

Crafton Hills College Faculty Chairs Council Minutes

Date: February 21, 2020
Place: CCR-233 9:00AM-10:50
Next Meeting: March 6, 2020
 9:00AM-10:50

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 makes recommendations for the prioritization of faculty hires, enrollment strategies, reviews program viability documents, faculty chairs handbook, and disseminates campus information to departmental faculty.

As with all Academic Senate Committees, the committee chair (or designee) will send agenda, documents, and minutes to the AS Historian or designee to be posted for public access.

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:

<input checked="" type="checkbox"/> Breanna Andrews/Rick Hogrefe	<input checked="" type="checkbox"/> Renee Azenaro
<input checked="" type="checkbox"/> Jonathan Anderson/Ryan Bartlett	<input checked="" type="checkbox"/> Laurie Green
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Brandi Bailes/Danielle McCoy	<input type="checkbox"/> Kenny George
<input checked="" type="checkbox"/> Jeff Cervantes/Julie McKee	<input checked="" type="checkbox"/> Krista Ivy
<input checked="" type="checkbox"/> Danny Rojas/Michael Sheahan	<input checked="" type="checkbox"/> Colleen Hinds
<input type="checkbox"/> Jimmy Grabow/Ernesto Rivera	<input type="checkbox"/> Frank Madrid
	<input checked="" type="checkbox"/> Meridyth McLaren
	<input checked="" type="checkbox"/> Sam Truong

Others Present:

<input checked="" type="checkbox"/> Kirsten Colvey
<input checked="" type="checkbox"/> Elizabeth Lopez
<input type="checkbox"/> William Van Muse
<input checked="" type="checkbox"/> Christina Sweeting
<input checked="" type="checkbox"/> Kay Weiss
<input type="checkbox"/> Dan Word
<input checked="" type="checkbox"/> Keith Wurtz
<input type="checkbox"/> Souts Xayaphanthang
<input checked="" type="checkbox"/> Tina Gimple
<input checked="" type="checkbox"/> Debbie Bogh
<input checked="" type="checkbox"/> Kristina Heilgeist

Guests: Mike Strong, Kristina Heilgeist, Debbie Bogh

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:02am	
Approval of the minutes	Andrews	Minutes approved with modified changes -add Jonathan Anderson in attendance -add Double Check marks to first column list with Co-Chairs	B. Bailes motioned, and L. Green seconded Abstain: none

Information, Discussion, and Business

1. Budget Review (30+ minutes)	Gimple	<p>BUDGET</p> <ul style="list-style-type: none"> -If you need supplies, put it in your developmental budget and show justification for it -Mike wants to see what's needed in order to run your programs well -Mike will look at your historical budgets and work with the Deans to make decisions -Please submit your PPR; this can be reopened, edited and resubmitted -Mike talked about increasing the budget with lotto funds -Lotto funds are restricted and can only be spent on instructional supplies -Lotto funds must be spent first -General fund more flexible and can be moved around -Mike is aware of the needs and increases for supply budget. 	
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		<ul style="list-style-type: none"> -Developmental Budget -MUST be completed by next Friday, February 28, 2020 	
2. FT Hiring Prioritization for 21-22	Andrews	<p>https://public.tableau.com/views/FTPTFacultyRatio/RatiobyDiscipline?%3AshowVizHome=no&%3Aembed=true#1</p> <ul style="list-style-type: none"> -Think about funding for full time for 21-22 -Difficulty in finding adjunct faculty in CTE -CTE facing problems regarding CAPS -Can't cancel classes, adjuncts are maxed out -PSA is 0, really low, in GREAT need -No longer able to do overload in PSA <p>List of prioritizing how?</p> <ul style="list-style-type: none"> -CTE make sure your concerns are in the prioritization so we can add them on to help with voting taking place on March 6 -Non-instructional included as well <p>Added "enrollment trends" shows an increase or decrease</p> <p>Added "Accreditation and legal requirements"</p> <p>Added "Health and Safety Concerns"</p> <p>Added "WSCH/FTF ratio efficiency" – "525"</p> <p>Added "#8 add need for FT temp/FT faculty taking overload"</p> <ul style="list-style-type: none"> -FT Faculty Hiring Prioritization Criteria for Ranking ranked in order, can still make changes <p>9. Single full-time faculty member (will be ranked higher if enrollment trends or demand is great)</p> <ul style="list-style-type: none"> -Changed title to Guide for ordering priorities, is flexible) 	<p>L. Greene motioned, and B. Bailes seconded</p> <p>Abstain: None</p>
3. Review draft of Fall 2020 In-Service/ Flex activities	Hogrefe	<ul style="list-style-type: none"> -Hogrefe absent for review of Fall 2020 In-Service/Flex activities, to table for next meeting -Hogrefe currently working on In-Service -Professional Development committee is working on planning for activities -Draft, In-Service to complete all the work -Add PPR -Add Curriculum -Add SLOs 	
4. Review of Future AY Calendars and explanation of processes, etc.	Andrews	<p>http://www.sbccd.org/District_Faculty_-_a_Staff_Information-Forms/Academic_Calendars</p> <ul style="list-style-type: none"> -To meet auditor's requirements, we have been increasing hours close to maximum as possible. -Absences don't count against us. -Auditor's look to see that we schedule to the minimum, they don't look at the absences. 	
5. Starfish Course Demand Forecast	Andrews and Heilgeist	<ul style="list-style-type: none"> -Homework for chairs: update your matrix at https://sbccd.sharepoint.com/:x:/s/ChairsStickyFriday/ETs3M9piRk1HkBzClxBzdWgBcwBxG2RUM2Uzx2ly_e-AGQ?email=bandrews%40sbccd.cc.ca.us&e=skgdP4 	

		<ul style="list-style-type: none"> -Data not accurate on Starfish because scheduling matrixes have not been updated. -Live updates from Colleague -Auto enforce non pre-requisites -As far out as the courses get built, Starfish will be updated -Need to update scheduling matrix and change dates at the top and make sure top bar is accurate to start current year. -Make sure your offerings are still current -Send Kristina H. an email to update Starfish in the system when making changes -As a chair, you may complete for your discipline, please nudge others of different disciplines to complete it -Students will be notified if any applicable changes are made -In terms of developing the scheduling majors, would like to make it part of in-service day -We went live with Degree Planner in Nov 2018 -60% of our students have an approved Degree Planner 	
6. New GE Pattern (20 min)	Bogh	Table for next meeting	
Standing Reports			
7. Accreditation Standard (20 mins)	Wurtz	Table for next meeting	
8. VPI Report	Wurtz	<p>SCHEDULE</p> <ul style="list-style-type: none"> -Spreadsheets were sent out, Keith asked for input/feedback, made changes based on that -If the change affected a room, did not proceed with a change -With the Fall Semester there was a concern with M/W classes -Classes that ended with 45 added 5 minutes and classes ending in :50 (i.e. for classes like 10am-11:50am) increased end times to 12:05 for M/W courses, this gave extra 30 mins a week -To schedule for Spring 2021 please use the Quick Reference Contact Hour Guide for Lecture Classes -Question about Finals week: If you meet on a Tuesday/Thursday, do you still meet for lecture for a Tuesday and do Final on Thursday? – Requires further discussion -Any concerns or issues, please let Keith know by noon on Monday, February 24th. -PLEASE NOTE: Classes can't end on :55 or :00 (i.e. Must be 2:50pm or go beyond the hour like 3:05pm) -Class must be 50 mins minimum 	
9. Deans Report	Deans	-Dean Kay Weiss has nothing to report	
10. Academic Senate Report	Exec. Board	<ul style="list-style-type: none"> -Julie Mckee asked for volunteers to be on the Chancellor Search Committee. -It will require 40 hours of work; will be paid for 20 hours of work and will pay for a substitute. 	

11. CTA	McLaren	<ul style="list-style-type: none"> -Union is going to negotiate CAPS but need to negotiate what Faculty wants -Whatever is negotiated is put in writing and is a hard and fast rule -Asking faculty to talk to your Chairs and faculty to talk about CAPS how they think it should be and what they want in a contract. -Have not seen the proposal, can only speculate -Get the discussion going in order to give direction on how to negotiate -Chairs share part-timers can apply for unemployment for the semester that their classes were cancelled 	
Wrap Up			
Future Agenda Items		<ul style="list-style-type: none"> -- Faculty Chairs Training (first mtg of fall sem.) -- Budget Review (first meeting in February) -- FT hiring prioritization for Fall 2021 (Feb.) -- Review Chairs Manual (first meeting in March) -- Chair of Chairs voting (first meeting in April) -- Update Course Matrix (even yr. spring) 	
Announcements		<ul style="list-style-type: none"> -Future agenda items, please see Breanna -Renee invited all to attend Creative Sovereignty Works by Gerald Clark at the CHC Art Gallery Wednesday, February 26th from 2pm- 3pm 	
Adjournment		10:51am	
<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>	