

Crafton Hills College Faculty Chairs Council Minutes

Date: April 07, 2023
Place: CCR-233 9:00-11:00AM
Next Meeting: April 21, 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
_____ Danny Rojas/Michael Sheahan	X _____ Colleen Hinds/B. Andrews
X _____ Jonathan Anderson	X _____ Danielle McCoy
X _____ Breanna Andrews	X _____ Meridyth McLaren
_____ Kenny George	X _____ Sam Truong

Others Present:

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

Guests: Leslie Swindell, Ed Ferrari, and Christopher Olivera

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 M. McLaren Minutes approved. Abstain from C. Olivera (new chair and did not attend last meeting.)
Follow Ups	Andrews	- Confirmation of “Scheduling Guiding Principles” (SEM document) - Updated Summer Schedules (starting 2024)	Add both docs Scheduling Guiding Principles and Summer Schedules to Chairs Handbook. Keith will work on a new 2-year scheduling block for 2024.

Information, Discussion, and Business

1. Marketing and Social Media	Swindell	Absent	
2. ZTC updates – back from Senate	Ferrari	Possible proposed language (MiraCosta College):	Add to Chairs Handbook when

		<p>“The college strives to ensure that the ZTC and LTC designations are accurate; however, under some circumstances, faculty may have to adjust selection of instructional materials, and this can affect course material costs. It may also be necessary to change instructors. Replacement faculty have academic freedom to choose instructional materials regardless of costs and are not obligated to use free course materials selected by an instructor previously assigned to the class.”</p> <p>Please note: This is not the recommendation of OER taskforce, this was only Ed’s suggestion.</p> <p>We can make a recommendation for ZTC.</p>	<p>language is approved through Senate.</p> <p>Vote to recommend the second option to the OER Taskforce.</p> <p>Motion adopted.</p>
<p>3. Review Diversity, Equity, and Inclusion Addition to Chairs Handbook</p>	<p>Bailes</p>	<p>Faculty chairs recommend to should take a leadership role in promoting diversity, equity, and inclusion (DEI) within their academic departments and have a unique opportunity to drive change and create a more inclusive academic environment. By taking an active role in promoting DEI and beyond within their departments, they can help ensure that all faculty members feel valued, supported, and empowered to succeed. This active role includes but not limited to the following:</p> <ul style="list-style-type: none"> • Setting the tone: Faculty chairs should lead by example by modeling the behavior they expect from their colleagues. They should demonstrate a commitment to DEI in their actions, decisions, instructional methods, and interactions with students and colleagues. • Fostering an inclusive environment: Faculty chairs can create a welcoming and inclusive environment by encouraging open communication, actively listening to and valuing diverse perspectives, and promoting opportunities for all faculty members to participate in decision-making processes. • Promoting diverse hiring recommendations: Faculty chairs can advocate for diverse hiring practices by actively seeking out diverse candidates for part-time positions and supporting the recruitment and retention of underrepresented faculty. • Provide DEI training: Faculty chairs can promote DEI training and professional development opportunities for faculty members. This includes DEI training within the campus and in the broader educational community. Faculty chairs can regularly share these opportunities with their departments, being sure to emphasize any 	<p>Add to Chairs Handbook when language is approved through Senate.</p> <p>Revise language according to recommendations of the chairs. (See highlighted areas and red font.) Will include more wording around “fostering a sense of culture” and will bring back for review on April 21st.</p> <p>Breanna will create content on ACUE presentation for the next chairs meeting on April 21st. Breanna will also reach out to Kashaunda. Keith will add compensation information for completing ACUE.</p>

		<p>training they are attending, for example, modeling.</p> <ul style="list-style-type: none"> ● Fostering a culture of accountability: Faculty chairs can set expectations for DEI goals and hold themselves and their colleagues accountable for achieving them. They can also track progress and share results with their department to demonstrate their commitment to DEI. <p>Keith would like to offer a stipend for all faculty to take ACUE (Association of College and University Educators) training.</p> <p>New Ed code (March 31st): DEI competency</p>	
4. Verification of Room Priorities and Amenities (pg. 38 in new Chairs Handbook)	Andrews/Wurtz	<p>Reviewed Room Prioritization chart (pg. 38-41)</p> <p>Please note areas marked in blue represent dedicated spaces where specific classes must be taught exclusively in those rooms.</p> <p>Briefly review page 42 Room Amenities Chart</p>	<p>Update Chairs Handbook</p> <p>For Room Amenities Chart: Keith will add short-throw count and pull-down count.</p> <p>Walk the rooms, and circle discrepancies.</p>
5. Future Planning: Adding (pending) Sections to Spring 2024 Schedule	Wurtz	<p>Please send Keith any additions to the Spring 2024 schedule. (Please use red font for any changes.)</p> <p>We are doing well for short-term classes would like to see more classes moved to late start.</p>	<p>Chairs send Keith spreadsheets by April 21, 2023.</p> <p>Keith will redo the research on late-start classes and short-term classes by subject. Will also look at early start versus late start.</p>
6. Chair of Chairs Nominations and Voting for 2023-2025	Andrews/Wurtz	2-year period of Chair of Chairs will go out next week and will include .2 release time.	Check email if you are interested.
Standing Reports			
7. VPI Report	Wurtz	<p>Enrollment Strategy – Crafton will send out acceptance letters to all high school students in the service area by email and postcard. Crafton will offer free tuition fees for Summer.</p> <p>Books plus will also be provided through Spring 2024.</p> <p>There was a Calendar error for holidays on the academic calendar, so Miriam sent out emails to those who needed to make any corrections.</p>	<p>Roger will send a list of ZTC textbooks.</p> <p>Brandi will contact Kristi Simonson to remove the Zero Textbook Cost filter option since Books plus</p>

		Changes made to e-schedule – more user friendly and includes a course map for the location of each course.	currently covers cost of books.
8. VPSS Report	Spencer	Absent.	
9. Deans Report	Deans	<p>B. Bailes – \$180,000 to spend on Zero Cost Textbooks (Conferences, packets, etc.) Taskforce is looking to buy merch to promote ZTC.</p> <p>Taskforce is working on the forms and will send out Campus Wide.</p> <p>D. Word – Nothing to report.</p> <p>K. Weiss – Reminder of One Book One College activities</p> <p>April 19, 2023:</p> <p>12pm-1pm: Author presentation and book signing in PAC.</p> <p>2pm: Author discussion on writing process in LRC 226</p> <p>6pm: Presidents Circle Members event</p>	Reach out to Brandi with any suggestions or ideas on ZTC promotional merchandise or ZTC related costs.
10. Academic Senate Report	McLaren	<p>Presentation on summer bridge Feedback on including more faculty in earlier conversations to have more faculty buy in. Discussed funding – how do we maintain and sustain the program? Review the details on our website.</p> <p>Feedback on Key Results and Strategic Action. Please note that Equity is included on all the pieces.</p> <p>Looked at resolutions for the Plenary.</p> <p>Of the year nominations - voting will go out soon.</p> <p>New program to send a letter of intent for CA medicine grant.</p>	Gio is sending out an email to show how it relates to faculty.
11. Guided Pathways/CAPs Report	Grabow	Working on getting new pathways, CurriQnet and Job Speaker on website	
12. CTA Report	McKee	<p>-Luncheon is on Tuesday, April 18th</p> <p>-CSEA and SBCCDTA Picnic on May 6th at Sylvan park from 11am – 2pm</p>	
Wrap Up			
Future Agenda Items		<p>-- Faculty Chairs Training and update course offerings matrix (first mtg of fall sem.)</p> <p>-- Review SLO Cloud Comments (first mtg of sem.)</p> <p>-- Start Scheduling (February/September)</p>	Add to next agenda:

		<ul style="list-style-type: none"> -- 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) 	<ul style="list-style-type: none"> - McKee: Summary of grievances from CTA -Anthony White: Tech Plan Draft - Equity and Inclusion Review - ACUE Presentation
Announcements		<p>Meridyth: Senate Elections are coming; check your emails.</p> <p>CHC Theatre - Twelfth Night. April 27th Yucaipa High is performing Newsies</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>	