

# Crafton Hills College Faculty Chairs Council Minutes



**Date:** November 04, 2022  
**Place:** CCR-233 9:00-11:00AM  
**Next Meeting:** Nov. 18, 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:** VPI 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
___ Jeff Cervantez/Julie McKee	___ John Grounds
X ___ Danny Rojas/Michael Sheahan	X ___ Colleen Hinds/B. Andrews
___ Jonathan Anderson	X ___ Danielle McCoy
X ___ Breanna Andrews	___ Meridyth McLaren
X ___ Kenny George	X ___ Sam Truong

**Others Present:**

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

**Guests:** Shella Scott

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 S. Truong  Minutes approved.
Follow Ups	Andrews	<ul style="list-style-type: none"> <li>- Have you submitted your summer 2023 schedule? Please do so ASAP</li> <li>- Peer Evaluations: Anonymous question for Chairs: Is having faculty evaluators outside the discipline, an acceptable practice (I do not think it is)?               <ul style="list-style-type: none"> <li>o Response: In most cases, I would think some previous study or course work in the area would be beneficial to conducting evaluations, but not necessarily to the level of subject expert. Regardless, cross discipline evaluations, could work for some areas, but not all... like foreign languages. Additionally, there may be other areas where similar disciplines (I assume) would work, like STEM disciplines.</li> </ul> </li> </ul> <p>Response from Chairs: It’s beneficial for other disciplines to see other disciplines. Having a knowledge in the discipline is advantageous, but</p>	

		at the same time are you evaluating the prowess in the discipline or the prowess as the instructor? Main objective is: How does the instructor manage the classroom and interact with students? There are so many departments with just one person. Peer evaluating other disciplines also builds camaraderie among faculty who might never have crossed paths.	
<b>Information, Discussion, and Business</b>			
1. Full Time Hiring Prioritization	Horan	Tabled for next meeting.	
2. Guided Pathways Website Reorg. (15 min)	Scott	<p>CAPs - Career and Academic Pathways</p> <p>The Taskforce has recommended to add a high-level link of CAPs to the Catalog and structure it similar to MSJC Catalog</p> <p>The Taskforce has also recommended adding the Program map links to the current program pages in the catalog.</p> <p>The taskforce has requested a CAP based reorganization of departments for the website and student facing pages</p> <p>The taskforce would like to add GP links to the department homepages. This would likely be a link to the relevant CAP.</p> <p>Instead of Sample Careers – Career Opportunities</p> <p>-Please submit spreadsheet dropdowns and rationale</p> <p>-Shella will email the Chairs for review regarding feedback that she needs for website reorganization</p>	
3. Program Course Matrix (30 min)	Wurtz	Tabled for next meeting	
4. Fall 2023 Schedule - Program Planning	Wurtz	<p>Far behind for scheduling Fall 2023.</p> <p>60% in-person and 40% online</p> <p>Look at your board cubes and data cubes to look at your enrollment</p> <p>Please determine how many units each discipline should be offering for the semester – Due to Liz by Dec 2<sup>nd</sup>.</p>	
5. 2-year Schedule Planning Possibilities	Wurtz	Tabled for next meeting	
<b>Standing Reports</b>			
6. VPI Report	Wurtz	Absent	
7. VPSS Report	Spencer	Absent	
8. Deans Report	Deans	<p>Pena – Absent</p> <p>Weiss- Absent</p> <p>Word- Absent</p>	

		<p>Muse- 2-year planning meant to get more rationale in the process. But we need to go back and review to adjust. It's not changing the workload, but it's making it a better process.</p> <p>There will be changes due to staffing despite planning 2 years in advance. Sometimes there are adjustments made to courses as well. Best Practice: build the scheduling to what is best for the student.</p>	
9. Academic Senate Report	McLaren	<p>Did not meet quorum so no actions or voting occurred.</p> <p>Shella Scott presented on CAPs</p>	
10. Guided Pathways/CAPs Report	Grabow	Nothing to report.	
11. CTA Report	McKee	Absent	
<b>Wrap Up</b>			
<b>Future Agenda Items</b>		<ul style="list-style-type: none"> <li>-- Faculty Chairs Training and update course offerings matrix (first mtg of fall sem.)</li> <li>-- Review SLO Cloud Comments (first mtg of sem.)</li> <li>-- FT hiring prioritization for following Fall (October)</li> <li>-- Budget Review (first meeting in February)</li> <li>-- Review Chairs Manual (first meeting in March)</li> <li>-- Start Scheduling (second meeting in March/October)</li> <li>-- Chair of Chairs voting (first meeting in April)</li> <li>-- Sticky-less Friday (April and November)</li> </ul>	
<b>Announcements</b>		<p>Question: Seniority List? We usually get this in August. Not having the updated list creates confusion for adjuncts on where they are on the list. We need it for scheduling purposes. Need this taken care of immediately. Van and Breanna will reach out to others and inquire.</p>	
<b>Adjournment</b>		10:12am	
<p style="text-align: center;"><b>Mission Statement</b></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;"><b>Vision Statement</b></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;"><b>Institutional Values</b></p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>	