

Crafton Hills College Faculty Chairs Council Minutes

Date: September 16, 2022
Place: CCR-233 9:00-11:00AM
Next Meeting: October 7, 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
X _____ Danny Rojas/Michael Sheahan	X _____ Colleen Hinds/B. Andrews
_____ Jonathan Anderson	X _____ Danielle McCoy
X _____ Breanna Andrews	X _____ Meridyth McLaren
_____ Kenny George	X _____ Sam Truong

Others Present:

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

Guests: Gio Sosa, Gwen DiPonio

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:06AM	
Approval of the minutes	Andrews		Motion to approve by J. Cervantez; second by J. Grounds Minutes approved.
Follow Ups	Andrews		

Information, Discussion, and Business

1. Update from Certificate Program Residency Requirements	Word	<p>Workgroup met</p> <p>Shared list of certificate programs currently on our website</p> <p>Chairs and programs please review so we can ensure that we are covering all programs</p> <p>Some descriptions for the programs do not link correctly</p> <p>Co-requisites required</p> <p>Quick review for catalogs for the region and confirmed most with regional partners and Deans within the region</p> <p>RCCD Standard-</p>	<p>Motion to approve updated statement for the Certificate Program Residency Requirements* by M. McLaren; second by D. McCoy</p> <p>Motion passed to propose the new verbiage to Academic Senate.</p>
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		<p>50% of the coursework for any certificate pattern must be completed at any colleges within Riverside Community College District, with one course completed from the college awarding the certificate</p> <p>Chaffey College Standard- Certificate programs focus on a specific vocational topic/subject area and are designed to provide students with knowledge and skills immediately applicable to employment. Certificate programs typically do not require or include general education type courses, and most can be completed in less than 2 years – sometimes within a single term. Certificates are awarded to students who have successfully completed the required sequence of courses in an occupational field</p> <p>SB Valley College Standard- Twelve units, or 50% of the coursework required for a certificate, whichever is lesser, must be completed at San Bernardino Valley College</p> <p>*Proposed change –</p> <p>Twelve units, or 50 percent of the coursework required for a certificate, whichever is less, must be completed within the San Bernardino Community College District, with at least one course at Crafton Hills College. This residency requirement may be waived in the case of extenuating circumstances with the permission of the Faculty Chair.</p> <p>Some specific programs may have other requirements based on accreditation standards. Contact counseling for specific requirements.</p>	
2. Choosing a Standard Whiteboard	Wurtz	No Whiteboard with lines!	
3. LFM & COR Trailblazers	DiPonio	<p>Leading From the Middle –</p> <p>Curriculum Institute will add equity into Course Outline of Records. Will become part of title 5, and will be required within 2 years</p> <p>COR help sheet shared – discusses different ways to analyze your course and prove equity.</p> <p>Certain areas you may not be able to fill every box, or you may think it doesn't apply but use the questions to assist you in your disciplines</p> <p>Keith would like to dedicate time during in-service to do this work (in-person).</p> <p>Suggestion made to have a precursor workshop to prepare the items needed to complete this work. What are we looking for? What is required?</p>	

		<p>Would like to start updating CORs to stay ahead of the timeline</p> <p>COR is important so instructors and adjuncts can base their syllabus off this information</p> <p>Within faculty evaluations, we can emphasize the need for the SLOs to match the COR.</p> <p>Google drive of LFM Team Resources is available</p> <p>Chairs will be the forefront leaders to complete for their own disciplines and assist others</p> <p>We have an equity component in CurriQunet.</p> <p>You add this in content, objectives area and within the Course Materials sections</p> <p>Add in the "Show how course materials reflect equity" box</p> <p>Rationale for this edit is for Diversity/Equity changes only, no content changes</p> <p>Breanna will add this to the shared drive</p> <p>You can input information about equity with typical assignments section</p> <p>Navigate through the gray toolbar, wherever equity fits you can add it in</p>	
4. GEO/ILO Feedback	Sosa	<p>Please bring your laptops 😊</p> <p>Two activities, breakout groups to look at responses offered from the survey; reviewing findings submitted for the survey for the ILO/GEO</p> <p>Two documents shared, one is at a granularly level and the other one is overarching; everything that was submitted (all responses).</p> <p>15 minutes in groups to respond to the action items and next steps</p> <p>Identify common threads, what is the root issue in these responses?</p> <p>Responses recorded; will add this to a planning document and work as an institution to implement these ideas</p>	
5. eSchedule and Cancelled sections	Wurtz	<p>On e-schedule when a class is cancelled, it's still shows on the e-schedule.</p> <p>Cancelled and pending courses should be removed from the e-schedule, so it doesn't confuse the students.</p>	

		You can generate a report in Informer for all cancelled courses.	
6. Revisit spring scheduling timeline (so we are not running so far behind with publishing)	Wurtz/Lopez	Tabled for next meeting.	
7. Review room prioritizations current and future	Wurtz	Review room prioritizations to confirm accuracy. Please complete this sheet and return to Keith. Any conflicting issues will be addressed.	
Standing Reports			
8. VPI Report	Wurtz	Liz is working on one more discipline for the Spring schedule. Hold back 10% of the sections and add as we go Liz is asking that you identify sections that are zero or low-cost so we can get that information out to students Congratulations to Mike and Danny – the BS Degree was approved by Chancellor’s office ACCJC still needs to approve it, but we find out on September 26 Dual Enrollment classes are now managed by Willie Blackmon, please reach out to him with any questions High Schools determine the days, and we fit it into our schedule. If there are any concerns with the choice days, we can address it.	
9. VPSS Report	Spencer	Absent	
10. Deans Report	Deans	D. Word – Regarding the certificate programs, I would like to go back and take a look at it and reach out if needed Topics to review: -Top code alignment -Connection to financial support? -Connection to the Region?	
11. Academic Senate Report	McLaren	-Birthdays -Discussed the calendars -Looked at the faculty handbook for suggestions, approved it provisionally and will continue to look at it as a living document -Reviewed Student Services REORG	
12. Guided Pathways/CAPs Report	Grabow	-In process of updating webpage -Meeting with Keith in October -Student enrollment management program during Summer and Fall	
13. CTA Report	McKee	-Luncheon on Tuesday, look out for Ed’s email -Updates will be given at next meeting	
Wrap Up			
Future Agenda Items		-- Faculty Chairs Training and update course offerings matrix (first mtg of fall sem.)	

		<ul style="list-style-type: none"> -- 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) -- Presentation on new Evaluations Process (Oct. 7th meeting) 	
Announcements		<p>Golden State and Education Training Program Free \$25,000 grant for anyone displaced (lost employment) during Covid (KVCR)</p> <ul style="list-style-type: none"> - Mark will send more information to Keith <p>Please check out the Art Gallery, it's open until 4pm every day.</p>	
Adjournment		10:38am	
<p style="text-align: center;">Mission Statement</p> <p>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 style="text-align: center;">Vision Statement</p> <p>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 style="text-align: center;">Institutional Values</p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>	