

Crafton Hills College Faculty Chairs Council Minutes



Date: September 20, 2024 9:00 am -11:00 am
Place: CCR-233
Next Meeting: October 4, 2024
 9:00 am -11:00 am
 CCR 233

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:** Administration

Meeting Days and Times: 1st and 3rd Friday at 9:00am **Term:** Two years

Members:	X _____ Danielle Bell (MATH)	Others Present: _____ Willie Blackmon (DEAN SSSD) X _____ Sara Butler (DEAN LAAS) X _____ Geoffrey Escher (SCHEDULER) X _____ Elizabeth Lopez (SCHEDULER) X _____ Ivan Peña (DEAN SES) X _____ Jeff Smith (DEAN SINS) _____ Delmy Spencer (DEAN VPSS) X _____ Christina Sweeting (AA CEHD) X _____ Dan Word (DEAN CEHD) X _____ Keith Wurtz (VPI)
<i>Co-Chairs*</i>	X _____ Cheryl DiBartolo (SOCSCI)	
X _____ Lauren Bond/Ashley Hayes (ENGL)	X _____ John Grounds (PS)	
X _____ Jeff Cervantez/Julie McKee (SOC/CULT)	X _____ Rick Hogrefe (CMLG)	
_____ Jimmy Grabow/Ernesto Rivera (COUN)	X _____ Natalie Lopez (LIBR)	
XX _____ Paul Jacques/Mark McConnell (PART)	X _____ Farhad Mansourian (BUS/ECON)	
_____ Danny Rojas/Michael Sheahan (AH)	X _____ Meridyth McLaren (HDEV)	
	X _____ Meridyth McLaren (VART)	
	X _____ Chris Olivera (KINES)	
	X _____ Sandra Ruiz (CIS/CSCI)	
	X _____ Sam Truong (SCI)	

Guests:

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Hogrefe		
Approval of the minutes	Hogrefe		Motion to approve by M. McLaren Second by D. McCoy Minutes approved.
Follow Ups	Hogrefe		

Information, Discussion, and Business

1. Review Faculty Chair Handbook	Hogrefe	<p>Goal: Collect pertinent revisions from chairs in order to update current year handbook.</p> <p>Chairs review faculty chair handbook for updates and changes</p> <p>Review scheduling timeline and blocks.</p> <p>Recommendation to add a link to scheduling timeline and blocks instead of putting it in written form for updates and changes.</p> <p>If you would like to add updates, please email Rick and Keith with changes.</p>	
2. Common Course Numbering	Hogrefe	<p>Goal: Continued update on process and status of common course numbering initiative.</p>	

		<p>Process or plan for common course numberings.</p> <p>Meeting on local degree changes today</p> <p>There are five (5) disciplines that need to make changes to their COR by end of October for the Curriculum meeting.</p> <p>Need to change/update programs that have courses listed for degrees. Keith will provide list of those needing updates.</p>	
3. Room Prioritization	Hogrefe	<p>Goal: Revisit current room priorities and prioritization process</p> <p>EAST classrooms will be utilized by Allied Health for future semesters.</p> <p>Rick will work with Chairs for finding classes</p>	
4. Compressed Calendar Scheduling Block	Hogrefe	<p>Goal: Discuss possible scheduling blocks required as a result of compressed calendar</p> <p>Adjust to class start times and for passing period.</p> <p>Shared the Sample 26-wk schedule.</p> <p>Scheduling block example: 9:35am – 11am</p> <p>You can cross one line (scheduling block) not two.</p> <p>Reduces the number of blocks.</p> <p>Need to depend on second priority and third priority classrooms.</p> <p>Keith would like to recommend Sticky Fridays for this first round of scheduling (LRC 110)</p> <p>Course Dog may go live mid-October.</p> <p>Rick will review evening science and late starts.</p> <p>Keith would like to have more consistency with late starts:</p> <p>16,14,12 and 8-week</p>	
5. AB 607	Wurtz	<p>Goal: Discuss how the college will fulfill the requirements of AB 607 which require us to prominently display the cost of texts and materials.</p> <p>We have to start reporting on cost per section.</p>	Keith will add AB607 course numbering to the next agenda.

		<p>Bookstore can run a report with this information but needs to be reviewed and sorted into categories.</p> <p>-We can have a section for categories of cost per section "less than \$20."</p> <p>- As Chairs, we need to figure out what categories to offer (i.e. \$, \$\$, \$\$\$)</p> <ul style="list-style-type: none"> - Schedule will display as dollar sign \$\$ by section. <p>-This will give students an idea on how much a course will cost</p> <p>-Keith will work with TESS and provide updates.</p>	
Standing Reports			
6. VPI Report	Wurtz	<p>We are 125 FTES above target.</p> <p>Budget expenditures - \$70,000 overspent</p> <ul style="list-style-type: none"> - No more Fall sections will be added this semester. <p>In Spring 2025, we might offer same number of sections or a little more as Spring 2024</p>	
7. VPSS Report	Spencer	Absent	
8. Deans Report	Deans	<p>Sara-</p> <p>One Book One College</p> <p>Zoom Book Club for Parable of the Sower begins Oct. 11 on Zoom. The Zoom link is the same for all Book Club sessions.</p> <p>Link to free e-book</p> <p>Marathon read University of Redlands</p> <ul style="list-style-type: none"> - In collaboration with University of Redlands, we invite students and faculty/staff to attend or read at a marathon read of Parable of the Sower on Friday, September 27. You can drop in any time between 9a and 10p to listen. If you'd like to sign up to read, please do so here. <p>Jeff-</p> <p>Nothing to report.</p> <p>Dan-</p> <p>Nothing to report.</p> <p>-Spring 2025 publish, please let Liz know of any updates next week Friday 9-27-25</p> <p>Ivan-</p> <p>Q&A panel TODAY of physicians from Loma Linda University LRC 231 at noon</p>	

		Amanda- Nothing to report	
9. Academic Senate Report	McClaren	Dual Enrollment committee - Draft charge and membership for dual enrollment shared governance committee Please complete survey for classroom conditions. Foundation Money available for student/faculty events. <ul style="list-style-type: none"> - Please fill out the form. If under \$200 Exec Team can approve it at meeting (2nd and 4th Wednesday) - If more than \$200 must go to full senate to approve 	
10. Guided Pathways/CAPs Report	Grabow	Absent	
11. CTA Report (First Friday)	McKee	Absent	
Wrap Up			
Future Agenda Items 1. Review SLO Cloud Comments 2. Establishing Measurable ILO/GEO Targets 3. Finalizing Course Caps Discussion 4. Summer 2025 Scheduling 5. Fall 2025 Scheduling		<ul style="list-style-type: none"> • Faculty Chairs Handbook/Training (August) • Update Course Offerings Matrix (August) • Review SLO Cloud Comments (August) • Start Scheduling/Add Pending Classes (September/February) • Review Chairs Manual (March) • FT hiring prioritization for following Fall (October) • Sticky-less Friday (March/October) • CAPS – Shella Scott • AB 607 – course costs 	
Announcements		Ashley- VESPA tasked to re-do faculty handbook. <ul style="list-style-type: none"> - Add contacts/resources - Pantry/gas cards/grocery cards - Please send recommendations or cool programs for faculty please send to ahayes@craftonhills.edu Dia Del Los Muertos DJ Loteria Afrenda tables competition, please email Ashley if you would like to participate. Will celebrate on Tuesday, 10-29-24 and will be displayed all week. Flyer to be sent out soon, still in planning phases. Natalie- Hispanic Heritage Book Display Launch Event 12pm – 1pm Tuesday	
Adjournment		10:27 am	
Mission Statement The mission of Crafton Hills College is to advance the educational, career, and personal		Vision Statement Crafton Hills College will be the college of choice for students who	Institutional Values

success of our diverse campus community through engagement and learning.	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.
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