

Crafton Hills College Faculty Chairs Council Minutes

Date: February 03, 2023
Place: CCR-233 9:00-11:00AM
Next Meeting: March 03, 2023
 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:

X_____ Renee Azenaro/Mark McConnell	X_____ Jimmy Grabow
X_____ Jeff Cervantez/Julie McKee	X_____ John Grounds
X_____ Danny Rojas/Michael Sheahan	X_____ Colleen Hinds/B. Andrews
X_____ Jonathan Anderson	X_____ Danielle McCoy
X_____ Breanna Andrews	X_____ Meridyth McLaren
X_____ Kenny George	X_____ Sam Truong

Others Present:

_____ Brandi Bailes
_____ Elizabeth Lopez
_____ Ivan Peña
_____ Delmy Spencer
X_____ Christina Sweeting
_____ Kay Weiss
_____ Dan Word
X_____ Keith Wurtz

Guests: Dr. Kevin Horan, Judy Cannon, Gio Sosa

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:01AM	
Approval of the minutes	Andrews		Motion to approve by M. McLaren; second by J. Anderson Minutes approved.
Follow Ups	Dr. Horan	Visit from the President—expressed appreciation to the Chairs for their hard work.	

Information, Discussion, and Business

1. How Honors Instructors are Assigned	Cannon	Honors has 107 students and climbing back to pre-covid levels. Honors offers 36 different distinct courses. This semester there were 60 sections offered and 43 had enrollment. <i>Process:</i> -Dept Chairs select honors instructor -Selected instructor needs to be familiar with the course before teaching honors.	
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		<i>-If teaching Honors Online, it is preferred that the instructor has taught a face-to-face modality beforehand</i> <i>- In-person zoom orientation scheduled with Judy to discuss expectations (about 30 mins). This meeting can be counted towards flex hours/professional development.</i> Honors sections are 35-45% online/DE/Zoom courses. Would like to get back to more in-person honors classes. <u>Tips:</u> Let faculty know they've been assigned as an honor's class. Please make sure they are willing to do it and that they understand what is involved in an honor's class. If any changes are made to honors sections, please let Judy Cannon know. Please note: we can create an honors class on the fly as long as it's on the course outline of record.	
2. Educational Master Plan	Sosa	Ed Master Plan focus is to develop and finalize our key results. Strategic Direction 1: Increase student enrollment. SA 1: Develop and implement strategies to increase dual enrollment. 1- develop 3 additional partnerships. Chairs: this is viable (including ES there are multiple opportunities in region); also, opportunities with respect to ASL (ASL is reaching out to community partnerships like IEHP and SB Airport) 2 - Increase dual enrollment sections from 54 to 60 Chairs: Zoom classes for HS dual enrollment (hybrid options-- marketing to different HS)	

		3 - Increase FTES by 5% SA 7: Be flexible in scheduling courses over varied days, times and modalities. 1. Increase the number of evening classes. 2. Increase the number of Friday and Saturday classes! 3. Increase the number of programs that can be completed by taking evenings, Friday, and Saturday classes. Chairs: Starfish and scheduling surveys will help us with these; doing this work means expanding the student services availability/services; two-year plan can help to support this effort Chairs: Having the support (staffing) is key to supporting this Strategic Direction 3: Increase Student Equity SA 2: Enhance programs and services for disproportionately impacted groups and special populations. Chairs: More inclusive in the language... be mindful of crafting language that is more inclusive of additional groups; API in our region as well; easing transportation challenges for students (i.e. local uber service)—this also has bearing on potential satellite locations; Gio will send out the link to this document, please feel free to add comments related to the information.	
3. Informing Scheduler of ZCT	Wurtz	- Rollover? 70-80 zero cost textbooks courses were not identified in the system. Can we roll that information over? (the same instructor, and same course) - Other ideas? Chairs: identify instructors that use ZCT ahead of time (i.e., standard is that all clinic books are ZCT) -We can identify low-cost textbooks as well	

4. Summer Schedule Blocks – Time block changes due to Juneteenth	Wurtz	Tabled for next meeting.	
5. Start extended planning: Spring 2024, Summer 2024, Fall 2024	Wurtz	Started with SP24 and 25 and SM 24 and 25 based on a two-year schedule time frame. In summer 22 there were 206 sections. The base two-year schedule has 106 sections. Spring 22 had about 700 sections and the base schedule has about 500. The additional sections will be added to the base schedules. Base schedule includes program classes or courses that we offer no matter what or courses that we always offer no matter what and always fill. Please review excel spreadsheet 2-year schedule and let Keith know if he needs to add anything before the next Chair's meeting	
6. Building # on CHC Course Schedule	Truong	More confusing to the student when finding their class because they are looking for a building number as opposed to room number. Keith would like to give it more time before removing it.	
Standing Reports			
7. VPI Report	Wurtz	Nothing to report.	
8. VPSS Report	Spencer	Absent.	
9. Deans Report	Deans	Absent.	
10. Academic Senate Report	McLaren	Met on Wednesday for first meeting under new structure. Natalie and Meridyth serve as co-presidents. Reviewed common application process. Talked about MESA grant and the scope of work involved. OER money available! Workgroup created to decide about the next senate president. - Co-presidency? Or rearrange exec board? Class CAPS were sent out in the Fall and will resend out to make accommodations for general class sizes. Creating a manager evaluations workgroup	

		Public comment: Revisit the preferred name request. -Current process: direct student to safe space website which outlines this process. Can we include this in the application process? Flyer for Honor’s brainstorming shared.	
11. Guided Pathways/CAPs Report	Grabow	First meeting is next week; no updates.	
12. CTA Report	McKee	February 21 st luncheon February 23 rd all member meeting to vote on updated by-laws. February 8-9 is part time equity week. Lunch on Wednesday, 2-8-23 Meeting with HR on Thursday, 2-9-23	
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) -- 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) -- Summer block schedule and extended planning	
Announcements		Dellis Frank new artist exhibition now open! Details below: Reception: Wednesday Feb 22 from 2pm - 4pm Workshop: Wednesday February 22 from 12pm – 2pm	
Adjournment		10:25am	
Mission Statement The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.		Vision Statement 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.	Institutional Values Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.