

Crafton Hills College Faculty Chairs Council Minutes



Date: August 18, 2023
Place: CCR-233 9:00-11:00AM
Next Meeting: Sept. 1, 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:** VPI and Instructional Deans.
Meeting Days and Times: 1st and 3rd Friday at 9:00am. **Term:** Two years.

<p>Members:</p> <p>C-Chairs</p> <p>X ___ Jeff Cervantez/Julie McKee (social and cultural studies)</p> <p>XX ___ Cheryl DiBartolo/Sabrina Jimenez (social sciences) *</p> <p>XX ___ Jimmy Grabow/Ernesto Rivera (counseling)</p> <p>X ___ Danny Rojas/Michael Sheahan (allied health)</p> <p>Solo Chairs</p> <p>X ___ Jonathan Anderson (English)</p>	<p>X ___ Breanna Andrews (comm & lang)</p> <p>X ___ Renee Azenaro (visual & media)</p> <p>___ Kenny George (business & econ)</p> <p>___ John Grounds (public safety)</p> <p>X ___ Natalie Lopez (library) *</p> <p>X ___ Mark McConnell (perform. arts)</p> <p>X ___ Danielle McCoy (math)</p> <p>X ___ Meridyth McLaren (human dev.)</p> <p>X ___ Chris Olivera (kinesiology) *</p> <p>X ___ Sandra Ruiz (CIS) *</p> <p>X ___ Sam Truong (phys. & bio sciences)</p>	<p>Others Present:</p> <p>___ Elizabeth Lopez (scheduler)</p> <p>___ Ivan Peña (Dean Student Services)</p> <p>X ___ Jeff Smith (Dean of SINS)</p> <p>___ Delmy Spencer (VPSS)</p> <p>X ___ Christina Sweeting (admin assist)</p> <p>X ___ Kay Weiss (Dean of LAM)</p> <p>X ___ Dan Word (Dean of Career Dev.)</p> <p>X ___ Keith Wurtz (VPI)</p>
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Guests: President – Kevin Horan

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews		9:03am
Approval of the minutes	Andrews		Motion to approve by J. Cervantez; Second by M. McLaren and M. Sheahan Minutes approved.
Follow Ups	Andrews		

Information, Discussion, and Business

1. Committee Norms	Andrews	Reviewed Committee Norms Clarify statement - We will operate on consensus and seek agreements all can “live with;”	Breanna to revise statement “We will operate on consensus and seek agreements all can “live with;” Motion to approve pending revision by J. Cervantez;
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			Second by E. Rivera Committee Norms approved.
2. Basic Training for New Chairs*	Andrews	2023-2024 Faculty Chair HANDBOOK.pdf Please reach out to Breanna if further clarification is needed on any items in the handbook. Words of wisdom: Scheduling tips - Keep schedules simple - Liz (scheduler) and Miriam (substitute scheduler) are your best friends! - Plan early. Review pg. 9 of the handbook for due dates Other tips - Network for hiring part-timers - Become familiar with Seniority list - more seniority more classes - have a documentation of your seniority list process in the SharePoint folder - Don't be afraid to ask for help - When assigning instructors, make sure faculty are DE certified or honors certified - add that list to the Chairs website or SharePoint drive to be updated annually	
3. Offering Classes to Part-Timers- Seniority Policies	Andrews	Part-Time Seniority List Protocols - Department Specific Seniority list is used for all terms Full-timers get first option	If your department is missing, please add your Seniority list process to the SharePoint folder.
4. Implementation of CourseDog	Wurtz	Chairs start work in September 2023, next Chairs Council meeting Full implementation in April 2024. CourseDog is used for scheduling	Breanna will move Course Dog Implementation to the next Chair's Council meeting in September.
Standing Reports			
5. VPI Report	Wurtz	Nothing to report All doing a good job!	
6. VPSS Report	Spencer	Absent Nothing to report	

7. Deans Report	Deans	<p>Weiss – NO report. Kudos to those who added classes in the last 2 days!</p> <p>Smith – NO report. Thank you to all the chairs for their assistance!</p> <p>Word – Welcome back, thank you for the help! New chairs, rely on your colleagues, peers and Deans to help you be successful</p>	
8. Academic Senate Report	McClaren	<p>ALL Faculty meeting held during in-service Plenary on Wednesday – discussed what ideas and topics to work on for the semester That list sent out</p> <p>Reviewing bylaws, statements and best practices</p> <p>Met with Kevin about funding streams.</p> <p>Senate Positions available: Leadership position President VP Treasurer Liaison</p>	
9. Guided Pathways/CAPs Report	Grabow	No updates	
10.CTA Report	McKee	First Friday of the month no report agenda for next time	
Wrap Up			
Future Agenda Items		<ul style="list-style-type: none"> -- 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) -- CourseDog Implementation 	
Announcements		<p>President's report –</p> <p>Our region is expecting a huge amount of rain and flash flooding</p> <ul style="list-style-type: none"> - Safety first, please adjust according should weather affect you or your students <p>Community Organizations- We encourage participation in community events We will be assigning people to different areas such as the Beaumont State of the City Event</p> <p>The college is willing to cover these fees for outreach</p> <p>Full-time Prioritization list- Need a few weeks to provide a final decision Planning on recruitments during Spring for a July 1st hire</p>	Breanna will add the Full-Time Prioritization list to the September 29th (third Friday) Chairs meeting.

		<p>Launching a new summer program for middle school enrichment for 6-8 graders</p> <ul style="list-style-type: none"> - Designed as a “Day Camp” with area strengths, performing arts, STEM, public safety, etc. - If, interested, please let Kevin know - Program will be used as a passive recruitment tool <p>Humanitarian Grant Program-</p> <ul style="list-style-type: none"> - Conglomerates get a significant tax write off for supporting funds - If the money materializes, we will have funding for all our Measure CC projects, like the student housing project, new gym and renovation of the administration office. - More information from board meeting <p>Doing a spectacular job, significantly passed our enrollment target. We are recovering faster than Valley!</p>	
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Adjournment		9:53am	
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<p 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 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 align="center">Institutional Values</p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>
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