Crafton Hills College Faculty Chairs Council Minutes	**Date:** November 18, 2022 **Place**: CCR-233 9:00-11:00AM **Next Meeting**: Dec. 02, 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_____ Jeff Cervantez/Julie McKee
X_____ Danny Rojas/Michael Sheahan
X_____ Jonathan Anderson
X_____ Breanna Andrews
_____ Kenny George

X_____ Jimmy Grabow
X_____ John Grounds
X_____ Colleen Hinds/B. Andrews
_____ Danielle McCoy
X_____ Meridyth McLaren
X_____ Sam Truong

Others Present:

_____ Elizabeth Lopez
_____ Ivan Peña
_____ Delmy Spencer
X_____ Christina Sweeting
_____ Kay Weiss
_____ Dan Word
X_____ Keith Wurtz

Guests: Brandi Bailes

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews		9:01am
Approval of the minutes 11/4	Andrews		Motion to approve by J. Anderson; second by M. McLaren Minutes approved.
Follow Ups	Andrews	- List of "scheduling terminology" that are not student friendly (Grabow) • "Short-term classes" – Accelerated courses • Pre-requisite/Co-requisite courses are now defined better • "Pre" meaning before enrollment • "Co-requisite"- concurrent enrollment • Jimmy will email out more information regarding new terminology • Asynchronous and synchronous language, has been recommended to run it by the multilingual lead and student senate • Completion coaches are reaching out to students who haven't registered • Willie's team in Outreach are also assisting with registration and making an effort to explain the different modalities as they speak with students • Can we utilize StarFish information on scheduling preferences of the students? - How do we get our classes to be part of the CVC (question to Kay and Keith)	

		• Students should be able to enroll from other colleges as long as they are completely online and CHC has completed the process of becoming a home college (this is currently in process. Kay and Delmy are working on this.) • Any of our online classes will be available to register statewide. (Must be fully online courses) • Optional Training: Peer Online Course Review – this is a Faculty training process and once developed your class will go to the top of the list (have priority) • This increases our ability to get more students - Where are the zoom rooms for our students to use? Keith will follow up.	
Information, Discussion, and Business			
1. Full Time Hiring Prioritization	Horan	Tabled for next meeting Keith: Chemistry is at the top of list (enrollments are high) Lost 2-3 adjuncts in Chemistry Respiratory Care Instructor also at the top of the list to cover the new bachelor's program	
2. Evaluation Timeline and FAQs	Truong	New evaluation process due to technology upgrades and new processes How are the students notified for student evaluations? Keith will follow up.	
3. Program Course Matrix (30 min)	Wurtz	Training group to help align schedule with the Career and Academic Pathways Find ways to inform the schedule by looking at the Program Course Matrix Use your program review data, the blue numbers are the associates and not the transfer. You can determine whether or not you need a transfer degree or an associate degree We will also take a look to see how these changes might affect other programs Dean's will check in and follow up with your areas.	
4. Fall 2023 Schedule - Program Planning	Wurtz	Dec. 2nd deadline 2 more weeks to complete Fall 2023 scheduling spreadsheet send to Liz. Scheduling should be based on suggested unit counts Fall survey – 49% want in-person only Plan is 60% in person 40% online 38% students wanted asynchronous (30%) and synchronous (8%)	

		73% students are looking for offerings that align with their schedule	
		General ed and major courses are priority	
		Have balance to your schedule online and in-person.	
		Plan is based on following student demand	
5. 2-year Schedule Planning Possibilities	Wurtz	This will help with students	
		Discussion with Liz about a 2-year schedule by rolling over the year prior	
		Will make changes according to demand, staffing and feedback.	
		Courses rolled over instructor added later	
		Capture notes column to the spreadsheet sent to Liz that will be carried over to the schedule planning	
		Rolled over classes will only include active sections as the base schedule	
		Keith will work with the calendar committee to see how it will affect our accelerated courses	
		This will make pathways a reality	
		Will change the dates into weeks for deadlines and send it out to Chairs	

Standing Reports			
6. VPI Report	Wurtz	June Yamamoto is starting on Monday, 11-21-22 in the SINS Division to serve as an Interim for the rest of this semester Job announcement has gone out for Interim Dean for Spring 2023.	
7. VPSS Report	Spencer	Absent	
8. Deans Report	Deans	Meeting with Chairs to go over Fall/Summer schedules	
9. Academic Senate Report	McLaren	Equity Plan - Gave feedback on what areas need to be worked on Recommended the drop reasons survey Workgroup has a draft of the CAP size recommendation and is on the agenda for December 2nd	
10. Guided Pathways/CAPs Report	Grabow	-Reviewing 3-year program MAPS -Planning for the CAL GETSE -Trying to get MAPS on CurriQnet	
11. CTA Report	McKee	Julie has 4 tickets to Wakanda Forever (FREE!)	
Wrap Up			

Future Agenda Items		-- 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) -- Scheduling Guiding Principles (next meeting)	

Announcements			
Adjournment		10:31am	

Mission Statement	Vision Statement	Institutional Values
The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.	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.	Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.