

Crafton Hills College
Chairs Council Meeting
August 21, 2009
MINUTES



Chairs Council Meeting of November 6, 2009

Members Present: Aaron Race (Co-Chair), Jodi Hanley (Co-Chair), Kelly Boebinger, Robert Brown, Brad Franklin, JoAnn Jones, Cathy Pace-Pequeno, Mario Perez, Snezana Petrovic, Jeffrey Schmidt, Frances White, Sherri Wilson, [Laura Winningham](#)

Others Present: Cheryl Marshall, Rick Hogrefe, Ted Phillips, [Elizabeth Mealey](#), [Stacy >>>](#)

Members Absent: [Judy Giacona](#), Jim Holbrook

Aaron Race called the meeting to order at 9:05 a.m. in CHS-237.

I. Review of Minutes:

The minutes of May 17, 2009 were reviewed and approved as submitted.

II. General Discussion:

Library: Reference and Reserve

The Reference/Reserve area mission is not to give out tests to students.

This area is going to be streamlining their procedures.

Notify reserve/reference area of what books or items they need to keep or which items to give back to the department by January 8, 2010.

Multiple copies on reserve. Please keep the most recent books with (1) copy of an older version. Soon there will be a form for putting books on reserve for all books for all classes so allow 7 days for processing time.

Chairs are to inform instructors that students need CHC/photo identification to check out books at the reserve desk. Library policies will soon be addressed on bookmarks.

Continue talking about SLO's:

What other assistance is needed? Is there any feedback to the website? It was mentioned that we need to continue working on scheduling or the scheduling process. Two of the best practices that worked well were the Excel spreadsheet and sticky Fridays.

Planning and Program Review Process:

Each discipline will do a program review this year. Each area or unit will have the opportunity to meet with the planning and program review committee to bring up any question.

There is a September 11th workshop for assistance with planning and program review or SLO's. This is also the day of the Professional Enrollment BBQ.

There has been progress but we need to strengthen and continue working on resource allocation.

Financial 2000:

We need to set up a date for the training. Access to machines and passwords will be provided.

Summer School:

There is no definitive answer whether there will be summer school or not. The decision will probably be made by the Chancellor's cabinet. Cheryl suggested that everyone look into what their spring schedule would appear like with and without a summer school. Everyone must have a sense of priority about which sections or classes are most important. Part of the program and planning review is to do a three year matrix. Example: If it's Fall, and a class is only offered every other year in the Fall, then it must be a priority.

Projects on Hold:

The board has decided that the hiring process for construction vendors and architects are not transparent enough; therefore, the process of how bids are accepted will be redesigned. Unfortunately, all our current projects, including the layout of the classrooms will remain on hold until this process is defined. We have a major shortage of classrooms. Cheryl will be meeting with Bruce Barron (new Vice Chancellor of Fiscal Services) to make him understand the operational impact this will put to the college. Other projects on hold are the lighting project and the redesigning of athletic fields.

Cutting of Sections:

Question: Where is the balance in reducing the number of students and cutting of sections?

Answer: One thing we need in our scheduling process is to meet the caps. The caps are not always right for the last two years and it must be a checkpoint in the scheduling process. A discussion for this group will be to talk about the things that can be eliminated or cut back.

Question: Do we have a certificate by offering a couple of classes? Are there duplicate programs that are offered at the Valley College?

Answer: Part of the mix and most important is the quality of instruction, availability of rooms, how much money is available for adjunct and the number of productivity.

We do not want to cut back too much and lose FTEs (Full-Time Equivalent). You want to be 200 to 400 FTEs over what you are getting paid to give yourself a comfortable cushion. It is currently 800 or 1000 FTEs over (District wise).

Room Size and Chairs:

We have a room matrix and know our capacity on each of the room, but it probably does not match the fire marshal requirement. Which rooms can we put more chairs into? We have to be able to get people out of the room safely in case of a fire or an earthquake. Cheryl will talk to Mike Moore regarding the room matrix issue.

Other issues:

- Put a work order for chair repairs (available online).
- Bulb for projectors. Let Cheryl know when needed since funds for bulbs are not readily available. Ideas are to attach an instruction sheet to the cart so that projectors are not left on. A user can always check the remaining hours on bulbs to plan ahead.
- There is an issue regarding computers being left on, this will be addressed.
- Per Cheryl, we need an inventory or a master list of vital equipment so that no instructions are affected when equipment fails. Part of our planning and program review process and resource allocation is to have some money dedicated each year for regular equipment replacement.

Future Meeting Topic:

- **Accreditation:** One Accreditation button on the front page followed by sub-buttons of related topics.
- **Safety:**
Address issues that have come up in the last year, specifically in Science labs and Art labs
All chemicals need to be labeled and must have an MSDS (Material Safety Data Sheet) which tells you about the chemical. We need to have an evacuation and emergency plan and there will be a safety website.
- **Discipline Matrix:**
An important part of the progress report is accuracy. Combine the SLO update with planning and program review training. We must go thru the worksheet and validate everything that is on the matrix.

Questions to ask:

- Have you done an assessment on the class?
- Have you started assessments in this program?
- Have you had your discussion and is it documented?

Validate and collect hardcopies of whatever you don't have. Put together notebooks that have hardcopies of every single thing that is on the matrix. Example:

- Copies of SLO's
- Copies of any of your assessment tools and/or Rubrics
- Copies of assembled discussions.

Cheryl passed out flyers about the all instruction meetings.

She wants to open up as many channels of communication as possible. This will be an open forum. This is mainly for all employees that are part of instruction; but everyone is welcome.

Spring Schedule:

The spring scheduling dates will be available the following week. The catalog was completed yesterday and is now available online.

Question: Can changes be made?

Answer: Add any changes or missed items in a catalog addendum.

III. Future Agenda Items

1. Sticky Friday Spring 2010 Schedule
2. Academic Exceptions Report
3. Ordering Textbooks

IV. Adjournment

Meeting adjourned at 10:25 a.m.

Next meeting is on Friday, September 4, 2009 at 9:00 AM. The meeting will be held in room CHS-237.