

# Crafton Hills College Faculty Chairs Council Minutes

**Date:** May 06, 2022  
**Place:** Zoom 9:00-11:00AM  
**Next Meeting:** August 19, 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:**

x ___x_ Renee Azenaro/Mark McConnell	___x___ Laurie Green
x ___x_ Jeff Cervantez/Julie McKee	___x___ Kenny George
x ___x_ 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:**

\_\_\_ Elizabeth Lopez  
 \_\_\_x\_\_\_ Van Muse  
 \_\_\_x\_\_\_ Ivan Peña  
 \_\_\_ Delmy Spencer  
 \_\_\_ Christina Sweeting  
 \_\_\_x\_\_\_ Kay Weiss  
 \_\_\_x\_\_\_ Dan Word  
 \_\_\_x\_\_\_ Keith Wurtz  
 \_\_\_x\_\_\_ Anthony White  
 \_\_\_x\_\_\_ Mike Strong  
 \_\_\_x\_\_\_ Danny Grounds  
 \_\_\_x\_\_\_ Brandi Bailes  
 \_\_\_x\_\_\_ Josh Robles

**Guests:** Shella Scott and/or Josh Robles, Anthony White

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	Called to order at 9:03am	
Approval of the minutes	Andrews		Motion to approve by Sam, seconded by Johnathan.  Minutes approved.
Follow Ups	Andrews	<ul style="list-style-type: none"> <li>- Has everyone input their SP23 classes into the <a href="#">"Stickyless Friday" spreadsheet</a> on SharePoint?</li> <li>- CTE workgroup for % of residence classes required for a degree? Who are the faculty on the CTE spectrum to see what is needed for those certificates.</li> <li>- New Chairs for 2022-2023 Academic year? There is one new chair.</li> </ul>	Breanna brings back CTE to August meeting.
<b>Information, Discussion, and Business</b>			
1. Adding to the Agenda	Strong	<ul style="list-style-type: none"> <li>• Breanna motioned to add Mike Strong to the agenda before the committee continues with the agenda.</li> </ul>	Jeff motioned and Jonathan seconded.

			Mike is approved.
2. Construction/ Building and Plans	Strong	<ul style="list-style-type: none"> <li>An ADA Pathway will be added from Crafton Hall to the CDC Building. Also, a student lounge will be put in to the CCR Roadrunner Café. In the new PAC there are going to be adding several general-purpose rooms, if you have any ideas on how to set up these rooms please contact Mike Strong.</li> <li>Chairs requested another meeting to talk about the classroom set up on May 20,2022.</li> </ul>	
3. Hybrid Classroom Technology	White	<ul style="list-style-type: none"> <li>Large format displays in the back of the classroom (65" and wall mounted)</li> <li>Tracking camera mounted above/next to the display</li> <li>A pair of speakers mounted at the front of the room</li> <li>Boundary mic attached to each lectern</li> <li>Video capture capability</li> <li>All components connected to the PC for Zoom capability</li> </ul> <p>Anthony has been working with Campus Tech planning committee to help a baseline for Hybrid Classrooms.</p>	
4. Course Map Recommendations Rationale	Scott/Robles	<a href="#">Course Map Recommendations Rationale by Department.docx (sharepoint.com)</a>	
5. Proctorio	Wurtz	<p>Proctorio is the proctoring program that has been used by some while we were remote. Depending on how it is implemented at the faculty level, there have been some concerns re equity. That said, the district (through the Distributed Ed Coordinating Council) is asking if the campuses wish to continue to use Proctorio going forward. We need to know how many faculty, and in what disciplines, Proctorio is still desired.</p> <p>No real preference but some people like proctorio because it aligns with there material.</p>	
6. Classroom Communication: Make a plan for communication in the classrooms (what and where)	Andrews/Bailes	<p><b>Outside Classroom</b></p> <ol style="list-style-type: none"> <li><b>Locked out?</b> <ol style="list-style-type: none"> <li>Deans (all instructional deans)</li> <li>Night admin</li> <li>Custodian</li> </ol> </li> <li><b>General Classroom</b> <ol style="list-style-type: none"> <li>Computer Help</li> <li>Sign in help</li> <li>Projector/sound help</li> <li>Night admin</li> <li>Deans (all instructional deans)</li> <li>Custodian</li> <li>Maintenance</li> <li>Security</li> <li>BIT website</li> </ol> </li> <li><b>Lab Specific</b> <ol style="list-style-type: none"> <li>I don't know. I'm just guessing that there might be some specific needs.</li> </ol> </li> </ol>	
<b>Standing Reports</b>			
7. VPI Report	Wurtz	Keith is going to send out the new chair information Monday afternoon, he is also sending out the USC Race and Equity Center Training.	
8. VPSS Report	Spencer	None	

9. Deans Report	Deans	Ivan- A lot of students coming through Counseling, really focused on Ed Plans and helping High school students register.	
10. Academic Senate Report	Exec. Board	Seante is working on the Equivalency process and the Hiring Process.	
11. Guided Pathways/CAPs Report	Grabow	Josh covered everything.	
12. CTA Report	McLaren	Negotiations are currently happening regarding wages, benefits and the budget. Union End of the year event at Escape Brewery	
<b>Wrap Up</b>			
<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>-- FT hiring prioritization for following Fall (October)</li> <li>-- Budget Review (first meeting in February)</li> <li>-- Review Chairs Manual (first meeting in March)</li> <li>-- Start Scheduling (second meeting in March/October)</li> <li>-- Chair of Chairs voting (first meeting in April)</li> <li>-- Sticky-less Friday (April and November)</li> </ul>	
<b>Announcements</b>		<ul style="list-style-type: none"> <li>- Reminder for summer <a href="#">Faculty Chair (Extra) Work Stipend Spreadsheet (sharepoint.com)</a></li> <li>-  <a href="#">CHC DE verified instructors.xlsx</a></li> </ul>	
<b>Adjournment</b>		Azenaro- Student Art Exhibition Monday-Thursday 10am-4pm.	
<b>Mission Statement</b> The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.		<b>Vision Statement</b> 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.	<b>Institutional Values</b> Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.