Crafton Hills College Faculty Chairs Council Minutes	CRAFTON HILLS COLLEGE	Date: October 06, 2023 Place: CCR-233 9:00-11:00AM Next Meeting: Oct. 20, 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)
- _x____ Cheryl DiBartolo/Sabrina Jimenez
  (social sciences) *
- _xx___ Jimmy Grabow/Ernesto Rivera
  (counseling)
- _x__ Danny Rojas/Michael Sheahan
  (allied health)

Solo Chairs
- _____ Jonathan Anderson (English)

- __x__ Breanna Andrews (comm & lang)
- __x__ Renee Azenaro (visual & media)
- __x__ John Grounds (public safety)
- __x_ Natalie Lopez (library) *
- __x__ Farhad Mansourian (bus.&econ)
- __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 Serv)
- _____ Jeff Smith (Dean of SINS)
- _____ Delmy Spencer (VPSS)
- _____ Christina Sweeting (admin assis)
- _____ Kay Weiss (Dean of LAM)
- ___x__ Dan Word (Dean of Career Dev.)
- __x__ Keith Wurtz (VPI)

Guests: Ashley Hayes/Lauren Bond, Kevin Horan, Brandi Bailes, Sharon Zerbel

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews		9:00 A.M.
Approval of the minutes	Andrews		Minutes approved as written. Motion to approve by John Grounds; second Natalie Lopez. Abstain – Mark McConnell
Follow Ups	Andrews		
Information, Discussion, and Business			
1. Course Caps: https://docs.google.com/document/d/1yJlFOSeZ-hPFgMTCfi7i4Qz1waLj-gJFprdByZRhmgw/edit	McLaren	Goal: Continue developing proposed course caps guidelines based on course type. Reduce the number of categories and assign "best practice" caps for each category. Reviewed Principles of Pedagogically and Equity-Minded Course Enrollment Maximums. Faculty to determine ideal size of a class, CAPS should not be decided based on the size of a classroom. It is based on what you can properly	Forward to Senate for approval.

		teach. Recommended Course CAPS should be noted in the COR. It was recommended that a final discussion with the Administration is needed. Updates can still be made, if necessary. The scheduler adds the section cap for the course based on the classroom. Straight lecture course capacity should be set at 45. Once the remodel of LRC, Instruction and SSB is finished there will be an additional 11 classrooms that can seat up to 45 students. This gives us a better efficiency rate.	
2. ZTC Designation Brainstorming	Bailes	Goal: Brainstorm a solution how ZTC courses can be identified in a sustainable way. Brandi is trying to identify sections that are ZTC (Title 5) she tried obtaining this information from the bookstore, but it did not work. Course Dog would not be able to assist with identifying ZTC sections. Chairs to look at full-time and part-time faculty to see who teach ZTC/OER and low cost of $20 and provide a list to Jeff Smith by 10/20/23. Jeff to follow up with faculty from anyone that we do not hear from. Liz to enter this information once received. Discussed the possibility of tabling low cost textbooks until after ASCCC Plenary Nov 16-18, 2023. Coding exists but we do not have the threshold defined. Motion to amend current recommendation of low cost to $20. Motion to approve First, Mark McConnell Second, Mike Sheahan. Julie McKee – Opposed. Breanna Andrews – Abstain. It was discussed to work on making low cost textbooks free. Pay with	Chairs to look at full-time and part-time faculty to see who uses ZTC and OER and provide a list to Jeff Smith by 10/20/23. Liz to enter the data once received from Jeff.

		Grants?	
3. Scheduling (Summer and Fall 2024)	Wurtz/ Lopez	Goal: Use data to plan future schedules. Keith Wurtz sent out the two-year base schedule on 10/5/23. This schedule is based on all classes that will not be canceled. Chairs to add any additional sections to the regular schedule. Chairs have been instructed to add 10% above summer 2023. The summer classes may have errors; they have not been published yet, waiting for Liz to return as it needs to be reset. Chairs to check for accuracy.	Keith to send Summer 2023 schedule to chairs directly after the meeting. Chairs to check for errors in the 2024 base summer schedule. Chairs to submit their summer 2024 schedule to their deans, no later than 10/20/23. Any additional courses that are added are to be noted in another color.
Standing Reports			
4. VPI Report	Wurtz	ADT Pathways bill was passed. Where an ADT pathway exists for student's intended major, the California Community College will place the student on the ADT course-taking pattern on their SEP. Deadline to implement is August 1, 2024. Intended to maximize the probability that students will transfer to four-year if transfer is their goal and to minimize the accrual of excess units. If SEP is not accomplished by the census date or when the 15-unit requirement would be triggered, a hold would be placed on student's enrollment process. CCCApply will display available associate degrees in order of AAT, AST, AA, and AS. If both local and transfer degree exist, titles should distinguish between the two. The college can limit CCCApply option to just transfer degree, if not need to have other approaches in place.	Deadline to implement August 1, 2024. Keith to work with Ivan.

		Include ADT rules in AP5050 which is going through PPAC, work with Senate and Ivan.	
5. VPSS Report	Spencer	No updates.	
6. Deans Report	Deans	Brandi provided an update. Two grants approved for ZTC, the full pathways need to be OER. There will be a canvas shell posted after some initial work has been completed on Pathways. The shell will include links to full courses created by ASCCC as well as funding for conferences and resources. There is an opportunity for stipends for teaching a new to you OER course. Any questions call Jeff Smith.	
7. Academic Senate Report	McClaren	Discussed Draft Ethics Statement: Our current statement isn't an ethics statement but a list of job duties. So, it's been updated to an ethics statement. Several edits were suggested (thanks, Scott and Chloe!) and added to the document. The Senate Exec was tasked with adding a statement on professional conduct. Equity Rubric: This is optional in the POCR process. We should be proactive and adopt this now as it will likely become required soon. This is only an example. Feedback: Introduce a fourth column titled "I don't see it" or "N/A." Provide a clarification of UDL, which stands for Universal Design for Learning. Include a glossary of terms. Ensure that POCR training is using/training on the rubric and emphasizing the importance of incorporating these elements. Amend the instruction to read: "Develop course content that encourages students to provide feedback on the learning experience with a focus on equity." More spots for Plenary in November, one left for Student Services and one left for Language	

		Arts and Academic Support. The Plenary is November 16-18 in Costa Mesa. If you would like to attend, please let Meridyth know by 10/11/2023. Sabbaticals are due November 1st, 2023. Cyndie is on vacation, please email Dr. Kevin Horan and Sharon Zerbel. Campus Wayfinding & Signage - Mike Strong & Tony Cong Will share known areas on campus where there are opportunities to improve the wayfinding and signage and seek input from the senators on those locations as well as identify others.	
8. Guided Pathways/CAPs Report	Grabow	Guided Pathways Mid Semester Task Force next meeting is Thursday, 10/12/23. Shella working on CurriQunet mapping.	
9. CTA Report (first Friday)	McKee	Currently working on health care benefits for part-time faculty. Negotiating faculty salaries based on a salary median study. An election will be taking place (six-week process) for Treasurer and Secretary. The new positions would start in Spring 2024.	
Wrap Up			
Future Agenda Items		Fall 2024 Schedule. Reconciling transfer degrees with local degrees.	
Announcements		11/02/2023 Art Gallery Reception & Artist Talk – Suenos Nepantleros from 1:00 P.M. – 3:00 P.M. The Student Adventure Pass is a grant-funded pilot program that enables students in Southern California to ride the Metrolink for free. Student ID Card required. Great for Field Trips.	Sandra to send Programming events to Keith Wurtz so that he can send to the board report.

| | | Three CHC teams will be competing in the International Programming Competition. This will be the first time CHC has entered this event. The event will be held at Riverside City College in October.

The Advanced Programming Group is collaborating on an international cultural project with a team in Mexico.

Redlands Family Services is hosting their Annual Food Drive on November 10, 2023, from 9:00 A.M. – 12:00 P.M.

Angel Tree Event will be held at CHC, this will be coordinated with Dunlap Elementary School to donate clothing to elementary students in need. | |
| **Adjournment** | | Meeting adjourned at 10:36 A.M. | |

Mission Statement	**Vision Statement**	**Institutional Values**
The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.	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.	Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.