

Crafton Hills College Faculty Chairs Council Minutes

Date: May 1, 2015
Place: BC 104 8:30AM

Next Meeting: September 18, 2015
Place: BC 104 9:00AM

Members: (Bold = present)

Breanna Andrews
Brad Franklin
Jodi Hanley
Janine Ledoux
Robert McAtee
Mark McConnell
Meridyth McLaren

Julie McKee
Dean Papas
Ralph Rabago
Gary Reese
Sam Truong
Sherri Wilson
Margaret Yau

Others Present:

Mary Jane Bender (Secretary)
June Yamamoto
Bryan Reece

AGENDA ITEM	PERSON	DISCUSSION ITEM	FURTHER ACTION
Call to order - 9:05AM	Jodi Hanley		
Approval of Minutes	Jodi Hanley	<p>CORRECTIONS: Correction to date for Sticky Friday; changed from 5/18/15 to 5/15/15.</p> <p>ACTION: Motion to approve the minutes by Brad Franklin and seconded by Meridyth McLaren.</p> <p>AYES: Breanna Andrews, Brad Franklin, Jodi Hanley, Robert McAtee, Mark McConnell, Dean Papas, Ralph Rabago, Gary Reese, Sam Truong, Margaret Yau</p> <p>NOES: None</p> <p>ABSTAIN: None</p> <p>ABSENT: Janine Ledoux, Julie McKee, Sherri Wilson</p> <p>Motion to approve the minutes of 4/17/2015 passed with corrections.</p>	
Update on Chairs Election for 2016-2018	Bryan Reece	<ul style="list-style-type: none"> ▪ 2 runners-up for Instructional Services ▪ Voting and tally should be completed next week 	
"Chair of Chairs" and "Co-Chair" position	Ralph Rabago	<ul style="list-style-type: none"> ▪ Consideration for Chair/s chairing the meeting due to amount of work involved ▪ Concerns regarding new chair not knowing the process; want someone who is familiar; someone who is not a Chair of a large department; need someone sensitive to the operations; maybe a proxy. ▪ Reminder that the Chairs Council is 	

		a sub-committee of the Academic Senate.	
Update on Best Practices for Syllabus Construction	Jodi Hanley	<ul style="list-style-type: none"> Reviewed "Syllabus Checklist" No SBCCD Board Policy found requiring syllabus; nothing in Title V; Accrediting requires syllabus Syllabus highly recommended Syllabus is used in evaluations Suggestion to create syllabus templet per department and include on website Faculty handbook being revised to include syllabi requirements Need something in writing with requirements for part-time faculty. <p>ACTION: Motion to inform Academic Senate of syllabus findings by Chairs Council by Breanna Andrews and seconded by Ralph Rabago.</p> <p>AYES: Breanna Andrews, Brad Franklin, Jodi Hanley, Robert McAtee, Mark McConnell, Meridyth McLauren, Ralph Rabago, Gary Reese, Sam Truong, Margaret Yau</p> <p>NOES: Dean Papas</p> <p>ABSTAIN: None</p> <p>ABSENT: Janine Ledoux, Julie McKee, Sherri Wilson</p> <p>Motion to send findings to Academic Senate about syllabus findings passed.</p>	<p>Rough draft sent to Academic Senate President on 4/29/2015 via e-mail.</p> <p>Approved version sent to Academic Senate 9/2/2015 with all background data collection via e-mail.</p>
Chairs Council Start Date for Fall 2016, et al.	Jodi Hanley	<ul style="list-style-type: none"> Council meeting start date for Fall 2016, 9/4/15, 1st/3rd Fridays, 9:00am in BC-104. 	
Future agenda items:		<ul style="list-style-type: none"> Visit faculty handbook; Chair's training; mentor training; syllabus templet; syllabi ownership; copy rights. Schedule training for new chairs One-year scheduling 	
Announcements:		<p>Breanna Andrews – Selling Neon-colored Sun Glasses, see her for more information.</p> <p>Bryan Reece – 3-Peaks Challenge triathlon May 9th here at Crafton. Individual challenge, group challenge, and free BBQ</p> <p>After Graduation Party for faculty at the</p>	

		<p>Yucaipa Golf Club.</p> <p>Adam Diaz fundraiser – raised \$1500.</p> <p>Gary Reese – EMT graduation 5/21/2015 at 6PM in the PAC</p> <p>June Yamamoto – EOPS award and graduation tonight at 6PM in PAC</p> <p>Mark McConnell – three musical performances 5/13/15 in PAC. See CHC websight for times and dates.</p> <p>Mark is looking for flat panel monitor to be donated.</p> <p>Meridyth McLauren – CTA workshop on chair issues</p> <p>CTA Picnic at Sylvan park from 11:30 to 1:30 on Sunday 5/3/2015</p>	
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Adjournment: 10:05 AM

<p>Mission Statement 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>Vision Statement 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>Institutional Values Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>
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