

# Crafton Hills College Faculty Chairs Council Minutes

**Date:** November 05, 2021  
**Place:** Zoom 9:00-11:00AM  
**Next Meeting:** Nov. 19, 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 encourages collaboration and conversations to promote equity driven and inclusive practices. Chairs make 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:**

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

**Guests:** Krista Ivy, Natalie Lopez, Brandi Bailes, Mark Snowwhite and Cheryl DiBartolo

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:02am	
Approval of the minutes	Andrews		Motion to approve by C. Hinds; second from J. Anderson  Minutes approved
Follow Ups	Andrews	- Summer schedules were due last week.	

**Information, Discussion, and Business**

1. Library Textbook Project	Ivy / N. Lopez	<ul style="list-style-type: none"> <li>- Administration gave \$40,000 to the Library, Tutoring and STEM Center to update textbook collections</li> <li>- Asking for feedback from each department to help narrow or prioritize purchasing textbooks (i.e., Do you prefer certain textbooks over others?).</li> <li>- Hoping to have money left over in the Spring to purchase materials for those courses</li> <li>- Any suggestions or questions, please reach out to Krista Ivy</li> <li>- When it comes to reservations and loans, there is a 2-hour reservation, but the library is flexible and will allow extensions if needed</li> </ul>	
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		<ul style="list-style-type: none"> <li>- Please communicate with the library directly if you need an extension for a book loan</li> <li>- To access the Library Catalog use this <a href="#">link</a>, click on advance search → select textbook reserves and type in textbook and click search</li> <li>- You can add a link on your syllabus to the library link using the permalink option and copy and paste that link.</li> <li>- You can search for your textbooks for your area using this link:</li> </ul> <p style="text-align: center;"><a href="#">Course Reserves</a></p> <ul style="list-style-type: none"> <li>- To utilize Library services, students just need to show a form of ID and show they are currently enrolled</li> <li>- Students can check out study rooms to zoom for their courses</li> </ul>	
<p>2. 15-Day Notice &amp; Text of Proposed Changes to BOG title 5 Regulations: Distance Education</p>	<p style="text-align: center;">Bailes</p>	<ul style="list-style-type: none"> <li>- Special attention to Section 55005 Publication of Course Standards. Is the direction "any required technology platforms, devices and application," clear enough for us to give direction to faculty? How would this be incorporated in class schedule preparation? What is an example of an "asynchronous in-person activity" and how are can we give direction to faculty? Do we need the language of this document clarified?</li> <li>- Online classes need more description</li> <li>-Asynchronous activities should be on the schedule when the class posted</li> <li>-We are also required to list devices and applications that they don't necessarily have access to</li> <li>-Any activity or field trip must be listed on the description in the course schedule for asynchronous courses</li> <li>-If an instructor is teaching an asynchronous class, they can't require a field trip if the schedule is already posted.</li> <li>- For Part-timers added to a course after the schedule posted, they can't require a field trip, but they can offer it as an option</li> <li>-This was sent out with 15-days of notice to give feedback to the board of governors</li> <li>-You can look at the course outline of record and embed it</li> </ul>	

		<p>-For Online classes that have requirements to come to campus to pick up materials, this must be added to the description</p> <p>-Need volunteers to document this process and join the ETC workgroup to help edit and create the document. If you're interested, please email Cynthia Hamlett at <a href="mailto:chamlett@craftonhills.edu">chamlett@craftonhills.edu</a></p> <p>-Must provide a list of apps that are required for the class that aren't built into Canvas.</p> <p>Possible wording regarding Cell phones and app downloads: "mobile device capable of downloading apps. (i.e., tablets or laptops with data collection)"</p> <p>-We can add this to the agenda and reach out to Cynthia to bring this draft to the next meeting</p>	
3. Summary of Waitlist and how it works	Wurtz	<ul style="list-style-type: none"> <li>- Are students removed from the waitlist once they add the course, even if it is a different section than they were on the wait list for? <ul style="list-style-type: none"> <li>- Yes, over the summer Keith worked with TESS. If students are on the waitlist for the same course of other sections, they are dropped from the course waitlist if they enroll in the course.</li> </ul> </li> <li>- TESS is still working on waitlists for courses like EMS 020 that have concurrent classes.</li> </ul>	
4. Fall 2022 Data and Schedule Building	E. Lopez / Wurtz	<ul style="list-style-type: none"> <li>- "Ghosted courses" vs. "Pending courses"? (Andrews) <ul style="list-style-type: none"> <li>- Ghosted courses are listed as active when in reality Fall Classes are full and ghosted classes that are not full, and this affects reporting. It would help if we could list it as pending</li> <li>- Keith will ask Liz if 'pending' will still list rooms</li> </ul> </li> <li>- No direction for Fall 2022 yet. We will revisit this at next chairs meeting</li> </ul>	
5. CHC's 50th Anniversary publication	Snowwhite	<ul style="list-style-type: none"> <li>- Please share stories from your department that highlights the focus on what makes Crafton Hills College great.</li> <li>- Would like pictures if you have any to share</li> </ul>	
<b>Standing Reports</b>			
6. VPI Report	Wurtz	<ul style="list-style-type: none"> <li>- Keith will start looking at the summer schedule and combine it with students' preferred learning format</li> <li>- 50% online and 50% hybrid in person</li> </ul>	

		- Keith will keep monitoring it and will provide updates	
7. VPSS Report	Spencer	Absent	
8. Deans Report	Deans	<p>Kay – nothing to report</p> <p>Dan – nothing to report</p> <p>Van – reminder to those in STEM fields that the next Advisory Committee Taskforce meeting is next Tuesday. Adjuncts are welcome to attend!</p> <p>Ivan – met with dual enrollment partners to identify courses for summer and will email the chairs about courses offerings they are interested in</p>	
9. Academic Senate Report	Exec. Board	<p>-Updated the Exec Board to new positions. Went from one VP to two VPs</p> <p>-The Secretary is now one of the VPs</p> <p>-Approved Mission and Values Statement</p> <p>-Approved PPR Process and Rubrics</p> <p>-Mariana shared transcripts update and it is more user friendly and easy to read</p>	
10.Guided Pathways/CAPs Report	Grabow	Guided Pathways Team hoping to implement their work on the webpage. They are looking for feedback and will demo it on November 18 <sup>th</sup> from 12pm to 1pm. This will go live at end of the semester or early January. Please email Josh Robles or Shella Scott if interested.	
11.CTA Report	McLaren	<p>-More snacks provided to faculty areas</p> <p>-Luncheons will continue in person</p> <p>-Updates through the podcast</p> <p>-Interview with the Vice President of the ACCJC</p> <p>-Negotiations are continuing</p> <p>-Still working on evaluation and tenure</p> <p>-Updates are on the website for your review</p>	
<b>Wrap Up</b>			
<b>Future Agenda Items</b>		<p>-- Faculty Chairs Training and update course offerings matrix (first mtg of fall sem.)</p> <p>-- Budget Review (first meeting in February)</p> <p>-- FT hiring prioritization for Fall 2021 (February)</p> <p>-- Review Chairs Manual (first meeting in March)</p> <p>-- Chair of Chairs voting (first meeting in April)</p> <p>-- Sticky-less Friday (April and November)</p>	
<b>Announcements</b>		<p>-Shout out to Kevin and Bret Waterman from Restored from the DIY network</p> <p>-Join the President's Circle!</p>	
<b>Adjournment</b>		10:08am	
<b>Mission Statement</b> The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.		<b>Vision Statement</b> 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.	<b>Institutional Values</b> Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.