

Crafton Hills College Faculty Chairs Council Minutes

Date: December 03, 2021
Place: Zoom 9:00-11:00AM
Next Meeting: Jan. 21, 2022
 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
 XX _____ Jeff Cervantez/Julie McKee
 X _____ Danny Rojas/Michael Sheahan
 X _____ Jonathan Anderson
 X _____ Breanna Andrews
 X _____ Jimmy Grabow

X _____ Laurie Green
 X _____ Kenny George
 X _____ Colleen Hinds
 X _____ Danielle McCoy
 X _____ Meridyth McLaren
 X _____ Sam Truong

Others Present:

X _____ Elizabeth Lopez
 X _____ Van Muse
 _____ Ivan Peña
 _____ 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		Motion to approve by C. Hinds; second by S. Truong Minutes approved.
Follow Ups	Andrews	N/A	

Information, Discussion, and Business

1. Zero Textbook Initiative	Muse	<p>Which courses and faculty have you identified as interested in developing OER materials?</p> <p>Van will be sending out an email today to all adjunct and full-time faculty to announce this project. Please note, there is compensation to cover the work involved</p> <ul style="list-style-type: none"> \$750 per class; totals to 14 hours of work. No max number of classes for someone to complete <p>Compensation is based on the advocacy of books and a development of a shell that can be used by other faculty if they choose to do so. This makes it easier for other faculty to implement.</p> <p>Van will be reaching out to people to lead in-service meeting to facilitate and walk through</p>	
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		<p>OER. In-service session is scheduled on Thursday from 1pm-3pm.</p> <p>When making the shell, this includes shell assignments, and course syllabus. It will be an almost fully developed shell with options to modify. This will provide the connection to the resources.</p>	
2. Summer 2022 Schedule	Wurtz/Lopez	<p>As of November 30, 2021, the proportion of the Spring schedule is exactly what we are going for and what the students are requesting.</p> <p>Social distancing is not required but masks are required for Spring, Summer and Fall</p> <p>Liz is still working on Dan's division for Summer 2022</p>	
3. Fall 2022 Schedule and Sticky-less Friday Room Check	Wurtz/Lopez	<p>2022FA Sticky Friday.xlsx (sharepoint.com)</p> <p>Keith is waiting for the results of a student survey. He is extending the Fall 2022 Schedule due date to December 17, 2021</p> <p>When considering the Fall Schedule, please note that students are looking for more synchronous options</p> <p>Counseling does advertise scheduling preferences in StarFish, but the students aren't utilizing it as much. Keith will include that in the database</p> <p>Please reach out to Liz and she will provide Fall 2020 spreadsheets to assist in Fall 2022 scheduling</p> <p>Based on input from Counseling:</p> <p>Keith would like to see the following:</p> <p>Late start 8–9-week MATH-110, MATH-115, ENGL 101 (for both UC and CSU), COMMST-100</p> <p>For IGETC increase the number of IC (Oral Communication) courses as late start: COMMST-100, 111 and 140</p> <p>Increase the number of short-term sections. Based on OIERP research, students in 5- and 8-week classes are more likely to successfully complete a course with a C grade or better.</p> <p>Make sure you're following scheduling blocks, it helps get students the classes they need. In the future, the All-Scheduling Planning Data will exclude classes that can't fit inside the blocks and dual enrollment courses</p>	

		<p>Keith will provide the goal percentage of classes that he would like to see scheduled for 5, 8, 13, 15 weeks</p> <p>Right now, Keith wants to work on replacing one full term class with one short term class</p> <p>When scheduling, please note the Unsatisfied column and add more courses based on that info.</p> <p>Keith will send the 2022FA All Scheduling Planning Data so Breanna can upload it in SharePoint</p> <p>Week counts and dates for Fall 2022 schedule:</p> <p>(Full term) 17 weeks: August 15th – December 16th</p> <p>15 weeks: August 29th – December 16th</p> <p>13 weeks: September 12th – December 16th</p> <p>(1st) 8 weeks: August 15th – October 7th</p> <p>(2nd) 8 weeks: October 17th – December 16th</p> <p>(1st) 5 weeks: August 15th – September 16th</p> <p>(2nd) 5 weeks: September 26th – October 28th</p> <p>(3rd) 5 weeks: November 7th – December 16th</p>	
Standing Reports			
4. VPI Report	Wurtz	<p>Spring enrollment is down by 31% so far</p> <p>Counseling reported that many are not enrolling for Spring because of the possible vaccination mandate</p>	
5. VPSS Report	Spencer	Absent	
6. Deans Report	Deans	<p>Ivan- absent</p> <p>Kay- no report</p> <p>Dan- no report</p> <p>Van- no report</p>	
7. Academic Senate Report	Exec. Board	<p>Looked at Ed Policy to see if we need to make any modifications or re-work membership</p> <p>Looked at resolutions going to Plenary to see if there's any we would like to adopt at a local level. View it here</p> <p>Working on definition for Hy-Flex because it affects workload</p> <p>Passed out the faculty handbook</p> <p>Looking for senate plenary ideas, view it here to add suggestions</p>	

8. Guided Pathways/CAPs Report	Grabow	Nothing to report	
9. CTA Report	McLaren	<p>Meeting with Kristina for details regarding:</p> <ul style="list-style-type: none"> vaccination mandate and due dates for uploading documentation Covid testing locations Will Chairs be alerted when faculty do not follow through with negative Covid testing or vaccination? This will affect class instruction <p>Please note, those that do not request exemption or keep up with weekly testing will be immediately placed on non-paid leave.</p> <p>There will be on-campus testing sites, but location has not been specified yet</p> <p>Covid testing must be connected to the vendor the district is using</p> <p>Growing concerns among faculty about students who are not vaccinated</p> <p>Working on evaluations, feedback from senate and faculty</p> <p>MOUs are posted on the CTA website</p>	
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		Renee Azenaro- Invitation to view the student Art Show in the Gallery open from 10am to 4pm	
Adjournment		10:17am	
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.