Crafton Hills College Faculty Chairs Council Minutes	Date: October 21, 2022 Place: CCR-233 9:00-11:00AM Next Meeting: Nov. 04, 2022 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**: Vice President of Instruction and Instructional Deans. **Meeting Days and Times**: 1st and 3rd Friday at 9:00am. **Term**: Two years.

Members:

XX____ Renee Azenaro/Mark McConnell
X____ Jeff Cervantez/Julie McKee
_____ Danny Rojas/Michael Sheahan
X____ Jonathan Anderson
X____ Breanna Andrews
X____ Kenny George

_____ Jimmy Grabow
X____ John Grounds
X____ Colleen Hinds/B. Andrews
X____ Danielle McCoy
X____ Meridyth McLaren
X____ Sam Truong

Others Present:
_____ Elizabeth Lopez
_____ Van Muse
_____ Ivan Peña
_____ Delmy Spencer
X____ Christina Sweeting
_____ Kay Weiss
_____ Dan Word
_____ Keith Wurtz

Guests: Troy Dial, Karla Bonnet, Marcela Navarro and Brandi Bailes

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews		9:02am
Approval of the minutes (9/17 and 10/7)	Andrews		Motion to approve by J. Grounds; second by J. Cervantez Minutes approved.
Follow Ups	Andrews	N/A	
Information, Discussion, and Business			
1. Full Time Hiring Prioritization	Horan	- Tabled for next meeting (Nov. 4th)	
2. Transfer degrees (15-20 mins)	Dial	- History, requirements, opportunities to provide input, and what happens when changes are required **Changes to Transfer Degrees** -CHC has 28 transfer degrees, 3 not required Nutrition and Dietetics, Public Health Science and Social Justice CCCC Documentation Required: - New program submission - FDRG substantial change - CHC Modified program - New CCCCO template	

		C-ID CHC substantively changed courses require submission C-ID substantive changes require resubmission Substantive change: Pre-req changes, content or objective changes. (Changing an outline) **CHC Catalog** List of numbers Noted under course description https://c-id.net/tmc Please email c-idsupport@asccc.org if you have any further questions. ASCCC is working on an alignment project where they are considering UC transfer pathway when they update transfer degree templates Formal MOU with CCCCO: https://www.cccco.edu/Students/Transfer/participating-ca-independent-non-profit-universities Note: Adding equity and diversity language would not require a resubmission of substantive change.	

3. Updates to the Faculty Evaluation Process	Karla Bonnet/Marcela Navarro	- Anonymous: My question for you, or the chairs, is whether or not having faculty evaluators outside the discipline is an acceptable practice (I do not think it is) or whether or not this issue has been discussed as far as you know with others.
		
		- Response: In most cases, I would think some previous study or course work in the area would be beneficial to conducting evaluations, but not necessarily to the level of subject expert. Regardless, cross discipline evaluations, could work for some areas, but not all… like foreign languages. Additionally, there may be other areas where similar disciplines (I assume) would work, like STEM disciplines.
		
		SBCCDTA Evaluation Process
		- Peer evaluation changes
		- Terminology updated
		Possible outcomes:
		  - Meets expectation
		  - Improvement Needed
		  - Does not meet expectations
		
		- Part-time adjunct bargaining unit members shall be evaluated once per year within the first two years of employment.
		
		Basic Components
		- Initial Conference	

		-Peer observations -Student evaluations -Additional Faculty Feedback (non-student contact hours) -Self Evaluation -Evaluating Manager Observation (if applicable) and Summary -Final Conference -If you are not meeting expectations of a reassigned time role, you would be removed from that role. - If language becomes an issue, we can change it; it is not meant to be punitive **Tenure Review** -Recommendation for Tenure During Fourth Year of Service -Subcommittee vs. Tenure Review Committee -Improvement Plan Process **Peer Evaluation Process** Required: Observations of the employee in their relations and communications with students/ peers and other members of the college community Interview is appropriate when the peer evaluator and the manager agree that it is necessary. Faculty shall not be evaluated on the results of the student learning and/or service area outcomes Some points of clarifications made to forms: - Communicate the concepts which comprise the course material and their communication overall - There are some areas only the manager or department chair will be able to answer. As a peer evaluator, it is okay to leave areas you are not aware of blank. If form is not working, union can adjust the forms to be clearer (intent must be kept). Forms can be found on the District Wiki (must login with your District credentials) → Human Resources → Academic Forms It's in word format – password protected: <mark>sbccdhr</mark> Evaluating Diversity and Inclusion How do we evaluate that? Methodologies: -Using closed captioning and (if possible) providing transcripts -Utilizing materials by minoritized authors	

		Effective Communication:
		-Genuine efforts to pronounce names properly, and consistently using preferred names and pronouns
		
		Questions? Reach out to Marcela Navarro: mnavarro@sbccd.edu
		
		Evaluation Procedure
		  -Manager provides the peer evaluation the evaluatee
		
		  -New timeline, less time to get it in peer evaluations. Do your best so that evaluatee can reflect on the information to complete their self-evaluation.
		
		  -Same with student evaluations, if received in time, they can review it to reflect on it
		
		Review Article 16 and read the language
		
		Self-evaluation is different, couple of pieces changed like looking at disaggregated data (if you haven't seen that data, you don't have to speak on that.)
		
		Improvement plan is only for non-probationary members
		
		Glitches in form? Please let Karla know and she will try to fix it or make it more user friendly
		
		Will have follow-up meetings for extra discussions	

4. Summer Schedule Planning	Deans/Andrews	Behind on scheduling for Summer and Fall Summer 2023 – Unit count is how many units we should offer for summer Refer to 2023SM All Scheduling Plan spreadsheet Keith will bring Data Points and start to schedule further out Load for summer .50 each session (4 max) Adjunct limited to .67 for full session ==Build and submit spreadsheet by next Friday, Oct. 28th to Liz.== Build a schedule with the student in mind Plan for students not the people	
5. Renaming "short term classes" for Students	Bailes	Rename short term classes into something more student friendly. More descriptive, so student know what the expectations are - Look at ways to change catalog and class schedule to be more student friendly - Clearer language (more layman language)	

		- Would like to pull schedule, look at notes and see how much we can change the title
		    - Short-term (accelerated, intensive)
		    - Get feedback from Student Senate
		
		Suggestion made to provide a draft of the syllabus on the schedule or add workload expectations	

Standing Reports			
6. VPI Report	Wurtz	Absent	
7. VPSS Report	Spencer	Absent	
8. Deans Report	Deans	Absent	
9. Academic Senate Report	McLaren	Resolutions coming state-wide We need a new Senate President! Please create a list on why you don't want to be Senate President. There may be things that are in your way that the Senate has the ability to change or address. What can Senate do to make it better? Please send your list to Brandi.	
10. Guided Pathways/CAPs Report	Grabow	No new updates	
11. CTA Report	McKee	Absent	
Wrap Up			
Future Agenda Items		-- Faculty Chairs Training and update course offerings matrix (first mtg of fall sem.) -- Review SLO Cloud Comments (first mtg of sem.) -- FT hiring prioritization for following Fall (October) -- Budget Review (first meeting in February) -- Review Chairs Manual (first meeting in March) -- Start Scheduling (second meeting in March/October) -- Chair of Chairs voting (first meeting in April) -- Sticky-less Friday (April and November)	
Announcements		5k had 129 people! Jimmy Grabow won!	
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.