

Crafton Hills College Faculty Chairs Council Minutes



Date: September 01, 2023
Place: CCR-233 9:00-11:00AM
Next Meeting: Sept. 15, 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.

Members:

Co-Chairs

- X ___ Jeff Cervantez/Julie McKee
(social and cultural studies)
- XX ___ Cheryl DiBartolo/Sabrina Jimenez
(social sciences) *
- XX ___ Jimmy Grabow/Ernesto Rivera
(counseling)
- X ___ Danny Rojas/Michael Sheahan
(allied health)

Solo Chairs

- X ___ Jonathan Anderson (English)

- X ___ Breanna Andrews (comm & lang)
- X ___ Renee Azenaro (visual & media)
- ___ Kenny George (business & econ)
- X ___ John Grounds (public safety)
- X ___ Natalie Lopez (library) *
- X ___ Mark McConnell (perform. arts)
- X ___ Danielle McCoy (math)
- X ___ Meridyth McLaren (human dev.)
- X ___ Chris Olivera (kinesiology) *
- X ___ Sandra Ruiz (CIS and CSCI) *
- X ___ Sam Truong (phys. & bio sciences)

Others Present:

- ___ Elizabeth Lopez (scheduler)
- ___ Ivan Peña (Dean Student Services)
- X ___ Jeff Smith (Dean of SINS)
- ___ Delmy Spencer (VPSS)
- X ___ Christina Sweeting (admin assist)
- X ___ Kay Weiss (Dean of LAM)
- X ___ Dan Word (Dean of Career Dev.)
- X ___ Keith Wurtz (VPI)

Guests: Ashley and Lauren

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews		9:03AM
Approval of the minutes	Andrews		Motion to approve by J. Grabow; second by D. McCoy Minutes approved.
Follow Ups	Andrews	<ul style="list-style-type: none"> - Seniority list logistics posted in SharePoint. - Spring 2024 drafts <ul style="list-style-type: none"> - Verify to make sure its correct <p>Adjuncts must use their district email it is, listed in the AP/BP</p> <p>When offering courses, please indicate a deadline to reply within your email.</p> <p>Whatever your process is, write it down and apply it.</p> <ul style="list-style-type: none"> - Please note: a non-response is considered a “no.” 	<p>Please make sure your discipline has a seniority list procedure and follow it.</p> <p>Breanna will add the links to the AP/BP policy on the SharePoint folder that provides information about using district email.</p>

Information, Discussion, and Business

<p>1. Course Dog Demo and Kickoff</p>	<p>Wurtz</p>	<p>Goal: Revisit the CourseDog scheduling tool and begin set up.</p> <p>CourseDog scheduler streamlines the process of schedule planning</p> <p>The program checks for conflicts and adheres to scheduling guidelines as an institution</p> <p>We can set rules/filters within the program to build schedule more effectively</p> <p>Enrollment reporting tool –</p> <ul style="list-style-type: none"> - Underfilled courses - Overfilled courses <p>If a course is cancelled in CourseDog, it will have to be manually cancelled in Colleague as well.</p> <p>CourseDog allows for an easier process in creating an asynchronous course.</p> <p>Report tool to show instruction teaching load</p> <p>It would be best to produce a list that includes common issues, conflicts or rules. If documented early, CourseDog can test these out in the program.</p> <p>Zach will provide a default rule set, and a Colleague baseline set of rules to send to Keith.</p>	<p>Keith will provide section number template sheet that corresponds to days/hours</p>
<p>2. DE and Honors Certified Instructors</p>	<p>Andrews</p>	<p>Goal: Help Chairs schedule with qualified faculty.</p> <p>Honors Orientation qualifies instructors as “honors certified”</p> <p>This list is updated every year and added to SharePoint annually. If changes are needed, please contact Judy Cannon directly.</p> <p>Certified DE instructors list-</p> <p>Instructors must go through one set course and submit documentation to become DE certified.</p> <p>Please reach out to Cynthia for any changes or revisions.</p> <p>Copies will be provided annually and added to SharePoint.</p> <p>Cynthia runs the training every semester so please reach out to her for updated lists.</p>	
<p>3. SLO Comments from SP23... and forward planning *</p>	<p>Andrews</p>	<p>Goal: Review data from past year to help direct future actions.</p>	<p>Review the SLO comments to</p>

		<p>25 minutes –</p> <p>Chairs reviewed SLO cloud comments.</p> <ul style="list-style-type: none"> - created one list for proposed actions for their PPRs and another list for proposed actions for the institution 	<p>use for your PPRs or suggestions to use as an institution.</p>
Standing Reports			
4. VPI Report	Wurtz	<p>Enrollment is going great, met our target 100 FTEs over our target</p> <p>“Free” Summer was great as well 17% over target</p> <p>2 year schedules were not put into the schedule correctly.</p> <p>Keith would like to set aside time during chairs as an agenda item to review the Spring 2024 for 30 minutes.</p> <p>NPRINT created challenges, Keith is moving away from the NPRINT process</p> <p>Will now use PENDING This helps in decreasing the need to cancel classes</p> <p>NPRINT made classes active and showed on adjunct contracts which caused issues in payment</p> <p>PENDING will resolve this issue and will not show classes on adjunct contracts</p> <p>Counselors can see pending courses by viewing Colleague or EIS</p> <p>Faculty Offices moving</p> <p>Deans’ offices moving to make them more accessible</p> <p>Moves will start within the next month into Spring</p> <p>Research Office is moving up to CCR</p> <p>Adjunct offices are also moving, and list will be updated</p>	<p>Add agenda item for 30 minutes - Review Spring 2024</p> <p>Keith will provide a list of data to show were the increases of enrollment are (courses that most students are taking).</p> <p>Chairs Handbook page 6 provides release time information</p>
5. VPSS Report	Spencer	Nothing to report.	
6. Deans Report	Deans	<p>Jeff – thank you to depts working with the MESA program</p> <p>Kay – fully engaged in CVC exchange We had 45 students during summer</p> <p>8 students (chem 123)</p>	

		Dan – Nothing to report.	
7. Academic Senate Report	McClaren	<p>First meeting on Wednesday – redo bylaws and budget in LRC 226</p> <p>Finalizing committees, please sign up if you haven't already done so</p> <p>VESPA committee – need a new chair for the committee, occurs every second Wednesday at noon</p>	
8. Guided Pathways/CAPs Report	Grabow	First meeting next week, no updates	
9. CTA Report (first Friday)	McKee	First meeting next Friday, no updates	
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) -- Review Spring 2024 schedule 	
Announcements		<p>Renee-</p> <p>Please join us for our First Art Exhibition</p> <p>Julie-</p> <p>By a chair in the new theater! This is a fundraiser for CHC Foundation</p> <p>Natalie-</p> <p>Please reach out if you need APA citation videos to upload in your Canvas course.</p> <p>Please encourage students to attend library workshops</p> <p>Kay-</p> <p>One Book One College – Japanese internment in US Hosted by Dr. Virginia Loh-Hagan Sept 12 at noon</p>	
Adjournment		10:34am	
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.