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

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 | - Updates from Keith:
• Check in with Roger about eBooks/vs. hardcopy
• Further look at Course Caps and progress of approval.
  - 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. | |

		• 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			
1. Self Service Demo (WebAdvisor's replacement)	Chang/Cabrales	**Goal:** Allow feedback and input about "self-Service" from faculty. Students received a notification on tutorial video links to access self-service Self- service will launch April 1, and then WebAdvisor will be turned off Add Code errors: TESS and Admissions and Records will be adding students manually because add codes are currently not working Suggestion made to change the message for add authorization to: "Please contact your instructor for permission or request to add." Request to have Faculty testers Request to change "DO NOT ENTER ANYTHING HERE" to "Please leave blank." Add Authorization. Please contact instructor. Please contact your instructor for Add Authorization. No add code will be required or needed. Please select "Cancel" to exit this message. *DO NOT ENTER ANYTHING HERE* Cancel Submit	Please email your feedback to Breanna. Breanna will add to the agenda. Joe will send links to the videos and Keith will craft something to send out Campus wide
2. Dual Enrollment Q & A	Blackmon	**Goal**: Express concerns and try to find solutions for Dual Enrollment issues as defined by Chairs. Crafton Hills College Counselors and the High Schools look at courses together see which ones they will benefit Please work with your Deans to review your dual enrollment course lists Dual Enrollment is designed for students who don't see themselves in Higher Education. CCAP are courses offered during their school day Long Beach hires instructors specifically for Dual Enrollment working 3-4 times a week They do courses in beginning or end of day - Zero Period and Last period CCAP courses make it equitable for students to attend courses built into their school day. Possibility of 2 days a week/hybrid asynchronous	Work with your deans to review dual enrollment course listing. Please complete the chart for your department's disciplines and send to your Dean. Keith will attend department meetings get feedback and will work with Willie to address concerns.
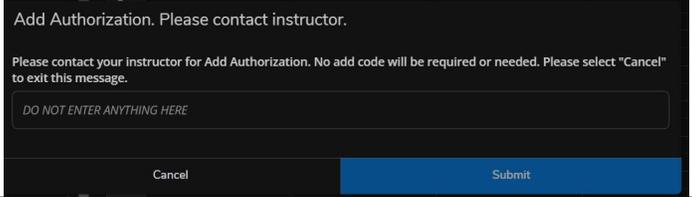
| | | Partnership courses take place after school and offered to all Crafton students

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 15th

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 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 29th

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		-- 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		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 KVCR interest funds are still being distributed annually to fund PPRS. ($100,000)	
Adjournment		10:55am	

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.