

Crafton Hills College Faculty Chairs Council Unapproved Minutes

Date: November 1, 2019
Place: CCR-233 9:00AM-10:50
Next Meeting: November 15, 2019
 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:

Breanna Andrews/Rick Hogrefe
Jonathan Anderson/Ryan Bartlett
Brandi Bailes/Danielle McCoy
Jeff Cervantes/Julie McKee
Danny Rojas/Michael Sheahan
Jimmy Grabow/Ernesto Rivera

Renee Azenaro
Laurie Green
Kenny George
Krista Ivy
Colleen Hinds
Frank Madrid
Meridyth McLaren
Sam Truong

Others Present:

Elizabeth Lopez
 Mark McConnell
William Van Muse
Heather Rodriguez
Mike Strong
Dan Word
Keith Wurtz
June Yamamoto
Kevin Horan
Larry Aycock
Kirsten Colvey

Guests:

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:05AM	
Approval of the minutes	Andrews	Motion to approve minutes moved by K. George Seconded by D. McCoy	

Information, Discussion, and Business

1. President Announcement	Horan	New project- One book/One college. - Each year select a book Equity and inclusion- College wide discussion	Spring 2020- Gather a group of faculty, staff and managers to have a discussion on the selection of a book
2. Department Budgeting	Strong	Three systems we use: Financial 2000- Counties financial software Questica- Budget planning software - Budget transfers Oracle- Budget monitoring software - Create PR's - View expenses and payments - Check how much money each department has Go to your Dean's assistant to get your departments budget.	

3. Course Substitution Form	Aycock	Presented Course Substitution Request-Degree requirements to be substituted with a similar course or if the required course has not been and will not be offered in time for the student to complete the degree requirements. Steps on the back on how to process the course substitution form	
4. Full Time Hiring prioritization	Andrews and Wurtz	Presented Fall 2019 – Spring 2020 Full Time Faculty Hiring Prioritization Considerations. - New faculty hire, not replacement Keep the same list	
5. ILO and GEO Assessments (30 min)	Wurtz		Tabled to next Chairs meeting 11/15/2019
Standing Reports			
6. Chairs Training/Review: Strategies for how and when to offer classes	Kenny George	Displayed a PowerPoint and discussed strategies to help your department grow.	
7. Accreditation Standard (20 mins)	Wurtz		Tabled
8. VPI Report	Wurtz	Curricunet: Add - Program Level Outcomes - Program Goals and Objectives - Proposed Sequence of courses	
9. Deans Report	Deans		Tabled
10. Academic Senate Report	Exec. Board		Tabled
11. CTA	McLaren	Bailes: Adjuncts have 12 weeks of baby bonding. They must sign up for classes or they can't use it	
Wrap Up			
Future Agenda Items		-- Faculty Chairs Training (first mtg of fall sem.) -- Budget Review (first meeting in February) -- Review Chairs Manual (first meeting in March)	
Announcements		* Today is the last day to submit your Progress Reports in Starfish (for classes that are 12-18 weeks long). Please make sure those get submitted and contact Breanna Andrews if you need any help. Azenaro: Please pick up art from the Art show	
Adjournment		11:01AM	
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, and a beautiful collegiate setting.	Institutional Values Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.	