

Crafton Hills College

Faculty Chairs Council Unapproved Minutes

Date: September 15, 2017

Place: EAST 104 9:00AM

Next Meeting: Sept 29 2017

Place: EAST 104 9:00AM

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 makes recommendations for the prioritization of faculty hires, enrollment strategies, reviews program viability documents and disseminates campus information to departmental faculty. As with all Academic Senate Committees, send agenda, documents, and minutes to the AS Historian to be posted for public access. Voting Members: Faculty Chairs, (1 vote per department) Non-voting Members: Vice President of Instruction and Instructional Deans.

Members: (Bold and Italicized = present)

_____ ***Breanna Andrews***/Rick Hogrefe

_____ ***Jonathan Anderson/Ryan Bartlett***

_____ Jodi Hanley/Sherri Wilson

_____ ***Debbie Bogh/Ernesto Rivera***

_____ ***Julie McKee/Jeff Cervantes***

_____ ***Michael Sheahan***/Danny Rojas

_____ ***Catherine Hendrickson***

_____ ***Colleen Hinds***

_____ ***Meridyth McLaren***

_____ ***Snezana Petrovic***

_____ ***Dan Sullivan***

_____ ***Sam Truong***

_____ ***Margaret Yau***

Others Present:

_____ Mike Strong

_____ ***Kathy Bakhit***

_____ Robert Brown

_____ ***Mark Snowhite***

_____ Dan Word

_____ Mark McConnell

_____ ***Miriam Saadeh***

_____ Others:

| AGENDA ITEM | PERSON | DISCUSSION ITEM | FURTHER ACTION |
|--|-------------|----------------------|-----------------------|
| Call to order: | Debbie Bogh | | |
| Approval of the minutes Aug 18 Approval of the minutes Aug 25 | | No Minutes available | Defer to next meeting |
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| Old business: | | | |
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| <p>Noncredit disciplines (10 min)</p> | <p>Denise Allen</p> | <p>Discussion action Email forwarded from Survey Monkey. AS is looking for recommendations. On the 10 non- credit disciplines. 1.) In what order should we prioritize. Keep in mind which pay... and which are a natural fit. 2.) Under what Department discipline it should fall 3.) Minimum qualifications M. Snowwhite- ESL question... Academic Senate will finalize recommendations by end of Fall. AS currently reviewing data.</p> | <p>Denise will resend survey not all Chairs received email.</p> |
| <p>Course caps (10 min) Face to face DE</p> | <p>Allen/ McLaren</p> | <p>Discussion action D. Allen- Reviewed process to modify course caps and explained history of document. Purpose was to create course caps to reflect the number that did not impact negatively on the budget. It was a baseline and provided a starting point. We have found items that need to be corrected. Online was not part of this conversation when the policy was created. Online caps were brought up at the ETC meeting. ETC history minutes reader has productivity and data for reasonable caps for online courses. What we need to do is revisit and ETC will draft a recommendation that will go to Academic Senate. Faculty have expressed that ETC should not have the final say on limitations to course cap and faculty that teach the discipline should have a say. ETC would like for faculty to have a say on course cap. S. Petrovic - How can we deal with current problems? Denise suggested meet with the VPI and review current policy.</p> | |
| <p>New business:</p> | | | |
| <p>Chairs council charge</p> | <p>Debbie Bogh</p> | <p>Review see above Andrews - Remove extra comma after Chairs Training. R. Bartlett- corrections include remove coma after "enrollment strategies" and add the word "and" after enrollment strategies.</p> | |

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| Chairs council evaluations 16-17 | Debbie Bogh | Review see handout Reviewed Chairs Council evaluation and asked for feedback. Only four members completed the survey. It was suggested more members need to participate in the survey before we can consider the results. This must be kept in mind for the end of this year. | |
| Schedule offerings days, time and semester planning (suggestion use next meeting Sep 29 for this plan on a longer meeting) (10 minutes) | Debbie Bogh | Discussion action D. Bogh. From Counselors perspectives it is in the student's best interest to know what is offered in the future. Concerns with evening class and courses with beginning times at 4 pm block as the standard start time. This is not actually an evening course for most working students. Using this time to target in the evening students may be inaccurate. (VPI- how big of a difference for 6 or 6:30 course?) Recommendation, for future evening schedule and works under the 5 week model Work with Donna to market in SP18 and see what happens. This would be the commitment or met the students needs. B. Andrews Are we meeting about this at our next meeting? -Discussion Moved to the 29th. | |

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| <p>College Hour (15 minutes) Impact on college time blocks and students</p> | <p>Deferred to full senate</p> | <p>Discussion/ recommendations of implications to be considered by senate Study sessions of pros and cons for next academic. senate. S. Truong- for. Science courses lab courses can have a breaks longer then anticipated and student's will not stay. Hinds- Shared the idea of having it every other week. VPI- Asking if data has been captured on the interest of student and has college hour been beneficial to our student's experience. Allen- importance of sounder to collaborate and but also faculty and staff ability or meet as professionals to get professional development. CTE- has lunch topically 12-1 and EMT 1-2 and wanted to allow all students to participate . VPI - Shared idea of making college hour later in the day. This would allow for more flexible schedule for other students. T. Barrrier- CPP had college hour mon-Fri and this might depend on the population. Bogh - why is odd scheduling confusing? It needs to be consistent for students. Petrovic- convinced the idea of 2 days a week. We do not want it loose college hour for students and faculty. Cervantez- Take a tentative vote and see were the majority would like to have. Anderson - can we work around the sciences Truong- Kelly had an idea of W&TH and exempt 4 unit classes. Andrews - no issues with 4 units courses Issue is late start courses. Petrovic- 3 unit courses also have issues. Any time you have a lecture lab course it will go over college hour. - Motion Hinds: Recommend 2 days a week M&W, Cervantes 2nd (was there a vote and result???)</p> | |
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| Reallocation of room priorities for fall 18 given room closures (should chairs or should Deans determine) | | Discussion Action Allen-Management has the right of assignment. Chairs only provide the recommendation. VPI- Certain understanding that certain rooms are used for specific disciplines. Last time we met some recommendations were made ENGL Department concerns were addressed. The recommendations will be taken to AS. Per M. Strong no rooms will be closed in WEST building. | |
| Dual enrollment (Should this be deferred to full senate?) | | Discussion action Tabled to another meeting | |
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| Reports: | | | |
| final decisions on room closures For Spring 18Fall 18? | Mike Strong/ Kathy Bakhit | | |
| Current room usage (handouts) | Miriam Saadeh | Provided handout | |
| Class meeting time calculations Partnerships: Amazon, University of La Verne Guided pathways | Kathy Bakhit | Class meeting times-Continued from last meeting VPI- Reported on partnerships with Amazon and ULV. Amazon developing partnership. No noncredit courses being offered at Amazon. ULV Program will not interfere with our courses. Provided list of programs that they are planning to offer, launch with Business Administration. Guided Pathways, conversation is continuing at the State level. This item will be brought to the AS meeting in Oct but deadline is Nov. Office of Research and Planning will be provided Assessment being done to identify what the institution is doing about pathways already. | |
| Schedule Calendars for summer and fall 18 | Miriam Saadeh | Miriam provided update and an open room report. McKee- Question about Political Science course/room. Miriam asked to follow up at office to rectify. | |

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| <p>Date for sticky Friday for summer and fall 18</p> | <p>Miriam Saadeh</p> | <p>Do we need sticky Friday for summer???</p> <p>Miriam- November 3rd suggested to schedule FA18, Sticky Friday. FA17 Sheets deadline by DEC 12.</p> <p>Andrews - What are we doing with summer are we. coordinating with Deans? VPI will follow up on SU18 schedule.</p> <p>-SU18 Spreadsheets are needed by OCT 22nd.</p> <p>March 9th schedule deadline If any issues please email concerns.</p> | |
| <p>Statements from the public: This segment of the meeting is reserved for persons desiring to address the CHC Chairs Council on any matter of concern that is not stated on the agenda. A time limit of three (3) minutes per speaker and fifteen (15) minutes per topic shall be observed. The law does not permit any action to be taken, nor extended discussion of any items not on the agenda. The CHC Chairs Council may briefly respond to statements made or questions posed, however, for further information, please contact the CHC Academic Senate President or chairs Council Chairperson for the item of discussion to be placed on a future agenda. (Brown Act §54954.2)</p> | | | |
| <p>Announcements:</p> | <p>Trinette Barrie</p> | <p>the Career Center's annual Hello Major/Hello Career Fair</p> | |
| <p>Future agenda items:</p> <p>--Faculty Chairs Training --Revising Faculty Chairs Handbook</p> | | | |
| <p>Adjournment: 11:10 am</p> | | | |
| <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> |