

Crafton Hills College Faculty Chairs Council Minutes



Date: February 16, 2024
Place: CCR-233 9:00-11:00AM
Next Meeting: March 01, 2024
 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

XX _____ Jeff Cervantez/Julie
 McKee

(social and cultural studies)

X _____ Cheryl

DiBartolo/Sabrina Jimenez

(social sciences) *

X _____ 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)

_____ 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.)

_____ Chris Olivera (kinesiology) *

X _____ Sandra Ruiz (CIS and CSCI) *

X _____ Sam Truong (phys. & bio sciences)

Others Present:

X _____ Willie Blackmon

_____ Elizabeth Lopez (scheduler)

_____ Ivan Peña (Dean Student Services)

_____ Jeff Smith (Dean of SINS)

X _____ Delmy Spencer (VPSS)

X _____ Christina Sweeting (admin assist)

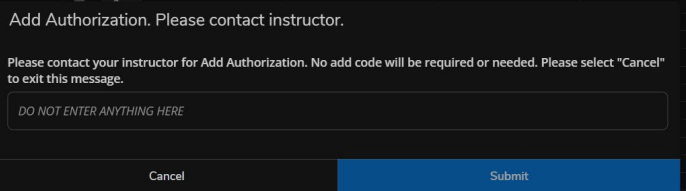
_____ Kay Weiss (Dean of LAM)

X _____ Dan Word (Dean of Career Dev.)

X _____ Keith Wurtz (VPI)

Guests: Andy Chang, Joe Cabrales, Willie Blackmon, Lauren Bond, Ashley Hayes

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:01AM	
Approval of the minutes	Andrews		Motion to approve by D. McCoy; second by J. Cervantez Minutes approved as written.
Follow Ups	Andrews	<ul style="list-style-type: none"> - Updates from Keith: <ul style="list-style-type: none"> • Check in with Roger about eBooks/vs. hardcopy • Further look at Course Caps and progress of approval. <ul style="list-style-type: none"> - Applied the suggestions from Academic Senate - Applied 80% fill rate - Used Fall 2019 data and assumed that all the sections were weekly census (inflate efficiency) but didn't not meet the 525 goal. • Next steps: Keith will run lecture cap with 45/50/55 and see the efficiency rate • Keith is willing to sit with senate to see how to assign course caps. 	

		<ul style="list-style-type: none"> • 350 is way too low in efficiency, Crafton has a goal of 525 • WSCH - weekly census contact hours and FTF - Faculty load 	
Information, Discussion, and Business			
<p>1. Self Service Demo (WebAdvisor's replacement)</p>	<p>Chang/Cabrales</p>	<p>Goal: Allow feedback and input about "self-Service" from faculty.</p> <p>Students received a notification on tutorial video links to access self-service</p> <p>Self- service will launch April 1, and then WebAdvisor will be turned off</p> <p>Add Code errors: TESS and Admissions and Records will be adding students manually because add codes are currently not working</p> <p>Suggestion made to change the message for add authorization to: "Please contact your instructor for permission or request to add."</p> <p>Request to have Faculty testers</p> <p>Request to change "DO NOT ENTER ANYTHING HERE" to "Please leave blank."</p> 	<p>Please email your feedback to Breanna. Breanna will add to the agenda.</p> <p>Joe will send links to the videos and Keith will craft something to send out Campus wide</p>
<p>2. Dual Enrollment Q & A</p>	<p>Blackmon</p>	<p>Goal: Express concerns and try to find solutions for Dual Enrollment issues as defined by Chairs.</p> <p>Crafton Hills College Counselors and the High Schools look at courses together see which ones they will benefit</p> <p>Please work with your Deans to review your dual enrollment course lists</p> <p>Dual Enrollment is designed for students who don't see themselves in Higher Education.</p> <p>CCAP are courses offered during their school day</p> <p>Long Beach hires instructors specifically for Dual Enrollment working 3-4 times a week</p> <p>They do courses in beginning or end of day</p> <ul style="list-style-type: none"> - Zero Period and Last period <p>CCAP courses make it equitable for students to attend courses built into their school day.</p> <p>Possibility of 2 days a week/hybrid asynchronous</p>	<p>Work with your deans to review dual enrollment course listing. Please complete the chart for your department's disciplines and send to your Dean.</p> <p>Keith will attend department meetings get feedback and will work with Willie to address concerns.</p>

		Partnership courses take place after school and offered to all Crafton students If you experience any issues with dual enrollment adjuncts, please go to your Dean first who will then work with Willie. Office hours for dual enrollment are either online or after class	
3. ACCJC Check-In	Wurtz	Goal: Stay current on the on-going accreditation process Due October 15 th Since last self-evaluations what innovations have you had? Analyze set standards and address the recommendation for student services and tutoring outcome assessments reporting system to be consistent	-Send Keith new innovations to add -Keith will bring data to the next agenda meeting
4. FERPA 'waiver'	Truong	Goal: Check on validity of FERPA waiver and make sure Faculty Chairs are aware of its existence.	Delmy will look into this process and will come back with information to the next meeting.
Standing Reports			
5. VPI Report	Wurtz	Looked at Summer and Fall 2024 schedule and would like to add more sections Spring 2025 – Please provide first drafts on March 29 th Base schedule for Spring 2025 built off of Spring 2023. There may need to be changes. If you would like to roll over last Spring instead of using the base schedule, please email Liz.	
6. VPSS Report	Spencer	Take a look at new banners installed Thursday Starting on a marketing campaign for self-service for students CourseDog will be used in the Fall	
7. Deans Report	Deans	DW- Please send semester schedules to your dean first for review, and then to the scheduler Time for developmental budgets, please work with your dean for planning. Think about what you'll need to grow your programs	
8. Academic Senate Report	McClaren	Discussed compressed calendar options - Positive feedback Talked about PPR to align goals to strategic directions Discussion about committees and will present at Crafton Council Equivalency template to create a form so students know what to fill out	
9. Guided Pathways/CAPs Report	Grabow	Absent.	

10. CTA Report (first Friday)	McKee	Luncheon is Tuesday Offered full-time and part-time faculty a 4.5% raise retroactive to 2023	
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) -- SLO Disaggregated Outcome data next meeting -- FERPA Waiver 	
Announcements		<p>Kashaunda - Avid Packets contain a number of different training options. Please share and if interested in scheduling a training, please reach out no later than Wednesday, Feb. 28th</p> <p>KVCR interest funds are still being distributed annually to fund PPRS. (\$100,000)</p>	
Adjournment		10:55am	
<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>	