

**Crafton Hills College  
Chairs Council Meeting  
February 19, 2010  
MINUTES**



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**Chairs Council Meeting of February 19, 2010**

**Members Present:** Aaron Race (Co-Chair), Jodi Hanley (Co-Chair), Kelly Boebinger, Brad Franklin, JoAnn Jones, Catherine Pace-Pequeno, Mario Perez, Jeff Schmidt, Frances White, Sherri Wilson, Laura Winningham

**Others Present:** Cheryl Marshall, Rick Hogrefe, Ted Phillips, June Yamamoto

**Members Absent:** Robert Brown, Judy Giacona, Jim Holbrook, Terry Koeper, Snezana Petrovic

Aaron Race called the meeting to order at 9:09 a.m. in CHS-237.

**1. Approval of Minutes from January 15, 2010 Meeting**

The minutes for January 15, 2010 were reviewed and approved as submitted.

**2. Scheduling and Sticky Friday Debrief**

“Sticky Friday” was one of the smoothest except for the Language Department. Classes which have at least 40 people have the hardest time obtaining a room (i.e. ASL/Language classes/Math) as the campus has a lot of little rooms and large lecture halls, but no medium sized rooms. The modular’s may help with this issue.

There was a noticeable improvement this time and less people needed help. Several factors made a difference: there were 5 or 6 classes taken out of the mix; sheets were turned in early; the scheduling of classes started early. Some classes, like English and Math, still have the most problems with placing sections because they cannot schedule their remaining classes until a room is available. It would help if the rest of the chairs could schedule ahead of time so as not to conflict with the other classes on campus.

Something to consider in the future is to build a Friday program. Give students the option to take a class on Friday.

College Hour affected scheduling for the fall semester but the chairs now have a pattern that works.

**3. Learning Community Priority**

An idea that came up was to set up blocks well in advance and put the various instructors into rooms beforehand rather than scrambling at the last minute. Currently, an instructor has to request a learning community before being put on.

Not reaching out to other areas, other than English, Math, Sociology, and Library, has been a concern. The learning community is helpful and needs to be promoted. We can have part-time instructors who have special skills in areas like Sciences, English, or foreign language.

One discussion during the Dean's meeting was to schedule learning communities a year in advance, list what is definitely wanted, and then get them staffed. It should be laid out and have a pattern that is pre-determined. Hopefully other disciplines will get involved. If full-time faculty do not want to participate, a number of part-time instructors have expressed an interest.

Some possibilities that can be explored are the choices between an online community or a hybrid and the linking of these classes. We need to give choices to students since not all of the students online are in the local area and they may have time constraints. Should we be looking at 100 level advanced learning communities?

#### **4. Chair Renewal and Appointment**

A process that worked well in the past in helping make a decision was to allow a person to self-nominate or nominate someone else. Faculty have been able to write comments on the nominee as to their ability to serve as chair. The input on the ballot is looked at and is used in determining the chair. The two year term for all chairs will terminate the end of this semester.

#### **5. SERP**

By March 9<sup>th</sup>, we should know who is leaving or staying and what works well and what has not. The criteria has been set that we will not be allowed to replace everyone.

#### **6. Announcements**

- a. Counseling:** Counseling is advertising on the web and sending emails to all students and faculty. Faculty must remind all continuing students to make an appointment with a counselor to plan their summer and fall classes which will reduce the waiting time during summer. Students who walk in will be accepted.
- b. Child Development:** The Child Development Education Club has two designated locations on campus to raise funds for UNICEF for the program called 'Change for Haiti'. Collection boxes are located in the Library and in the Child Development building and 100% of the proceeds goes to the children.
- c. High School Visitation Day:** Friday, March 5<sup>th</sup>, is the High School Visitation Day for seniors in our local area High Schools. Student Services is in charge of the program.
- d. Arts Day:** Up to 160 High School seniors will be on campus on Friday, February 26, for Arts day.
- e. Summer Schedule:** Going straight to "Camera Ready" after 2<sup>nd</sup> proof. Class time blocks for summer are: 7:30am – 10:20am, 10:30am - 1:20pm. Labs are in the afternoon.
- f. Fall Schedule:** Datatel has been running slow in terms of entering the fall schedule. The "Camera Ready" proof will be worked on during spring break so that the chairs can check them after coming back from the break.

## **5. Future Agenda Items**

- a. Books on reserve in the library being pulled due to vandalizing by students.
- b. Update on facilities.
- c. Faculty only meeting to discuss scheduling.

## **6. Adjournment**

Meeting was adjourned at 9:56 a.m.

**Next meeting:** Friday, April 2, 2010 - CHS 237