

Crafton Hills College Faculty Chairs Council Minutes



Date: February 2, 2024
Place: CCR-233 9:00-11:00AM
Next Meeting: Feb. 16, 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

X _____ Jeff Cervantez/Julie McKee
 (social and cultural studies)

X _____ Cheryl DiBartolo/Sabrina Jimenez
 (social sciences) *

_____ Jimmy Grabow/Ernesto Rivera
 (counseling)

X _____ Danny Rojas/Michael Sheahan
 (allied health)

Solo Chairs

_____ Jonathan Anderson (English)

X _____ Breanna Andrews (comm & lang)

X _____ Renee Azenaro (visual & media)

X _____ 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.)

X _____ Chris Olivera (kinesiology) *

X _____ Sandra Ruiz (CIS and CSCI) *

X _____ Sam Truong (phys. & bio sciences)

Others Present:

_____ Elizabeth Lopez (scheduler)

_____ Ivan Peña (Dean Student Services)

X _____ Jeff Smith (Dean of SINS)

_____ Delmy Spencer (VPSS)

X _____ Christina Sweeting (admin assist)

X _____ Kay Weiss (Dean of LAM)

_____ Dan Word (Dean of Career Dev.)

X _____ Keith Wurtz (VPI)

Guests: Lauren Bond, Ashley Hayes, Dr. Horan

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:01AM	
Approval of the minutes	Andrews		D. Rojas motion to approve, second by J. Grounds, Minutes approved as written.
Follow Ups	Andrews	CurriQnet is live, please notify Gwen DiPonio of any issues	

Information, Discussion, and Business

1. Process for approving/denying prerequisite challenges in between semesters and summer sessions.	Truong/Andrews	<p>Goal: Develop processes that are realistic during breaks and/or between terms.</p> <p>5 business days to reply, or it will automatically get approved</p> <p>- Issues during summer or winter break: Chairs and faculty may not check emails in time.</p> <p>5 business days follows district board policy AP 4260</p>	Meridyth will email Brandi with a request to make a revision.
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2. Bookstore Willo Integration and Communication with Faculty	Andrews	<p>Goal: Increase communication and transparency, regarding change in system processes.</p> <ul style="list-style-type: none"> - “Why was this done between semesters and with so little warning? We need to provide training for faculty. We need to provide support to the faculty who are currently struggling with this integration.” - Willo was initiated by Follett, and depending by publisher, it requires a set up in Canvas by the faculty member - You can order books by hard copies or eBook 	
3. VPI Course Cap Analyzation Report	Wurtz	<p>Goal: Review status on Faculty submitted recommendations for course caps.</p> <p>Target FTES is 525</p> <p>Keith needs to sit with members of Senate to match course cap with FTES. The goal is 475</p> <p>Would like to work on this now in order to apply it to Fall 2024</p>	
4. Compressed Calendar Discussion	Wurtz	<p>Goal: Explore options for a campus compressed calendar. Gather input on pros/cons and faculty input.</p> <p>Compressed calendars increases student success rate by 3%</p> <p>Keith’s favorite model is:</p> <p>16-weeks Fall/16-weeks Spring/12-weeks Summer</p> <p>What kind of impact will this have on dual enrollment students?</p> <ul style="list-style-type: none"> - Ending Summer early will capture more students taking Summer courses after Spring semester because students will be able to take another class <p>Scheduling blocks will change</p> <p>Compressed calendars count Saturdays</p> <p>Once we agree on a compressed calendar, we will have to negotiate the number of days</p> <p>Next steps:</p> <p>Must come to a decision as a District, notify state chancellor’s office by June 30, 2024, and have one year to implement - Fall 2025</p>	
5. ACCJC Mid-Term report	Wurtz	<p>Goal: Stay current on the on-going accreditation process</p>	

		<p>Review standards: have we exceeded our stretch goals? Describe patterns</p> <p>Course success rate: 76.7% stretch goal</p> <p>Disaggregated data shows a disproportionate impact on African American students and Hispanic students</p> <p>In terms of certificates, we've met our stretch goal</p> <p>Disaggregated data shows that at our campus, women are much more likely to earn degrees than men</p> <p>Transfer data for CSU transfers decreased from 320 to 270.</p>	
6. Spring 2025 Planning?	Andrews/Wurtz	<p>Goal: Create a timeline for building Spring 2025 Schedule of classes.</p> <p>Spring 2025 base schedule is done and entered, please review sections</p> <p>Until we go to compressed schedule, move to 1-year planning</p> <p>CourseDog is going well and will be brought to Chairs for input later</p> <p>We should be finishing Summer and Summer staffing</p> <p>Spring 2025 scheduling- goal of 3.5% increase from Spring 2024</p> <p>We have the option to roll over Spring 2024 to Spring 2025, please reach out to Liz and Cc Geoffrey Escher</p>	
Standing Reports			
7. VPI Report	Wurtz	Nothing to report	
8. VPSS Report	Spencer	Nothing to report	
9. Deans Report	Deans	<p>Weiss-</p> <p>Will send an email out campus wide about Evaluation Resources:</p> <ul style="list-style-type: none"> - Basic checklists for DE courses <p>Smith-</p> <p>If interested in ZTC, please reach out</p>	
10. Academic Senate Report	McClaren	<p>First meeting next Wednesday, the 7th</p> <p>Keith will come to Senate to speak about compressed calendar</p>	

		Updated website with faculty ethics	
11. Guided Pathways/CAPs Report	Grabow	Nothing to report	
12. CTA Report (first Friday)	McKee	Meeting today Friday 2-2-2024 New Treasurer is Maria Ortiz If you'd like to join the executive board, please reach out to Julie	
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) -- Keith will provide updates on Willo and e-books -- Keith will provide updates on ACCJC Mid-term report due Oct 15 	
Announcements		<p>Meridyth-</p> <p>There needs to be a bigger discussion about serving the 5-hour requirement</p> <p>What is a committee? What is a workgroup?</p> <p>Contract is clear about 5 hours of service to the district by serving on committees</p> <p>Breanna sent out a PD opportunity hosted by zoom for Monday Feb 5th at 4pm webinar panel entitled 🦋 Is Deaf a Disability? 🦋</p> <p>Starfish is up and running, please send Breanna an email to opt in</p> <p>Professor of the Year plaques were found! New plaques will be engraved and if you have ideas where to hang them, please reach out to Meridyth McLaren</p> <p>Stem Center Summit - Juniors/Seniors coming to campus visiting stem classrooms</p> <p>Date: February 16, 2024, and announcements will come soon</p> <p>STEM Career Fair on Feb 21, 2024</p> <p>Working on Women's History Month, please reach out to Kristen Audibert if you are interested</p> <p>Next Saturday, 10th is Lunar New Year, year of the dragon</p>	
Adjournment		10:29am	
Mission Statement		Vision Statement	Institutional Values

<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>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>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>
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