

Crafton Hills College Faculty Chairs Council Minutes

Date: December 02, 2022
Place: CCR-233 9:00-11:00AM
Next Meeting: Jan. 20, 2023
 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
X ___ Jonathan Anderson	X ___ Danielle McCoy
X ___ Breanna Andrews	X ___ Meridyth McLaren
X ___ Kenny George	X ___ Sam Truong

Others Present:

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

Guests: Brandi Bailes, CHC Students (Completion Coaches)

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews		9:00am
Approval of the minutes	Andrews		Motion to approve by J. Grounds, second by J. Grabow Minutes approved.
Follow Ups	Andrews	<ul style="list-style-type: none"> - Zoom rooms on campus - Keith has a list for zoom rooms and will send it out - Fall 2023 scheduling spreadsheets are due to Liz today (Friday) - SharePoint "creating schedules" add an update - Breanna will send a direct link to SharePoint. Click here for link. - Discussion around 2-year scheduling plan <ul style="list-style-type: none"> - What about the 2-year PPR, can we use that for the 2-year planning? No, we are looking for a more specific timeline. The schedule provides the students with an opportunity to see what classes are available and plan their schedule accordingly - Academic Calendar "Juneteenth" is it a holiday? <ul style="list-style-type: none"> - Holidays must be approved by HR. For the next Academic Calendar, it might be approved and will be adjusted. Not confirmed yet. 	

		<ul style="list-style-type: none"> - Associate degree programs vs. associate transfer <ul style="list-style-type: none"> - Need to keep associate transfer degree but if there is a need to keep associate degree program speak with Keith 	
Information, Discussion, and Business			
1. Dean's Report	Deans	<p><u>I. Pena</u></p> <ul style="list-style-type: none"> -Counseling has been proactive by reaching out to students by hiring completion coaches -2year grant was used to hire completion coaches to help with work around student success - Their work involves reminding students of priority registration, hosting campus tours, and etc. -The coaches are available to speak and relate to our students, they also help those that are undecided and help other students identify a specific career goal or major <p>The coaches are former Crafton students that are now attending 4-year universities</p> <p><u>D. Word</u> – No report</p>	Motion to move deans report to first item on agenda by M. McConnell; second by J. Grabow and M. McLaren
2. Academic Senate Proposed Caps	McLaren	<p>Senate developed a document containing principles and guidelines for recommended class sizes of various types to support the equity minded focus being incorporated by the college and the district.</p> <p>Please review/edit class size descriptors</p> <p>The goal is to lessen the number of categories and offer more broad descriptors that your class will fit into</p> <p>This document will be presented back to senate for final approval</p> <p>Chairs worked on this task for 10 mins</p>	
3. Scheduling Guiding Principles	Wurtz	<p>Strategic Enrollment Management Team is undergoing yearlong training</p> <p>The team developed guiding principles for developing the schedule</p> <p>For example: suggestion made for late start math courses</p> <p>The Chairs reviewed the SEM (Strategic Enrollment Management) document and made suggestions/edits.</p> <p>Keith will bring it back to the next meeting hoping to adopt it.</p>	
Standing Reports			

4. VPI Report	Wurtz	Interviewing 3 internal candidates for the Interim Dean of the SINS Division Permanent hire will be in Spring 2023	
5. VPSS Report	Spencer	Absent	
6. Academic Senate Report	McLaren	Nothing to report.	
7. Guided Pathways/CAPs Report	Grabow	Set up Spring goals working with Strategic Enrollment Management Team to integrate Guided Pathways in the schedule Finalizing MAPS for students in a 2-year and 3-year block	
8. CTA Report	McKee	CTA meeting today 12/2! Julie will send out a list of negotiations team members Senate President and Union President met and discussed CAPS negotiations. The meeting was initiated by the Union President for this discussion.	
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)	
Announcements		Holiday Gift Wrapping Party is today. Ed Master Plan open forum is at 1pm via zoom. Meeting link: https://sbccd-edu.zoom.us/j/88083441359	
Adjournment		9:44am	
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.