

# Crafton Hills College Faculty Chairs Council Agenda

**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:**

_____ Renee Azenaro/Mark McConnell	_____ Laurie Green
_____ Jeff Cervantez/Julie McKee	_____ Kenny George
_____ Danny Rojas/Michael Sheahan	_____ Colleen Hinds
_____ Jonathan Anderson	_____ Danielle McCoy
_____ Breanna Andrews	_____ Meridyth McLaren
_____ Jimmy Grabow	_____ Sam Truong

**Others Present:**

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

**Guests:**

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews		
Approval of the minutes	Andrews		
Follow Ups	Andrews		

**Information, Discussion, and Business**

1. ZCT Updates	Muse		
2. Improving Communication Regarding Dual Enrollment and Other Off-Campus Classes	Pena	<ul style="list-style-type: none"> <li>- How do we improve communication and processes around dual enrollment classes?               <ul style="list-style-type: none"> <li>- Setting timelines and workflow for notifying Chairs, staffing classes, submitting book orders, notifying instructors of site-specific info, etc.</li> <li>- Start of the semester meeting for all "off-campus faculty." Invite site administrators.</li> </ul> </li> </ul>	

**Standing Reports**

3. VPI Report	Wurtz		
4. VPSS Report	Spencer		
5. Deans Report	Deans		
6. Academic Senate Report	Exec. Board		
7. Guided Pathways/CAPs Report	Grabow		
8. CTA Report	McLaren		

**Wrap Up**

<b>Future Agenda Items</b>		<ul style="list-style-type: none"> <li>-- Faculty Chairs Training and update course offerings matrix (first mtg of fall sem.)</li> <li>-- Budget Review (first meeting in February)</li> <li>-- FT hiring prioritization for Fall 2021 (February)</li> <li>-- Review Chairs Manual (first meeting in March)</li> <li>-- Chair of Chairs voting (first meeting in April)</li> <li>-- Sticky-less Friday (April and November)</li> </ul>	
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<b>Announcements</b>		<ul style="list-style-type: none"> <li>- Now is the time to set up <b>Starfish Automatic flags</b> 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.</li> <li>- Review CAPS (Career and Academic Pathways) for last minute edits  <a href="https://drive.google.com/drive/folders/1o3KAL-ftF7C06_1X8RKMNeUYtPbdKKIU?usp=sharing">https://drive.google.com/drive/folders/1o3KAL-ftF7C06_1X8RKMNeUYtPbdKKIU?usp=sharing</a></li> </ul>	
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<b>Adjournment</b>			
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<p style="text-align: center;"><b>Mission Statement</b></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;"><b>Vision Statement</b></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;"><b>Institutional Values</b></p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>
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