

Crafton Hills College Faculty Chairs Council Minutes

Date: November 19, 2021
Place: Zoom 9:00-11:00AM
Next Meeting: Dec. 03, 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
X _____ 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
_____ Delmy Spencer
X _____ Christina Sweeting
_____ Kay Weiss
X _____ Dan Word
X _____ Keith Wurtz

Guests: Cynthia Hamlett, T.L. Brink and Brandi Bailes

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:05am	
Approval of the minutes	Andrews		Motion to approve by C. Hinds; second by J. McKee Minutes approved
Follow Ups	Andrews		

Information, Discussion, and Business

1. New Requirements for Asynchronous Classes included in Course Schedule	Hamlett/Andrews	<ul style="list-style-type: none"> - Physical field trips - Software platforms and apps (not included in Canvas) - Zero Cost class (not part of this requirement but a good place to ask) - Need to consider what is put into course notes - Draft created to send to our adjunct instructors to communicate new requirements for asynchronous classes included in the course schedule - Liz shared current section notes <ul style="list-style-type: none"> - should take off "similar device" unless it's really true for the course - suggestion made to use the fully online note as a general note for all students, and add specific notes designated to specific sections that require additional software/platforms. Hyperlinked in each section 	
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		<ul style="list-style-type: none"> - Keith will look into the possibility of using visual icons - If they have a required proctored test, we need to add in the specific date - Best practice: provide multiple options in terms of assignments and modalities in order to accommodate both disabilities and geographical constraints. 	
2. Fall 2022 Data and Schedule Building	Lopez / Wurtz	<p>- "Ghosted courses" vs. "Pending courses"?</p> <p>Pending classes: Will be allowed to take up a room Will show on the e-schedule Will not show on Webadvisor</p> <p>NPRNT/Ghosted: Will be allowed to take up a room Will not show on e-schedule Will not show on Webadvisor</p> <p>Deans can decide best practice for their area</p> <p>We need to be flexible when scheduling Fall Schedule</p> <p>Would like to provide students with options, go for 50% online and 50% in person/hybrid</p> <p>We are looking at a 3% increase, maybe add one additional section.</p> <p>Fall 2022 schedule is due December 10th.</p> <p>Short-term sections, students are more likely successful</p> <p>Track times to make sure course offerings match the blocks</p> <p>Next meeting, more data will be provided</p>	
Standing Reports			
3. VPI Report	Wurtz	<p>Vaccination Requirements for employees' email was sent from Joe Opris</p> <p>For faculty members that claim exemptions, those people will need to get tested weekly. Will take 24-48 hours to get approved</p> <p>Whether you are vaccinated or exempt, that information is private and will not be shared</p> <p>Will require mask mandates in the Fall</p> <p>More to come on in-person graduation</p>	
4. VPSS Report	Spencer	Nothing to report	

5. Deans Report	Deans	Dan- Nothing to report, CNA program is moving forward Kay- Nothing to report Ivan- Nothing to report Van- Nothing to report	
6. Academic Senate Report	Exec. Board	-Created a taskforce to deal with student conduct -Will discuss ed policy -Jimmy Grabow completed a half marathon in less than an hour -Approved faculty handbook -Reviewed APs and BPs	
7. Guided Pathways/CAPs Report	Grabow	Josh and Shella presented at the last GP meeting for the semester. They are building the webpage and looking for feedback, please email Josh or Shella. Review it here .	
8. CTA Report	McLaren	Vaccinations Must submit proof of vaccination or formal exemption request approved for testing. Must do one or the other. Have to be tested once every 7 days and if you miss it, they will move toward discipline New podcast is up	
Wrap Up			
Future Agenda Items		-- 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		Dani McCoy- test proctoring demonstration for Respondus on December 2 nd at 3pm. Email will be sent with more information Amazon Smile – CHC Foundation charity	
Adjournment		10:32 am	
Mission Statement The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.		Vision Statement 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.	Institutional Values Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.