

# Crafton Hills College Faculty Chairs Council Unapproved Minutes

**Date:** Feb 2, 2018  
**Place:** EAST 104 9:00AM  
**Next Meeting:** March 2, 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:**

**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**  
**William Van Muse**  
 Dan Word  
 Mark McConnell  
**Miriam Saadeh**  
 Others: **Elizabeth Lopez**

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
<b>Call to order: 9:04AM</b>	Wilson		
<b>Approval of the minutes Dec 1 2017</b>	Wilson	Motion to approve minutes moved by R.Bartlett Seconded by S. Wilson  <i>Ayes:</i> B. Andrews, R.Hogrefe, J.Anderson, R.Bartlett, S.Wilson, D. Bogh, E. Rivera, J.Cervantes, M. Sheahan, D.Rojas, C.Hendrickson, C.Hinds, M.McLaren, S.Petrovic, S.Truong, M. Yau  <i>Noes:</i> None	Passed
<b>Information Items:</b>			
Introduction of new Dean	Bakhit	Welcome Dean of Social, Information and Natural Sciences- William Muse but goes by Van.	
Open forum is Thursday, February 15, 1-2 PM in LRC-226	Message from Wurtz	Open forum date/ time announced	
Section numbering	Wilson	<ul style="list-style-type: none"> <li>Announcement to keep sections in the 70's strictly for online courses.</li> <li>T/R evening courses from 7:00pm-9:00pm will be using 50-59 number sections.</li> </ul>	
Start dates for 16, 14 and 9 week classes	Wilson	<ul style="list-style-type: none"> <li>Need dates for the 16, 14 and 9 week courses. Will need a consistent time frame where short term classes (8-9 week</li> </ul>	A memo with accurate dates

(14 week Sept 10-Dec 14 Or Sept4-Dec 7?)		courses) will also end concurrently with regular finals week.	will be sent out to all.
<b>Old business:</b>			
Excel sheet to update course offerings	Wilson	<ul style="list-style-type: none"> <li>Course matrix, still need to add some information.</li> <li>Adding section numbers will be difficult but an X will indicate the course being offered.</li> <li>Add morning/evening section</li> <li>Colleen will help post afterwards</li> </ul>	Deadline- End of February to have disciplines ready. Need list of disciplines.
timeline for Chairs elections for Fall 18 postponed to a later meeting (information update to come later)	Wilson Bakhit	<ul style="list-style-type: none"> <li>Timeline moved ahead</li> <li>Begin process with nomination forms and any changes on who will and will not be returning. Board approval May or June.</li> </ul>	M. Yau will not be returning, will need to fill her spot.
<b>New business:</b>			
Section caps for online courses (5 minutes)	Wilson Cervantez Hogrefe Bakhit Hogrefe	<ul style="list-style-type: none"> <li>Currently section cap is at 55 which is a lot.</li> <li>An online course at 55 cap should not be possible. Need to go back to historical practices that have worked.</li> <li>The finalizing of caps was never established in the final document. Nothing was documented that online courses should be differently capped than face to face classes.</li> <li>Will analyze schedule to look at trends and find an efficient solution. The caps were implemented through an agreement with academic president and only changed caps once speaking with many faculty members regarding the cap shift from 35-55. An error but will need to involve CTA to rectify the issue and reduce cap.</li> <li>Temporary fix will be reduce caps to 40 or 45 while the negotiations take place.</li> <li>Low enrollment means it is not financially stable when the average class is 27 students.</li> <li>35 cap was a pilot but was never checked back on or followed through- agrees that faculty should have a say in this change and would like to work together. Help identify how many students an instructor is willing to enroll and the office of instruction can increase that number to the cap.</li> <li>The cap was modified for consistency, it is fearful to have instructors choose their own caps.</li> </ul> <p>Motion to keep cap at 35 moved by C. Maloney-Hinds. Seconded by B. Andrews.</p>	Feedback on this will be sent to Mark McConnell, Academic Senate President

		<p><i>Ayes:</i> All present</p> <p><i>Noes:</i> None</p>	
Registration ideas discussion ( 5 minutes)	<p>Hinds</p> <p>Andrews</p> <p>Wilson</p> <p>Petrovic</p> <p>Wilson</p> <p>Maloney-Hinds Bakhit</p> <p>Hogefe</p> <p>Bakhit</p> <p>Wilson</p> <p>Maloney-Hinds</p>	<p>Audits:</p> <ul style="list-style-type: none"> <li>• Student audits are scheduled until the end of the semester which makes it hard for students who are stuck in a waiting "limbo" during the semester.</li> <li>• Would be a good idea to move the audit date earlier.</li> <li>• Need a better tool to verify. An institutional policy for restricting access needs to be placed, not simply a faculty prerogative.</li> <li>• Maybe a different approach would be to allow students access to canvas to access their assignments while the audit is in process.</li> <li>• Doubts that audit students can receive access to Canvas as they need be an enrolled student.</li> <li>• Will need more clarification on this. It will need to come from senate and moving forward to ED policy.</li> <li>• Need add codes earlier to add students on the waitlist</li> <li>• Will work with Dean/ Adm. Secretaries to have add codes sent out earlier and emailed to instructors.</li> </ul> <p>Registration process</p> <ul style="list-style-type: none"> <li>• Registration process needs to be revisited. If students find ways to avoid assessment, they will and we cannot prevent them.</li> <li>• State level and the chancellor are looking to redesign the CCCApply.</li> <li>• This needs to brought up to enrollment management</li> <li>• Need a universal form to hand out to the community guiding them in this process.</li> </ul>	Email Van Muse to create a discussion about this. Subject: Community Members Enrollment
process of class cancellation and how/who the information to the faculty is delivered.	<p>Petrovic</p> <p>Van</p> <p>Hogrefe Bakhit</p>	<ul style="list-style-type: none"> <li>• What is the process for cancelling classes and notifying students?</li> <li>• The Dean will be responsible in contacting instructor</li> <li>• The Chair should also be informed</li> <li>• Deans and Adm. Secretaries will contact students to facilitate process</li> </ul>	
former students' needs		<ul style="list-style-type: none"> <li>• The Dean will also help students who are requesting past course syllabuses.</li> </ul>	

Dual enrollment	Bakhit	<ul style="list-style-type: none"> <li>Offering additional courses for the Fall. Will be meeting soon to receive list of courses that will be offered.</li> </ul>	
<b>Reports:</b>			
Academic senate ( 10 minutes)	McLaren	<ul style="list-style-type: none"> <li>Changing in policy, intention to remove faculty from policy making.</li> </ul>	
CTA	McLaren	<ul style="list-style-type: none"> <li>Reviewing Faculty Chairs assignment. Changing assignment as well as adding a faculty coordinator who will work with part time faculty.</li> <li>Current draft passed out</li> </ul>	
Scheduling updates	Saadeh/Bakhit  Bakhit	<ul style="list-style-type: none"> <li>Not all second drafts for Fall 2018 have not been submitted to Miriam. Need this as soon as possible to make appropriate time frame.</li> <li>Another note: Hiring a substitute for Sherri Bruner Jones, printing assistance for instructors.</li> </ul>	
Administrative report 1. NSF grant 2. Positive attendance record keeping Hiring of sub to service copy machines			
<b>Statements from the public:</b> 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)			
<b>Announcements:</b>			
<b>Future agenda items:</b> --Faculty Chairs Training --Revising Faculty Chairs Handbook			
<b>Adjournment: 10:37AM</b>			
<b>Mission Statement</b> The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.	<b>Vision Statement</b> 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.	<b>Institutional Values</b> Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.	