

Crafton Hills College Faculty Chairs Council Minutes

Date: April 01, 2022
Place: Zoom 9:00-11:00AM
Next Meeting: April 15, 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	_____ 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
C _____ Jimmy Grabow	X _____ Sam Truong

Others Present:

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

Guests: John Spevak, Kevin Horan. Brandi Bailes, Cindy Griffith, Jacqueline and Gio Sosa

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:01am	
Approval of the minutes	Andrews		Motion to approve by C. Hinds; second by D. McCoy Minutes approved
Follow Ups	Andrews		

Information, Discussion, and Business

<p>1. Ed. Master Plan and Collaborative Brain Trust "Listening Session"</p>	<p>Andrews</p>	<ul style="list-style-type: none"> • Where we are now as a college? • Where do we need to be as a college? • How do we get there? <p>What do you think Crafton is doing well? What can we do better? What should be on the next 5-year plan?</p> <p>25-minute discussion</p> <p>-We would like to see online learning fully developed (i.e., fully online degrees)</p> <p>-Student services hours extended to provide 24-hour service</p> <p>-Eliminate all orphan disciplines that are only run by part-timers</p> <p>-Dream request- access to a bus for field trips</p>	
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		<ul style="list-style-type: none">-More exploration of non-credit courses and how it can benefit our students-Impressed with dedication of classified and administration-We are a small campus, and we should streamline our processes much better because there is so few of us-As we move forward with new initiatives, we should not lose sight of our initial purpose, which is to instruct students-Would like a cafeteria or food vendor with decent food on campus-Would like to offer different modalities (i.e., option of Hy-Flex) to continue to accommodate the needs of the students-We need options that allow us to stay remote, but we have to formalize them. We cannot have students trying to figure out how to zoom and fit that in between their face-to-face classes. We need to have formalized spaces and give students the opportunity to go to a space dedicated for online work-Reinstate the concept of a "Teaching and Learning Center" with furniture and space for both full time and part time collaboration to work, learn, and have discussions.-For the Physical/Bio Sciences, on-campus learning is more favorable over remote due to the labs-Need to provide a welcoming environment and increase signage-We should formalize functions, and/or welcome days, and provide funding so we can prioritize involvement in DEIA activities. We need to stop treating activities that support student engagement as "extra" so "side" work. They are a main part of our job.-Family campus day-Would like to have tablets and laptops at welcome tables so we can show students how to get to their online classes as well.-If you'd like to share more ideas, please send an email to Gio Sosa at gsosa@craftonhills.edu or Cyndie St. Jean at cstjean@craftonhills.edu	
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<p>2. Full Time Hiring Prioritization Process</p>	<p>Horan</p>	<p>-Prioritization process is a lot of work and dialogue</p> <p>-We moved forward with the full time hiring of an ASL Instructor because we had a unique set of circumstances and we determined that we could make it work with our existing resources.</p> <p>-This was already a position that was on the hiring prioritization list and was already a position identified as a need or opportunity</p> <p>-The prioritization process is an art not a science, there are so many extenuating circumstances that go into how you select what is the highest priority. It is not a straightforward process.</p> <p>-Open discussion-</p> <p>-We can look at reassign time in the criteria, though it is a very low data point or low priority point</p> <p>-Those who voiced opinions are looking to improve processes and have a different viewpoint, they are not “complaining.”</p> <p>-Feels like the communication with the chairs is lacking</p> <p>New Full Time Faculty Hires-</p> <p>-ASL Position was a unique set of circumstances and timing; Calimesa said they wanted us to take over</p> <p>-English position is to replace a retirement</p> <p>-Chairs do not make the final decision of which position is selected, but the input from chairs is critical, that is why we do the work of creating a priority list</p> <p>-Once decisions are made, we can bring those decisions back to the Chairs to keep the open line of communication, and we are not surprised when we receive campus wide emails of an announcement of new full-time position</p> <p>-An individual in Counseling is resigning and another individual has retreat rights and we will honor the retreat rights into this position</p> <p>When people leave a position, how can we formalize that process?</p>	
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		<p>Can we update Outlook to send an away message notifying us that the individual no longer works for the campus?</p> <p>Announcements:</p> <p>-Please attend the Gala on April 21</p> <p>-We are reinstating the Graduation After Party at Escape Oasis and will be recognizing those retiring this year</p>	
Standing Reports			
3. VPI Report	Wurtz	Nothing to report	
4. VPSS Report	Spencer	Scheduling conflict	
5. Deans Report	Deans	<p>Ivan-</p> <p>Timeline for dual enrollment</p> <p>April 4 – Promoting our Dual enrollment courses</p> <p>April 29 - dual enrollment application due to Admissions Records</p> <p>May 6th target date to provide the school sites with the name of the instructors for these courses</p> <p>Week of May 30 – orientation for Summer dual enrollment instructors; date/time to be determined</p> <p>Week of Aug 1- orientation for Fall dual enrollment instructors; date/time to be determined</p> <p>Email sent out to all instructors to let them know about the District requirement for masking</p> <p>Asynchronous learning for Sociology during Summer is better so it is more flexible, and we have more instructors who are trained to do asynchronous versus zoom remote</p> <p>Orientation will streamline communication to make sure our adjunct instructors know what to expect.</p> <p>Van- would like to commend everyone on discussions we have had, this process is very important</p> <p>Kay- Invitation to a party for newly tenured faculty from the last 3 years on April 15th at 3:30pm in LRC. Invitation will be sent soon!</p> <p>Student evaluations are opening on April 4th. They can access it in their emails or there is a pop-up with direct links for the survey</p>	

		<p>Gio- All Campus Meeting sneak preview: One thread is specific to service area outcomes</p> <p>Another thread is specific to the SLO outcomes. We will form breakout rooms by department</p> <p>-Offering data from the cloud that relates to the ILO and if time permits, we will share disaggregated data specific to your discipline</p> <p>Can we get a reminder that In-Service is part of our faculty contract? (i.e., Flex is optional, in-service is a workday)</p>	
6. Academic Senate Report	Exec. Board	<p>-We had a Pizza Party!</p> <p>-All resolutions from the state are coming through, please review them because this will impact our work on campus. Emails went out for you to read</p> <p>-Course CAPS resolution is coming on April 6th</p> <p>-Faculty of the Year email went out, due April 13th. Meridyth will add those who already won from previous years.</p>	
7. Guided Pathways/CAPs Report	Grabow	<p>Two-year associates are live, please email Josh and Shella if changes need to be made</p> <p>Currently working on 3-year MAPS as and certificates should be available by the end of the semester</p>	
8. CTA Report	McLaren	<p>Waiting for wages counter proposal</p> <p>The district put out a lecture/lab survey, please complete it as best you can</p> <p>Election's nomination is open, voting will be completed online</p> <p>In-person luncheon with sushi, will send out reminders!</p> <p>Please review AB7210 at this link.</p> <p>AB7210A is a brand new policy for the hiring process of our part-time faculty, please review at this link.</p>	
Wrap Up			
Future Agenda Items		<ul style="list-style-type: none"> -- Faculty Chairs Training and update course offerings matrix (first mtg of fall sem.) -- FT hiring prioritization for following Fall (October) -- Budget Review (first meeting in February) -- Review Chairs Manual (first meeting in March) -- Start Scheduling (second meeting in March/October) -- Chair of Chairs voting (first meeting in April) -- Sticky-less Friday (April and November) 	
Announcements			

		Stickyless Friday spreadsheet here	
		Lisa Shimeld passed away on March 21st	
Adjournment		10:42am	
<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>	