

**Crafton Hills College  
Chairs Council  
September 5, 2008  
Minutes**

**Members Present:** JoAnn Jones; Kelly Boebinger; Catherine Pace-Pequeño; T. L. Brink; Mario Perez; Robert Brown; Snezana Petrovic; Brad Franklin; Aaron Race; Judy Giacona; Frances White; Jodi Hanley; Rick Hogrefe; Laura Winningham; Mark Jonasson; Dan Word

**Others Present:** Sherri Wilson and Daniel Bahner, co-facilitators; Judith Ashton; Donna Ferracone; Ted Phillips; Laurens Thurman; Jim Holbrook

1. Meeting was called to order by facilitators at 9:04.
2. Members introduced each other.
3. Members prioritized the charges given to the Chairs Council by the Academic Senate by identifying the three charges each considered most important. The results of the voting were as follows:
  - 12 *Continue to evaluate scheduling practices and make revisions as necessary.*
  - 10 *Offer suggested procedures regarding the selection and evaluation of faculty chairs.*
  - 7 *With the assistance of the Executive Committee, investigate and make recommendations to the faculty regarding strategies to offset the increased price of textbooks.*
  - 7 *Investigate and make recommendations regarding establishment of a college hour.*
  - 6 *Participate in prioritizing annual planning request and make recommendations to annual planning, program review and resource allocation processes as necessary.*
  - 3 *Investigate and encourage development of “zero-level” courses appropriate for students enrolled in basic skills English, mathematics and reading courses.*
  - 2 *Investigate and make recommendations regarding common guidelines and practices for outcomes assessment campus-wide.*
  - 1 *Plan and oversee the assessment of general education outcomes.*
4. Only four members of the Council expressed a desire to continue alternating refreshment duties with each meeting; thus, there will be no refreshments for future meetings.
5. Council reviewed the following past practices of for the selection of classrooms (i.e., placements of “stickies”):
  - We all work together and negotiate as needed on class locations.
  - We are a team working together to make this work.
  - Flexibility is key.
  - Room priorities should be filled before the beginning of the event so that back filling conflicts etc. can be the main focus.
  - All chairs should stay until all classes are placed in case you need to be involved in a negotiation.
  - Deans and VPI settle any conflicts that cannot be worked out.
  - Appropriate chair(s) must be notified of any classroom changes.
6. Council members also offered the following additions and caveats:
  - There are defined patterns for distributed ed courses, with scheduled meetings, overseen by Kelly Boebinger.
  - Students’ needs should be considered first.
  - Learning communities need to be considered.
  - Spirit of negotiation should continue even after we go electronic.
  - Need to coordinate TV offerings.

7. Sticky Friday was conducted.
8. Meeting adjourned at 10:30.

Next meeting: Friday, September 19, 9:00 a.m., in CHS 237