

**Crafton Hills College**  
**Chairs Council Meeting**  
**August 21, 2009**  
**MINUTES**



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**Chairs Council Meeting of August 21, 2009**

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

**Others Present:** Cheryl Marshall, Rick Hogrefe, Ted Phillips, June Yamamoto, Catherine Hendrickson, T.L. Brink

**Members Absent:** Judy Giacona, Laura Winningham, 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:**

**Cheryl Marshall Update:**

Cheryl Marshall proposed that she will be responsible for putting one agenda together, along with the committee chairs, for one of the two meetings held each month. Her agenda will include issues related to instruction and will prevent having to add another meeting. In addition, she is back on the Negotiation Team which typically meets on a Friday. She will need to notify the team which Friday she will be unavailable for a meeting.

It was agreed by the Council that Cheryl will have the third Friday of the month.

**Continue Conversation about Scheduling:**

It was mentioned that there is a 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 an annual planning or 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 questions.

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

There has been progress but there needs to be continued work on resource allocation.

**Financial 2000:**

There needs to be a date set up for 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 the chairs examine 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. For example: "if we are working on the Fall semester, 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 current projects, including the modular classrooms, will remain on hold until this process is defined. There is a major shortage of classrooms. Cheryl will be meeting with Bruce Barron (new Vice Chancellor of Fiscal Services) to inform him of the operational impact this will put on the college. Other projects on hold are the lighting project and the redesigning of athletic fields.

**Cutting of Sections:**

The scheduling process must meet the caps; the caps have not been correct for the last two years and must be examined in the scheduling process. A discussion will be held at Chairs Council about the classes that can be eliminated or cut back.

**Room Size and Chairs:**

There is a room matrix and the chairs need to know the capacity on each of the rooms, but it probably does not match the fire marshal's requirement. Instructors need to get people out of the room safely in case of a fire or an earthquake. Cheryl will talk to Mike Strong regarding the room matrix issue.

**Other Issues:**

- Fill out work order for chair repairs (available online).
- Instructors need to let Cheryl know when bulbs for projectors are 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.

- Per Cheryl, we need an inventory or a master list of vital equipment so that no instructors 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.

**Other Meeting Topics:**

- **Accreditation:**  
One Accreditation link on the front page of the Crafton Hills website followed by sub-links of related topics.
- **Safety:**  
Address issues that have come up in the last year, specifically in biological science labs and art labs. All chemicals need to be labeled and must have an MSDS (Material Safety Data Sheet) which informs the user about the chemical. There needs to be an evacuation and emergency plan, and there shall be a safety website.
- **SLO Matrix:**  
An important part of the progress report is accuracy.

Put together notebooks that have hardcopies of every single thing that is on the matrix. For example:

- Copies of SLO's
- Copies of any department assessment tools and/or rubrics
- Copies of assessment 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 who are part of instruction, but anyone is welcome.

**Spring Schedule:**

The spring scheduling dates will be made available next week. The 2009-2010 catalog was completed and is now available online.

**III. Future Agenda Items**

1. Sticky Friday Spring 2010 Schedule – September 18, 2009
2. AcademicDishonesty Report – September 4, 2009
3. Ordering Textbooks – September 4, 2009

**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.**