

# Crafton Hills College Faculty Chairs Council Meeting Minutes

**Date:** April 21, 2023  
**Place:** CCR-233 9:00-11:00AM  
**Next Meeting:** May 05, 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 McConne	X ___ Jimmy Grabow
X ___ Jeff Cervantez/Julie McKee	___ John Grounds
X ___ Danny Rojas/Michael Sheahan	X ___ Colleen Hinds/B. Andrews
X ___ Jonathan Anderson	X ___ Danielle McCoy
X ___ Breanna Andrews	___ Meridyth McLaren
___ 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:** Anthony White, Leslie Swindell, Chris Olivera

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews		9:01am
Approval of the minutes	Andrews		Motion to approve by C. Olivera; second by J. Anderson  Minutes approved.
Follow Ups	Andrews	- Did you send Keith your SP24 scheduling spreadsheets with additional pending classes?	Please send your base schedule to Keith, it is due today!! Keith really, really, really needs it!

**Information, Discussion, and Business**

1. 2023-2026 Draft Technology Plan	White	<p>Reviewed goals and supporting strategies from the Draft Technology Plan on page 5.</p> <p>Goal #1: Maintain a secure technology infrastructure to support the needs of students, faculty and staff to support campus operations.</p> <p>Goal #2: Provide appropriate tech access and resources to every student.</p> <p>Goal #3: Support teaching &amp; learning, departmental, and operational needs through technology professional development</p>	<p>Update strategy 1 for Goal #5 to get student feedback to make sure items are user friendly.</p> <p>For Goal #3: Add work that is already in progress.</p> <p>Anthony will have the final draft in May to send to</p>
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		<p>Goal #4: Continually evaluate and improve technology services throughout CHC.</p> <p>Goal #5: Improve the relationship between Technology Services and CHC students.</p> <p>Copier machines for students – money/materials need to come from somewhere.</p> <ul style="list-style-type: none"> <li>- Suggestion made to request funding from the CHC foundation. The Night Out helped raise \$189,247.</li> </ul>	<p>Crafton Council. Please review and email suggestions to Anthony.</p>
2. Marketing and social media	Swindell	<p>Marketing can design a banner for breezeway. Needs to be 36in tall to hang properly.</p> <p>Students facing computers will have desktop backgrounds.</p> <p>There is a plan to keep lobby computer screens (by the Financial Aid Office) on in order to display messaging.</p> <p>Social media platforms: Facebook, YouTube, Twitter, Instagram, TikTok, LinkedIn</p> <p>Upcoming events can be shared on the CHC Homepage bulletin.</p> <p>It is highly recommended to send any posters and marketing materials to Marketing for review and approval prior to Print Services.</p>	<p>Leslie to send a campus wide email on Marketing guidelines at the beginning at each semester</p>
3. Summary of ACUE Training	Olivera/Andrews	<p><b>ACUE Training Overview</b> Association of College and University Educators</p> <p>Endorsed by the American Council on Education</p> <p>Learn how to: Design an effective course. Establish a productive learning environment.</p> <p>Work involved: 1 module per week for 25 weeks, 2-3 hours per module/week</p> <p>The program provides many additional resources./modules that you can download.</p> <p>Application and Reflection through 5 sections: Engage Learn Deepen Thinking Practice &amp; Reflect Close Strong</p>	<p>If interested, please contact Kashaunda Harris.</p>

		<p>Sample of a weekly schedule: what does a typical week look like in your class?</p> <p>Section on Course expectations: What are student expectations? and what can the student expect from the instructor?</p>	
<p>4. Review and Approve Chairs Handbook</p>	<p>Bailes/Andrews</p>	<ul style="list-style-type: none"> <li>- Newly Organized Table of Contents (cleaned up topics and order of content)</li> <li>- Consistent Formatting (font, spacing, headings, etc.)</li> <li>- Addition of Images throughout</li> <li>- Addition of Diversity, Equity, and Inclusion Opening Statement p. 4</li>   <li>- Updated Chairs Duties Checklist p.9</li>   <li>- Highlighted areas in yellow are still living documents and will be updated.</li> </ul>	<p>After final edits, Breanna will post the approved document in SharePoint, send it to all Chairs, and email Kristi to post online.</p> <p>Edits for page 4: Clean up wording on bullet point #2</p> <p>In introductory, take out “academic environment.”</p> <p>Page 9: <b>In-service</b> Change Program Plan to Program Review</p> <p>Move <b>In-service</b> to August and January months</p> <p>Page 47: change “must be” to should and instead of exact date, change to mid-month dates.</p> <p>Change LCT to LTC.</p> <p>Motion to approve draft of Faculty Chair Handbook 2023-2024, to publish on website by D. Rojas and D. McCoy.</p> <p>Draft Faculty Chair Handbook 2023-2024 approved.</p>

5. Faculty FT hire Recommendation to the President	Wurtz	<p>Chairs to send in their top 5 collectively as a body to move forward to the President. If you need help with the data pieces, please reach out to Keith.</p> <p>There is an opportunity to have up to 16 students (instead of 8) in the Rad Tech program, if we hire a Full-Time instructor position for that area.</p> <p>There will be more discussion on the May 5<sup>th</sup> Chairs meeting.</p>	<p>Send the unranked top 5 discipline recommendations to the President by the end of the semester for hiring of Spring/Fall 2024.</p> <p>Breanna will add this item to the next agenda. Will add ethnic studies, chemistry and respiratory to the recommendations list. Please send your recommendations to Breanna.</p>
6. Summary of Grievances from CTA	McKee	<p>Top 5 categories:</p> <ol style="list-style-type: none"> <li>1. Workload/ Seniority: Part Time and Full Time <ul style="list-style-type: none"> <li>- Seniority list not being followed</li> <li>- Each department has a policy, please send your processes to your Dean.</li> </ul> </li> <li>2. Safety Issues: SBVC Tech Division <ul style="list-style-type: none"> <li>- Hot weather, lack of access to water</li> </ul> </li> <li>3. Wages: CHC</li> <li>4. Workload Calendar: CHC and SBVC Counseling <ul style="list-style-type: none"> <li>- Counselors working 4-10s in summer.</li> </ul> </li> </ol> <p>District has right of assignment. If there is a mental or physical hardship, please speak with your Dean.</p> <ol style="list-style-type: none"> <li>5. Reimbursement: CHC <ul style="list-style-type: none"> <li>- People are making side deals and not negotiating through the union.</li> </ul> </li> </ol>	<p>Keith will ask Karla for an updated Seniority list. Should be received by August 30<sup>th</sup>.</p> <p>If list is not accurate, contact your Dean.</p>
<b>Standing Reports</b>			
7. VPI Report	Wurtz	<p>Reorganization purpose is to align divisions with the Career and Academic Pathways and to balance the workload.</p> <p>Green color – taken and moved to Career Education</p> <p>Blue- Taken and moved to Language, Arts and Math</p> <p>Light pink- Taken and moved to Social, Information and Natural Sciences</p> <p>Orange – Taken and moved to Social, Information and Natural Sciences.</p>	<p>Breanna will add the draft reorganization to the next agenda.</p> <p>Keith will email the proposed Reorganization chart to share with your departments in the meantime.</p>
8. VPSS Report	Spencer	Absent.	
9. Deans Report	Deans	B. Bailes - Please pay careful attention to seniority	

10. Academic Senate Report	McLaren	Went over Ed Master Plan - reviewed Supportive Actions, Strategic Directions and key points.  Program Course Matrix reviewed. - Transfer degrees versus local degrees AAs vs. AATs - Keith wants to meet to look at the data to see if we can drop the AAs and keep the AATs.	
11. Guided Pathways/CAPs Report	Grabow	-Cal-GETC with Guided Pathways	Breanna to add to next agenda meeting
12. CTA Report	McKee	May 6 <sup>th</sup> Picnic at Sylvan Park in Redlands from 11am-2pm  Retirement info Session: Thursday, 27 <sup>th</sup> at 5pm on zoom	
<b>Wrap Up</b>			
<b>Future Agenda Items</b>		-- Faculty Chairs Handbook/Training and update course offerings matrix (first mtg of fall sem.) -- Review SLO Cloud Comments (first mtg of sem.) -- Start Scheduling/Add pending classes (Feb/Sept) -- Review Chairs Manual (first meeting in March) -- FT hiring prioritization for following Fall (Oct) -- Sticky-less Friday (March and October)	Add Reorganization proposal, Full-Time Faculty recommendations and Cal GETC to the next agenda.
<b>Announcements</b>		Student Art Show Wednesday, April 26 <sup>th</sup> from 1pm-3pm Locate: LRC	
<b>Adjournment</b>		10:51am	
<b>Mission Statement</b> The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.		<b>Vision Statement</b> 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.	<b>Institutional Values</b> Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.