

Crafton Hills College Faculty Chairs Council Minutes

Date: March 03, 2023
Place: CCR-233 9:00-11:00AM
Next Meeting: April 7, 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:

X ___ 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/J. Robles
X ___ Breanna Andrews	X ___ Meridyth McLaren
X ___ Kenny George	X ___ Sam Truong

Others Present:

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

Guests: Josh Robles

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews		9:02am
Approval of the minutes	Andrews		Motion to approve by J. Grabow Second by J. Grounds Minutes approved.
Follow Ups	Andrews	N/A	

Information, Discussion, and Business

1. Summer Schedule Blocks – Time block changes due to Juneteenth	Wurtz	<p>Reviewed the summer scheduling blocks that have been updated to account for Juneteenth Holiday.</p> <p>Keith will forward information to Breanna to add to Chairs Handbook.</p> <p>Minutes of instruction will stay the same however, courses in Physical Sciences and Career Programs are exempt from staying within the scheduling block.</p> <p>56 out of 120 (47%) summer sections are not scheduled within the current scheduling blocks.</p>	
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		Of those 56 all could be scheduled within the scheduling blocks. Many of these needed to fit within the four-hour blocks.	
2. Set each disciplines' 2-year base schedules for spring, summer, and fall '24/'25 (30 mins)	Wurtz and GP leads	<p>Review schedules 2024-25</p> <p>Reviewed classes offered at SBVC only as well as classes with no records (ones required for degrees highlighted in yellow.)</p> <p>Looking for gaps in schedules, working with student success coaches to identify these gaps; data to be provided at the end of the semester</p> <p>The goal is to plan out courses so students can arrange their schedules ahead of time.</p> <p>*No record = hasn't been offered Might remove these courses them from the books so students don't expect that they could enroll in these.</p> <p>Send 2-year scheduling to Keith Wurtz please identify meeting times and days and note any changes you would like to make.</p>	
3. Review Chairs Manual (25mins)	Andrews	<p>Divided into 6 groups to review/edit individual sections.</p> <p>Please note edits will be made to the Summer Schedule to account for Juneteenth.</p> <p>Keith suggested to add a section on diversity, equity and inclusion for the Chairs Handbook. Brandi will create a draft for Chairs to review for April 7th meeting.</p> <p>ZTC adaption -</p> <p>ZTC met and would like to get it into the course schedule.</p> <p>Recommendation was to list classes at ZTC and when we offer class, we make a note that the class is listed as ZTC before they accept the class.</p> <p>The schedule is a contract with the student, and if we change the textbook, we are breaking contract.</p> <p>Drafted recommendation to present to the Senate:</p> <p>Chairs Council recommends, when a class is scheduled at ZTC and students enroll, if a new instructor is needed to staff the course, they will need to use ZTC. If this is absolutely not possible,</p>	<p>Vote on sending ZTC recommendation to Senate:</p> <p>13 in favor 2 opposed</p> <p>Motion is adopted.</p>

		the course will be canceled, rebuilt as a “for-cost” class, and students will need to re-enroll.	
Standing Reports			
4. VPI Report	Wurtz	Nothing to report.	
5. VPSS Report	Spencer	<i>B. Bailes on behalf of D. Spencer...</i> Working on preferred names for students, faculty and staff	
6. Deans Report	Deans	Brandi Bailes – Peer Evaluations are due March 31 st . Please turn these in so they can complete their Self Evaluation.	
7. Academic Senate Report	McLaren	Due to blizzard on campus, meeting was moved to zoom. Delmy shared link for preferred name. Ericka Paddock is able to change Student ID cards to preferred name Gwen talked about methods of instruction of evaluation. - When you go into your courses you have to put it back in course outline of record MESA grant due today, 3-3-2023. Birthday shout-outs ... Of the Year nominations will go out soon.	
8. Guided Pathways/CAPs Report	Grabow	2-year schedules New map created for Social Justice studies. Reviewing website design for Job Speaker. Shella implementing the new pathways on new CurriQnet. There is progress on CurriQnet pathway system	
9. CTA Report	McKee	Luncheon March 14 th – SUSHI and Pie for 3.14 day	
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.) -- Start Scheduling (February/September) -- Review Chairs Manual (first meeting in March) -- FT hiring prioritization for following Fall (October) -- Chair of Chairs voting (first meeting in April) -- Sticky-less Friday (April and November) -- Diversity, Equity and Inclusion Addition to Chair handbook (first mtg. in April) 	
Announcements		<p>J. McKee - Gala is April 6th get your tickets. We need prizes. You can even donate unused gift cards!</p> <p>Tickets cost \$50 and will be held in the Quad Casual dress 😊</p> <p>M. McLaren on behalf of P. Jacques - Urine Town Musical Comedy on the state of capitalism and the legal system</p> <p>Next Tuesday, March 7th is our first annual Spring Fest in Quad</p> <ul style="list-style-type: none"> - Includes free food for 150 students, food trucks, dessert bar, free cotton candy and popcorn! <p>92 students RSVP'd.</p>	
Adjournment			10:30am
<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>