

Crafton Hills College Faculty Chairs Council Minutes

Date: February 04, 2022
Place: Zoom 9:00-11:00AM
Next Meeting: February 18, 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	X _____ Laurie Green _____ Kenny George
XX _____ Jeff Cervantez/Julie McKee	X _____ Colleen Hinds
X _____ Danny Rojas/Michael Sheahan	X _____ Danielle McCoy
X _____ Jonathan Anderson	X _____ Meridyth McLaren
X _____ Breanna Andrews	X _____ Sam Truong
X _____ Jimmy Grabow	

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: Brandi Bailes

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:02am	
Approval of the minutes	Andrews		J. Anderson motion to approve; second by D. McCoy Minutes approved
Follow Ups	Andrews		

Information, Discussion, and Business

1. ZCT Updates	Muse	<ul style="list-style-type: none"> - If you have courses that you would like to develop with a Zero-Cost textbook option, please let Van know ASAP. We would need a bit of time to get the contracts in before the end of the fiscal year. - When we began, there were 31 classes that were already developed. - An additional 43 classes are now in process of being developed. We have more than doubled the number of courses that will now have a zero-cost textbook options - There's still some work to do. The language courses do not have any zero cost options - Van will be sending out contracts in the next week or so 	
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2. Improving Communication Regarding Dual Enrollment and Other Off-Campus Classes	Pena	<ul style="list-style-type: none"> - How do we improve communication and processes around dual enrollment classes? <ul style="list-style-type: none"> - Setting timelines and workflow for notifying Chairs, staffing classes, submitting book orders, notifying instructors of site-specific info, etc. - Start of the semester meeting for all “off-campus faculty.” Invite site administrators. - Please provide constructive ideas that can improve the processes around dual enrollment. Upload ideas at the link here. - Breakout rooms sessions to discuss ideas 	
Standing Reports			
3. VPI Report	Wurtz	<ul style="list-style-type: none"> - Please make sure to send your outcomes assessments results every semester - Keith will send reminder emails and follow up at the end of each semester - There should be at least one outcome in each class in each semester. Please assess them all regularly. - The plan is to come back from remote instruction on February 28th 	
4. VPSS Report	Spencer	Absent	
5. Deans Report	Deans	<p>Ivan- Thank you for participation in the discussion and providing feedback on dual enrollment.</p> <p>Kay- To streamline the process for Peer Evaluations, a form has been created to request access to the instructor’s Canvas shell. The instructor being evaluated will need to complete the form. The link will be sent to the Deans to forward. Please note that Peer Evaluations are due April 15th so this request form will be closed on April 22, 2022.</p> <p>If you are a Peer Evaluator you will get an email to confirm that you’ve been placed in a class as a Peer Evaluator.</p> <p>Once it is finalized, Kay will forward the link to Breanna to share with the Chairs.</p> <p>Van- Nothing to report</p> <p>Dan- Nothing to report</p>	
6. Academic Senate Report	Exec. Board	<ul style="list-style-type: none"> - Remodeled the executive team and created a larger one - Two Vice Presidents: one is VP of Outreach (active voice on campus), and the other is VP of Support (documentation, making sure everything is in order, takes minutes, attends local area Dean meetings). Both have a .2 release. 	

		<ul style="list-style-type: none"> - We no longer have a president elect or past president - Meridyth is the new Chair of the Workgroup for Senate - Meridyth is creating a workgroup to complete specific tasks/projects - Currently reviewing these topics: <ol style="list-style-type: none"> 1) Resolution on decentering whiteness 2) re-vamping CHC 062 online learning course 3) 4.0 scholarships - Looked at the ETC charge and approved their new charge, updated to reflect their actual work. 	
7. Guided Pathways/CAPs Report	Grabow	<ul style="list-style-type: none"> - Posted on website - Josh and Shella are ready to post the 2-year major guides. Please send revisions if needed and visit link here. They will be posting on March 1, 2022. 	
8. CTA Report	McLaren	<ul style="list-style-type: none"> - Information on request about salaries and benefits will be posted on website soon - Full-time Rep election is going on now. If anyone interested, please reach out - Events coming up, please see event calendar <ul style="list-style-type: none"> - Trivia night, Escape Brewery and in the future, a possible Angels game - There is an opening for a Part-Time rep, please let Meridyth know if there's any interest 	
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		<ul style="list-style-type: none"> - Now is the time to set up Starfish Automatic flags for your departments. Send an email to Breanna Andrews with the % you want a flag to raise if a student's total grade drops below that number, and after how many days of you want a flag to be raised if a student has not logged into Canvas. Need to include course and section numbers and a date for when you would like the flags to be turned on/off. - Review CAPS (Career and Academic Pathways) for last minute edits https://drive.google.com/drive/folders/1o3KAL-ftF7C06_1X8RKMNeUYtPbdKKIU?usp=sharing - Stronger Together Now is looking for volunteers to clean up Lytle Creek, please send Brandi an email if interested. 	

		<ul style="list-style-type: none"> - Black History Month - Please join any events or encourage your students to do so. For event information, please visit this link. - One Book, One College – “Between the World and Me” is still active. Next Thursday Feb. 10th we will be holding an event with Robert Brown at 12pm. On Feb. 17th we are screening the HBO special of “Between the World and Me” from 12pm-1:30pm. On Feb 23rd we have a presentation on the Langston Hughes Project which ties together musical culture associated with Black History. - AAPI needs members - Campus Calendar of Events is updated 	
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Adjourment		9:56am	
<p style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">Institutional Values</p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>	