

Crafton Hills College Faculty Chairs Council Minutes



Date: October 6, 2023
Place: CCR-233 9:00-11:00AM
Next Meeting: Sept. 29, 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)
 _____ Renee Azenaro (visual & media)
 _____ Farhad Mansourian (business & econ)
 X _____ John Grounds (public safety)
 X _____ Natalie Lopez (library) *
 _____ Mark McConnell (perform. arts)
 X _____ Danielle McCoy (math)
 X _____ Meridyth McLaren (human dev.)
 _____ Chris Olivera (kinesiology) *
 X _____ Sandra Ruiz (CIS and CSCI) *
 _____ 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)
 _____ Kay Weiss (Dean of LAM)
 X _____ Dan Word (Dean of Career Dev.)
 X _____ Keith Wurtz (VPI)

Guests: ~~Kevin Horan~~ Ashley Hayes, and 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 J. Cervantez; second by M. McLaren Minutes approved.
Follow Ups	Andrews	- Did SLO comments make it to your PPR, or were they sent to your dean for necessary follow ups?	

Information, Discussion, and Business

1. Full Time Faculty Hires for Fall 2024	Horan/Wurtz	<p>Goal: Provide feedback to Chairs on their recommendations from last semester.</p> <p>Ethnic studies faculty -Currently, no one at Crafton meets MQs for Ethnic Studies -Had the largest growth in FTEs -Third largest waitlist behind Chemistry -Enough FTEs to hire a FT faculty member</p> <p>Respiratory Program -Funded with Strong Workforce for the first year and then based on enrollments it will fund itself</p>	
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2. Review Enrollment Data Comparison/Growth	Wurtz	<p>Goal: See potential areas for continued growth to guide schedule planning.</p> <p>Reviewed Fall 2023 enrollments Crafton's growth is up to 12% currently</p>	Breanna will send the Enrollment Data Comparison/Growth spreadsheet
3. Review SP2024 schedules. Go through Drafts and make edits (30 mins)	Wurtz	<p>Goal: verify accuracy of schedule before it goes to print.</p> <p>Chairs reviewed the schedule to make edits.</p>	<p>If you see course sections that have zero cost textbooks, and it is not indicated on the spreadsheet, please let Keith know so we can add it.</p> <p>Please make your edits on the spreadsheet. Keith would like to make the schedule live next week.</p>
4. SLO Cloud "Proposed Action" box	Andrews	<p>Goal: Increase the number of useful comments entered into this field in the SLO cloud.</p> <p><u>Suggested wording:</u></p> <ol style="list-style-type: none"> 1. Reflect and comment... What content did students understand easily? What content did students struggle with? Why do you think this was the case?... Was there anything unique about this semester? Explain... 2. In the future will you: Add or try something new... Make recommendations to the course, content, or assignments... 3. Please describe any kind of support you think would result in greater student success (resources, technology, etc.). <p>-We will include a character limit</p> <p>-Instead of numbering, will use bullet points</p> <p>-Optional reflection box (#1 above) and a mandatory future action box (#2, 3 above)</p>	
Standing Reports			
5. VPI Report	Wurtz	<p>-Liz is back first part of October</p> <p>-Kristina Heilgeist reclassified and moved to Valley</p> <p>Tour of Garner Holt – Animatronics warehouse in Redlands</p> <p>-Looking for ways to connect</p> <p>-There are real opportunities to do a Makerspace here that will go along with Art, Theater Art, CIS, Engineering, and ASL</p>	

		<p>-Keith will reach out to faculty to see where we can incorporate a lesson in your class</p> <p>Makerspace – 3D printers Example: Lesson on how to design something with a 3D printer</p> <p>-Garner Holt would provide Animatronic certifications (level of competency)</p>	
6. VPSS Report	Spencer		
7. Deans Report	Deans	<p>Jeff Smith - Chem lab tech substitute</p> <p>Reached out to local employers for internships for students</p> <p>Dan Word – No report. Corey Johnson has returned.</p>	
8. Academic Senate Report	McClaren	<p>-Calendar of local events link created</p> <p>-Second read of Bylaws</p> <p>-Reviewing Faculty ethics statement</p> <p>Money donated to Presidents Circle – percentage comes back to Academic Senate</p> <ul style="list-style-type: none"> - Funds could be used to bump up scholarships to students - Student Outreach event (food truck) <p>-Course Caps question will be sent back to chairs</p> <p>-VESPA recommended an equity component to POKR.</p> <p>-Sabbaticals have been approved at the District Board meeting</p>	
9. Guided Pathways/CAPs Report	Grabow	Webpage updated and incorporated with CurriQnet for mapping this semester.	
10. CTA Report (first Friday)	McKee		
Wrap Up			
Future Agenda Items		<p>-- Faculty Chairs Handbook/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/Add pending classes (Feb/Sept)</p> <p>-- Review Chairs Manual (first meeting in March)</p> <p>-- FT hiring prioritization for following Fall (Oct)</p> <p>-- Sticky-less Friday (March and October)</p> <p>Course Caps 10-6 agenda</p>	
Announcements		<p>-Library Open House - October</p> <p>-Student life club rush on October 5th</p> <p>-Thank you for sending students to the Transfer Fair!</p> <p>-Make a Difference Day: October 28th</p>	

		- Volunteering at Yucaipa as team Crafton. There are options for everyone. More information to come!	
Adjournment			
<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>	