

# Crafton Hills College Faculty Chairs Council Minutes



**Date:** March 15, 2024  
**Place:** CCR-233 9:00-11:00AM  
**Next Meeting:** March 29, 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**

- \_\_\_\_\_ **Jeff Cervantez**/Julie McKee  
(social and cultural studies)
- \_\_\_\_\_ **Cheryl DiBartolo/Sabrina Jimenez**  
(social sciences) \*
- \_\_\_\_\_ **Jimmy Grabow**/Ernesto Rivera  
(counseling)
- \_\_\_\_\_ **Danny Rojas**/Michael Sheahan  
(allied health)

**Solo Chairs**

- \_\_\_\_\_ Jonathan Anderson (English)

- \_\_\_\_\_ **Breanna Andrews** (comm & lang)
- \_\_\_\_\_ **Renee Azenaro** (visual & media)
- \_\_\_\_\_ **John Grounds** (public safety)
- \_\_\_\_\_ **Natalie Lopez** (library) \*
- \_\_\_\_\_ **Farhad Mansourian** (bus.&econ)
- \_\_\_\_\_ **Mark McConnell** (perform. arts)
- \_\_\_\_\_ **Danielle McCoy** (math) - **Scott Rippey**
- \_\_\_\_\_ **Meridyth McLaren** (human dev.)
- \_\_\_\_\_ **Chris Olivera** (kinesiology) \*
- \_\_\_\_\_ **Sandra Ruiz** (CIS and CSCI) \*
- \_\_\_\_\_ **Sam Truong** (phys. & bio sciences)

**Others Present:**

- \_\_\_\_\_ **Geoffrey Escher** (scheduler)
- \_\_\_\_\_ **Elizabeth Lopez** (scheduler)
- \_\_\_\_\_ **Ivan Peña** (Dean Student Services)
- \_\_\_\_\_ **Jeff Smith** (Dean of SINS)
- \_\_\_\_\_ **Delmy Spencer** (VPSS)
- \_\_\_\_\_ **Christina Sweeting** (admin assist)
- \_\_\_\_\_ **Kay Weiss** (Dean of LAM)
- \_\_\_\_\_ **Dan Word** (Dean of Career Dev.)
- \_\_\_\_\_ **Keith Wurtz** (VPI)

**Guests:**

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	Meeting called to order at 9:01AM	
Approval of the minutes	Andrews	First by Danny, second by Sam	Minutes approved by consensus
Follow Ups	Andrews	Do have a fifth Friday and will not meet. Next meeting April 5	

**Information, Discussion, and Business**

1. DE Pathways (15 mins)	Weiss	<p><b>Goal:</b> Confirm our degrees and certificates by ensuring all required courses are offered at least once per year.</p> <p>DE Committee met and looking at fully online program. Online or fully remote. Kay provided summary of programs that are currently offered all online. Kay reviewed Social Science AA degree to show fully online. Asked faculty to review identified programs for errors.</p>	
2. Disaggregated Data for SLOs (30 mins)	Wurtz	<p><b>Goal:</b> Use data to support future planning.</p> <p>Chairs divided into groups and provided thoughts on findings as well as suggested improvements.</p>	Keith will take suggested improvements and include them in outcomes assessment action plan.

			Keith will follow up with more data to answer questions generated by faculty conversation.
3. Updating Annual Course Matrix (please bring your laptops)	Andrews/Lopez/Escher	<p><b>Goal:</b> Ensure course offerings for student planning, are accurate. Edit as needed based on student scheduling data and preferences.</p> <p>Faculty used lap tops to review course matrix and updated the course offering patterns to provide more accurate information to students for their educational planning and to incorporate in Starfish for students.</p>	Schedulers will update scheduling matrix information in Starfish for students.
<b>Standing Reports</b>			
4. VPI Report	Wurtz	<p>Chair feedback forms will be going out in the next couple of weeks.</p> <p>Keith provided an update on self-service and that plan is to turn off the registration function in WebAdvisor on April 1, 2024. Messaging will go out to students and faculty. Between now and April 1 have turned off registration in the self-service to prevent students from registering without add code.</p>	
5. VPSS Report	Spencer	No report	
6. Deans Report	Deans	No report	
7. Academic Senate Report	McClaren	<p>Cancelled exec meeting this week. Meet after spring break. Meridyth said "I don't know."</p> <p>Talked with District about District committees and some of the challenges with those committees.</p>	
8. Guided Pathways/CAPs Report	Grabow	No update	
9. CTA Report (first Friday)	McKee	No update	
<b>Wrap Up</b>			
<b>Future Agenda Items</b>		<ul style="list-style-type: none"> <li>-- Faculty Chairs Handbook/Training and update course offerings matrix (first mtg of fall sem.)</li> <li>-- Review SLO Cloud Comments (first mtg of sem.)</li> <li>-- Start Scheduling/Add pending classes (Feb/Sept)</li> <li>-- Review Chairs Manual (first meeting in March)</li> <li>-- FT hiring prioritization for following Fall (Oct)</li> <li>-- Sticky-less Friday (March and October)</li> </ul>	
<b>Announcements</b>		<p>Renee provided invitation to Kyong Boon Oh exhibition, reception, and artist talk. Everyone is invited to the March 27 reception.</p> <p>Goerge Takae on campus April 9 for One Book/One College. Need to reserve a ticket. Also having reception with select students. Asked faculty to nominate students who have engaged in theme of book. Remember the</p>	

		<p>essay and art contest deadline is coming up. There are cash prizes.</p> <p>Theatre producing legally blond week April 26. Is really funny. Recital the week of May 6.</p>	
<b>Adjournment</b>		Adjourned at 10:29AM	
<p><b>Mission Statement</b></p> <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><b>Vision Statement</b></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><b>Institutional Values</b></p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>	