

# Crafton Hills College Faculty Chairs Council Minutes



**Date:** November 03, 2023  
**Place:** CCR-233 9:00-11:00AM  
**Next Meeting:** Nov. 17, 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.

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

**Guests:** Ashley Hayes, Lauren Bond

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:00AM	
Approval of the minutes	Andrews		Motion to approve by M. McLaren; second by J. Anderson  Minutes approved as written.
Follow Ups	Andrews	- Faculty participation in community organizations i.e. Councils, committees for events, etc.	Breanna will send information to the EMP committee.

**Information, Discussion, and Business**

1. Course Caps: <a href="https://docs.google.com/document/d/1yJlFOSeZ-hPFgMTCfi7i4Qz1waLj-gJFprdByZRhmgw/edit">https://docs.google.com/document/d/1yJlFOSeZ-hPFgMTCfi7i4Qz1waLj-gJFprdByZRhmgw/edit</a>	McLaren	<b>Goal:</b> Continue developing proposed course caps guidelines based on course type. Reduce the number of categories and assign "best practice" caps for each category.  This document is intending to reflect the true representation of what we think class maximums for each class should be.  This document grouped classes into types	Breanna added the live link to the document to the SharePoint
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		<p>Recommendations for numbers based on class type</p> <p>Use same language as we do in CurriQnet</p> <p>Lecture class cap of 40</p> <p>Other: Anything that you want for your course</p> <p>Would like to get this back to Senate in December</p> <p>As chairs, please speak with faculty to see if there's more methods of evaluations to include</p> <p>Is this an accurate reflection of your courses?</p> <p>Suggestions were added to the form</p>	
2. Reorganization of <a href="#">Chairs Council SharePoint</a> Folders (including link to live DE Verified instructors list)	Andrews	<b>Goal:</b> Increased organization and transparency.	
3. Fall 2024 Schedule Planning with Data (Keith) and Dept. Base Schedules and possibly FA23 (Chairs)	Wurtz	<p><b>Goal:</b> Use data to plan future schedules.</p> <p>Fall 2024 due date to Deans is November 16, 2023.</p> <p>Base Fall 24 schedule is built and make additions to build sections</p> <p>Faculty loads included</p> <p>Productivity - state goal is an average of about 525</p> <p>Waitlist goes away the day after class starts</p> <p>Asked for a video for an explanation of Waitlists</p>	Fall Schedule to Deans on Nov 15 <sup>th</sup> .
<b>Standing Reports</b>			
4. VPI Report	Wurtz	Absent	
5. VPSS Report	Spencer	Absent	
6. Deans Report	Deans	<p>K. Weiss – One Book One College Gary Williams organized a field trip to the Japanese America museum, trying to open a few more spaces. Patrick Scullin presented on the art of writing a graphic novel, and how to read a graphic novel</p> <p>One Book One College Discussions are held every other Thursday</p> <p>J. Smith – ZTC and Low-Cost will be tracked more closely, posting to e-schedule, and OER</p>	

		<p>CourseDog will help with tracking, and reporting</p> <p>For online classes, ZTC courses get badges for students to see these classes first when registering for courses (used as a recruiting tool).</p>	
7. Academic Senate Report	McClaren	<p>Ryan Harold – Interim Fire Academy Chief won Classified Chili Cookoff</p> <ul style="list-style-type: none"> <li>- Carrie Audet and Paige Dulay were runner ups</li> </ul> <p>Kay gave an update on the CVC, more students attended here than left. Enrollment data shared, progress on local POCR, and next steps.</p> <ul style="list-style-type: none"> <li>- Please review senate minutes for list of courses students took at Crafton and where students took classes elsewhere</li> </ul> <p>Academic Senate Plenary coming up this month</p> <p>We had the first read for resolution on class caps</p> <p>Starting to plan a student/faculty luncheon</p> <ul style="list-style-type: none"> <li>- President Circle Donations – a percentage goes to Senate to support students</li> </ul>	
8. Guided Pathways/CAPs Report	Grabow	Nothing to report.	
9. CTA Report (first Friday)	McKee	<p>Working on compensations - 4.5 for Full-Time and zero for Part-Time</p> <p>Currently we are 10% below median</p> <p>Election next month for Secretary, Treasurer and Part-time</p> <p>Hockey outing on Nov. 17<sup>th</sup> for members and discounted tickets for others</p>	
<b>Wrap Up</b>			
<b>Future Agenda Items</b>		<ul style="list-style-type: none"> <li>-- Faculty Chairs Handbook/Training and update course offerings matrix (first mtg of fall sem.)</li> <li>-- Review SLO Cloud Comments (first mtg of sem.)</li> <li>-- Start Scheduling/Add pending classes (Feb/Sept)</li> <li>-- Review Chairs Manual (first meeting in March)</li> <li>-- FT hiring prioritization for following Fall (Oct)</li> <li>-- Sticky-less Friday (March and October)</li> </ul>	

<p><b>Announcements</b></p>		<p>All 3 exec board at plenary</p> <p>Senate Meeting on Nov 15<sup>th</sup> meeting will be cancelled</p> <p>There is a student petition asking for more in-person classes and less online classes</p> <p>Student Rep Angelique, is doing a survey for her honors project and looking for faculty to help distribute surveys to their classes</p> <p>Library instruction - research papers New Library Explorers' activity (can make it support your curriculum)</p>	
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<p><b>Adjournment</b></p>		<p>9:53am</p>	
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<p style="text-align: center;"><b>Mission Statement</b></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;"><b>Vision Statement</b></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;"><b>Institutional Values</b></p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>
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