

Crafton Hills College Faculty Chairs Council Unapproved Minutes

Date: Dec 1, 2017
Place: EAST 104 9:00AM
Next Meeting: Jan 19, 2018
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 and 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: bolded=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
 ___X___ Robert Brown
 ___X___ Mark Snowwhite
 ___X___ Dan Word
 _____ Mark McConnell
 ___X___ Miriam Saadeh
 _____ Others: Elizabeth Lopez

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order: 9:08am	Wilson		
Approval of the minutes Nov 17		Motion to approve minutes moved by C. Hendrickson. Seconded by Jonathan Anderson Ayes: All present: Breanna Andrews, Rick Hogrefe, Jonathan Anderson, Ryan Bartlett, Sherri Wilson, Ernesto Rivera, Jeff Cervantes, Michael Sheahan, Catherine Hendrickson, Colleen Hinds, Snezana Petrovic, Dan Sullivan, Sam Truong, Margaret Yau Noes: none	
Old business:			
		None	
New business:			
Starfish and canvas integration (discussion)	Andrews	Starfish and Canvas integration with two main features: 1) Visibility of grades and 2.) set up of automatic flags based on departments decided threshold (opt in option available) <i>Examples:</i> low percentage of grade, inactivity...etc. Specific to sections, date ranges.	

<p>Non-credit programs and courses update (discussion)</p>	<p>Wilson</p> <p>Mark Snowwhite</p> <p>Wilson</p>	<p>Review of CHC Continuing Education Noncredit Courses and Programs Implementation Plan packet handed out:</p> <ul style="list-style-type: none"> • Math department to offer non-credit classes • 1st draft needs to be sent to senate. • Waiting for program to be in place. Lots of areas will affect department chairs • Need to begin recording positive attendance hours for Hybrid courses • SLO and grades similar to regular courses • Chairs to hire non-credit instructors and evaluation will be the same as others • Curriculum input needed <p>Human Resources needs to be made aware of the disciplines. Denise Allen would like feedback directly to her.</p> <p>This will be a big part of the Chairs job. We all need to look at this and provide feedback to Denise</p>	
<p>Chairs elections for Fall 18 timeline and for election of chair of chairs (information)</p>	<p>Bakhit/ Wilson</p> <p>S. Wilson</p>	<p>Department to nominate, vote and elect. Name will go to board and assigned to a Chair.</p> <p>Timeline of election of chairs needs to be moved up earlier in order to ensure proper mentoring time for new chairs to start the first meetings. R. Hogrefe Agree.</p> <p>Motion to change timeline earlier to April board date moved by C. Maloney. Seconded by S. Petrovic.</p> <p>Ayes: All present Noes: None</p>	
<p>Course semester offerings matrix (if available)</p>	<p>S. Wilson</p>	<p>Keith has prepared a matrix for scheduling purposes.</p> <p>Requests: Chairs will review their portion to check for accuracy. Kristina will add this to the schedule Additional boxes to include: AM, PM, EVENINGS, ONLINE, HYBRID, WEEKENDS.</p> <p>Clean up matrix to give to counselors.</p>	

		Motion to add changes moved by C. Maloney. S.Truong to make these changes. Seconded by M. Sheahan.	
Reports:			
Academic senate (10 minutes)	McLaren	None	
CTA	McLaren	Faculty, please complete survey emailed. SBCCD is the lowest salary paying district (median range) Without faculty input, the union cannot make improvements.	
Scheduling updates	Saadeh/Bakhit S. Wilson	Summer 2018 is completed. Will be sending drafts before winter break S. Wilson will be sending out dual enrollment notes out but not yet ready to be posted.	
Administrative report	Bakhit	None	
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)			
Announcements:	D. Sullivan S. Truong E. Rivera S. Wilson	Fire Tech Department is selling Christmas wreaths for \$20.00 Are we waiving prerequisites? Overlapping of classes should be instructor's final decision though the initial paperwork starts at the Dean's office. Retirement get together for John in December 2017. Will schedule Chairs meetings for the Spring 2018 semester.	
Future agenda items: --Faculty Chairs Training --Revising Faculty Chairs Handbook			
Adjournment: 10:18am			
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.	Vision Statement Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community,	Institutional Values Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.	

and a beautiful collegiate
setting.