pm; and 6 pm – 10 pm (4-hour block can accommodate two day per week evening classes or two 3-unit classes during 10-week session)</p>	
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		<p>Keep in mind this excel spreadsheet (2022 All Scheduling Plan) is for us to plan better</p> <p>*Remember if you changed the units of a course, you'll have to adjust the times. We are building based on the current versions of the course.</p> <p>Please turn in Summer Schedule by October 29th</p> <p>Similar data will be taken to the Nov 5th meeting to plan for the Fall Schedule.</p>	
Standing Reports			
2. VPI Report	Wurtz	<p>Nothing to report.</p> <p>We are not going remote this semester.</p>	
3. VPSS Report	Spencer	Nothing to report	
4. Deans Report	Deans	<p>Kay-</p> <p>"Between the World and Me" HBO special screening on Wednesday, October 20th at 5pm</p> <p>Jonathan will be doing the next book discussion</p> <p>Register here:</p> <p>https://www.eventbrite.com/e/crafton-hills-college-between-the-world-me-movie-screening-tickets-170494321104</p> <p>Ivan-</p> <p>Working with Elizabeth on courses that our high school partners have proposed for dual enrollment</p> <ul style="list-style-type: none"> - List will go to the Chairs to find instructors first before finalizing the course list <p>Van-</p> <p>Go listen to "Rumors" by Timex Social Club</p> <p>Dan-</p> <p>Reminder to please turn in the High School Articulations Agreements</p> <p>If you need assistance to complete these, please let us know. We would like to connect you with teachers or anything you may need to move these forward</p> <p>We are moving forward the with the Military Articulation Platform (MAP) Project.</p>	

		<ul style="list-style-type: none"> - CPL (credit for prior learning) and MAP are not the same thing. - MAP is a platform to utilize within that particular space (CPL). - More conversations to come. 	
5. Academic Senate Report	Exec. Board	<p>Supported the District resolution about the vaccine mandate</p> <p>Looking at the organization/structure of the Exec. Committee</p> <p>Also looking at scheduling blocks for meetings so that we can get more faculty participation</p>	
6. Guided Pathways/CAPs Report	Grabow	Meeting on Thurs. Oct 21 st , if anyone is interested, you are welcome to attend.	
7. CTA Report	McLaren	<p>-District is meeting with Cal OSHA to formalize a plan, as soon as this information is provided by the District, CTA can negotiate the impact that it might have on faculty</p> <p>-CTA Conference is this weekend. You can register for free as a non-delegate and attend</p> <p>-Issues with Part-time membership - CTA just changed its policies and they are dropping part-time faculty</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) -- Fall 2022 scheduling (November 5th) -- Waitlist removal process on next agenda 	
Announcements		<p>Mark-</p> <p>Issue with Canvas and Webadvisor - The way that names are alphabetized in Canvas and WebAdvisor were out of order, so be careful when submitting grades this semester</p> <p>Laurie-</p> <p>Last names Y-Z were off of her Canvas accounts (missing students)</p> <p>Julie-</p> <p>CHC foundation is planning a dinner event with Brent Waterman (DIY Network Creator) Nov 4th at 6pm</p>	
Adjournment		9:54am	
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.