

Crafton Hills College Faculty Chairs Council Minutes

Date: August 19, 2022
Place: CCR-233 9:00-11:00AM
Next Meeting: Sept. 2, 2022
 9:00-11:00AM

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 encourages collaboration and conversations to promote equity driven and inclusive practices. Chairs make recommendations for the prioritization of faculty hires, enrollment strategies, reviews program viability documents, faculty chairs handbook, and disseminates campus information to departmental faculty.

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:

XX ___ Renee Azenaro/Mark McConnell	X ___ Jimmy Grabow
X ___ Jeff Cervantez/Julie McKee	X ___ John Grounds
___ Danny Rojas/Michael Sheahan	X ___ Colleen Hinds/Andrews
X ___ Jonathan Anderson	X ___ Danielle McCoy
X ___ Breanna Andrews	X ___ Meridyth McLaren
X ___ Kenny George	X ___ Sam Truong

Others Present:

___ Elizabeth Lopez
X ___ Van Muse
X ___ Ivan Peña
X ___ Delmy Spencer
X ___ Christina Sweeting
X ___ Kay Weiss
___ Dan Word
X ___ Keith Wurtz

Guests: Willie Blackmon

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews		9:05am
Approval of the minutes	Andrews		Motion to approve by D. Mccoy; second by M. McLaren Minutes approved.
Follow Ups	Andrews	Will follow up with Mike Strong regarding signage	

Information, Discussion, and Business

1. Faculty Chairs Intro, Norms, & Best Practices (advice for the newbies)	Andrews	- Welcome John Grounds! (Public Safety)	
2. Introduction of new Director of Outreach & Educational Partnerships	Pena	- Welcome Dr. Willie Blackmon (Director of Outreach) - Focus is on Dual enrollment/Adult Ed - Looking to build the team and department; 4 recruitments are in progress - Would love to hear feedback, open to suggestions	
3. % of residence classes required for a degree	Andrews	- Formation of a work group from Chairs to identify programs that should be part of this longer conversation. - At least 12 units on campus - Certificates (no units called out) - Need representation from Business/Multimedia/CIS - Next Step? - Workgroup needs to be created	

		<ul style="list-style-type: none"> - Colleen, Kenny, John, Dan and Jimmy would be great additions - Meetings can be virtual - Set a watermark for transferability - Faculty need to identify certain classes that are not eligible for transfer <p>- Timeline for progress?</p> <ul style="list-style-type: none"> - Next meeting Sept 2nd, Dan will report back to the group on Sept. 16th. 	
4. Course Map Rationale	Andrews	<ul style="list-style-type: none"> - Course map recommendation notes. Why did you choose these GE courses for students to take for your degree? Course Map Recommendations Rationale by Department.docx - All courses grouped into the meta majors - Please look over and review 	
5. Review SLO Cloud Comments	Andrews	<ul style="list-style-type: none"> - What patterns do we see? - What are faculty needs and how to we support growth and improvement? - What would make these comments more useful? <p>Changes to the SLO form?</p> <p>Need more time for this discussion - on Sept 2nd we will have the information on all courses within our departments to answer the recommendation questions above.</p> <p>Gio will be attending the next meeting and discuss the new cloud</p> <p>As Chairs we need to look at the table to see if it still works and edit the plan.</p>	
Standing Reports			
6. VPI Report	Wurtz	<p>Zero Cost Textbooks</p> <p>ZERO COST which will now be C=ZMAT LOW COST which will now be D=LMAT</p> <p>A= NMAT no materials B= NOER no cost open enrollment resources C= ZMAT zero cost materials D= LMAT low-cost materials Y= NAPP Not applicable</p> <p>Review SLO Could Volunteers:</p> <ul style="list-style-type: none"> • Laurie • Dani • Breanna <p>Student Level Reporting –</p> <p>Now lists all the students and you can go through and enter the rubric score</p>	

		<p>Select yes or no if they've met the outcomes</p> <p>Scoring for each individual student</p> <p>Provides guiding prompts</p> <p>Must select SLO from drop down menu for each outcome</p> <p>You have the option to mark all</p> <p>Compensation: SLOs are built into the contract</p> <p>Review the proportion of sections offered by instruction method for Spring 2023</p> <p>If you experience any problems with your SLOs, please contact Gio Sosa. He can make changes/edits.</p> <p>Spring schedule is ready to go:</p> <p>46% in person classes 48% online classes</p> <p>You can go into CurriQnet and indicate DE for your courses (DE addendum).</p> <p>If we offer a class online (any part of instruction), you need a DE addendum</p> <p>Spring 2023 schedule, Keith will give us 2 weeks to complete</p> <p>Course Cancellations:</p> <p>In Spring 2021 we cancelled 20%, going forward we want to get that below 5% of cancelled courses</p> <p>Keith identified each course in Spring 2023 that we will have to keep pending and based on student demand will activate if needed</p> <p>Ghosted courses are now listed as pending</p> <p>Suggestion made to combat Late start classes that do not seem to not fill as much by opening registration for these courses at a later time</p> <p>We have a significant number of drop rates in late start classes</p>	
7. VPSS Report	Spencer	<p>Strategic Enrollment Management Group Looking at our scheduling and how we use Guided Pathway Maps and how it translates it into the schedule</p>	

		<p>Information will be sent out if you are interested in joining the group, the more Chair voices, the better the schedule will be</p> <p>Student Services Update: Just hired a Basic Needs Coordinator- to help students with food insecurities, Cal Fresh, homelessness</p> <p>Food pantry downstairs in Student Life</p> <p>Basic Needs form is on the website</p> <p>Will be having more in-person events</p>	
8. Deans Report	Deans	<p>D. Word – Welcome back! Deborah Wasbotten retired. Child Development Center is up and running</p> <ul style="list-style-type: none"> - Heather Stephens is serving as the Interim Director <p>We have a new CNA program up and running</p> <p>V. Muse- New faculty members:</p> <p>Sandra Ruiz in Computer Science. Her office is CNTL 239 down the hall from Stem Center</p> <p>Butch Zein in ASL. He will need an interpreter. Those services can be requested through Van’s office to schedule. Please provide some lead time, date/times for whole semester</p> <p>K. Weiss- Welcome back! Library, tutoring up and running, please refer your students to tutoring early</p> <p>New Hires:</p> <ul style="list-style-type: none"> -Cynthia Lemus in STEM center -New faculty members: Jillian Robertson (Math) Andrew Guevara (English) <p>Chromebook and hotspots are still available for students (restocking soon)</p> <p>Imbedded tutors and SI’s are still provided for those who requested it.</p> <p>If you have recommendations for tutors, we hire all year round, please refer using StarFish.</p> <p>I. Pena- splitting Counseling by unit counts. In process of hiring 5 completion coaches to be assigned to case loads</p> <p>Focus is on our student retention</p>	
9. Academic Senate Report	Exec. Board	McLaren- good senate plenary	

		Discussed Communication (finding a balance) and creation of subcommittee, professional development, equity, and Guided Pathways ASL training with Butch Zein; recorded	
10. Guided Pathways/CAPs Report	Grabow	Working on 3-year major MAPS, also working on getting it into CurricQnet	
11. CTA Report	McLaren	Julie will provide updates next meeting. Will change name out to Julie McKee.	
Wrap Up			
Future Agenda Items		<ul style="list-style-type: none"> -- Faculty Chairs Training and update course offerings matrix (first mtg of fall sem.) -- Review SLO Cloud Comments (first mtg of sem.) -- FT hiring prioritization for following Fall (October) -- Budget Review (first meeting in February) -- Review Chairs Manual (first meeting in March) -- Start Scheduling (second meeting in March/October) -- Chair of Chairs voting (first meeting in April) -- Sticky-less Friday (April and November) 	
Announcements		<p>R. Azenaro- ART By Us! Submit any kind of creative endeavor, you don't have to be an artist! It's an exhibition to honor all faculty and staff</p> <p>Reception will be on September 14th.</p> <p>S. Truong- Shoutout to Dan's program who has provided 2 sets of iPads to the students and 2 iPads instructor use (Program Review) This provides access to our virtual labs and lab practicals</p>	
Adjournment		10:31am	
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.