

# Crafton Hills College Faculty Chairs Council Minutes



**Date:** August 16, 2024 9:00 am -11:00 am  
**Place:** CCR-233  
**Next Meeting:** August 30, 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:**

*Co-Chairs\**

- Lauren Bond/Ashley Hayes (ENGL)
- Jeff Cervantez/Julie McKee (SOC/CULT)
- Jimmy Grabow/Ernesto Rivera (COUN)
- Paul Jacques/Mark McConnell (PART)
- Danny Rojas/Michael Sheahan (AH)

- Danielle Bell (MATH)
- Cheryl DiBartolo (SOCSCI)
- John Grounds (PS)
- Rick Hogrefe (CMLG)
- Natalie Lopez (LIBR)
- Farhad Mansourian (BUS/ECON)
- Meridyth McLaren (HDEV)
- Meridyth McLaren (VART)
- Chris Olivera (KINES)
- Sandra Ruiz (CIS/CSCI)
- Sam Truong (SCI)

**Others Present:**

- Willie Blackmon (DEAN SSSD)
- Sara Butler (DEAN LAAS)
- Geoffrey Escher (SCHEDULER)
- Elizabeth Lopez (SCHEDULER)
- Ivan Peña (DEAN SES)
- Jeff Smith (DEAN SINS)
- Delmy Spencer (DEAN VPSS)
- Christina Sweeting (AA CEHD)
- Dan Word (DEAN CEHD)
- Keith Wurtz (VPI)

**Guests:** Sharon Zerbel

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Hogrefe	Meeting called to order at 9:00 am	
Approval of the minutes	Hogrefe	Motion to approve: First by Natalie Lopez, Second by Chris Olivera. Minutes approved by consensus.	
Follow Ups	Hogrefe		

**Information, Discussion, and Business**

1. Welcome New Chairs	Hogrefe	<p><b>Goal:</b> Introduce committee members and provide helpful advice to new chairs.</p> <p>Introductions were made.</p>	
2. Review Committee Charge and Norms	Hogrefe	<p><b>Goal:</b> Start the year with all chairs on the same page in terms of goals and priorities.</p> <p>Read/Reviewed Chairs Council Committee Norms</p>	
3. Common Course Numbering	Hogrefe	<p><b>Goal:</b> Update on process and status of common course numbering initiative.</p> <p>Discussed common course numbering for Math, English &amp; Political Science. Lauren Bond provided an update for the class she attended. The state decides what is on the course outline and was under the impression the templates would be minimal. Roll out would be Fall 2025 starting with the most enrolled courses.</p>	
4. <b>Updating Course Offering Matrix</b>	Hogrefe	<p><b>Goal:</b> Update Course Offering Matrix so they are reflected accurately in program maps.</p> <p><a href="#">Course Offering PATTERNS.xlsx</a></p>	

		Reminder: There was an email sent in the summer to update the matrix and to continue as normal for Spring 2025 and Fall 2025.	
5. Adding Program Descriptions in CurriQunet	Wurtz	<p><b>Goal:</b> Update Program Descriptions so they are available to students in program maps. <a href="#">Program Maps Missing Descriptions or SLO.xlsx</a></p> <p>Program descriptions need to be updated as they feed into the MAPS. Shella Scott has asked if there is no program description can the course description be used. Chairs requested that an email be sent out by Shella, so that they can review course description before they agree to this.</p>	Keith to request that Shella Scott send out an email to the Chairs to confirm that it is okay to use course descriptions.
6. Compressed Calendar and Implications on Scheduling	Wurtz	<p><b>Goal:</b> Discuss Compressed Calendar and implications on scheduling toward the goal of revising scheduling blocks.</p> <p>Compressed Calendar implementation date is Fall 2025. Fall 2025 will start later and Spring 2026 will finish earlier. Five to Fifteen minutes will be potentially added to each course. Scheduling blocks will need to be updated. Start times will be on the hour, every half-hour and possibly on the quarter.</p> <p>Geoff created a spreadsheet of how many minutes are needed for each course and sent to Rick.</p>	<p>Rick to put a scheduling block draft together.</p> <p>Keith to send out draft calendar.</p>
7. FW Grades	Wurtz	FW Grade will be effective for Fall 2024. This is for students that disappear and do not finish a class. This grade will be given per the discretion of the faculty member. This will also allow us to track, provide strategies for student success.	
8. Minimum Degree Requirements	Wurtz	The State Chancellor revised the minimum degree requirements from 18 to 21. Keith is working with Ivan. Implementation date is Fall 2025	
9. Spring 2025 Scheduling	Lopez	Liz will send out the Spring 2025 schedule and timeline. Draft corrections will need to be completed by 09/06/24 and the schedule will be published on 09/27/24.	
10. Zero/Low Cost Textbook Follow-up	Lopez	Faculty to publish zero-textbook every section individually. If faculty change their minds and do not go with a zero-textbook course, then they need to let their Deans know and let Geoff and Liz know so that they can make changes to the sections preferable before enrollment.	
<b>Standing Reports</b>			
11. VPI Report	Wurtz	<p>AB607 requires colleges to provide students with the costs of materials and fees for 40 percent or more of courses by January 2025 and 75 percent of courses by January 2028. Keith has already reached out to Tess to provide categories.</p> <p>Reviewed Institutional Set Standards.</p>	

		Discussed ACCJC Fall Kick-Off with Gohar Momijan on 09/05/24 in the Roadrunner Café from 2:00 pm – 5:00 pm. Snacks will be provided.	
12. VPSS Report	Spencer	No Update.	
13. Deans Report	Deans	Jeff requested that if ZTC books are not being used by faculty, make sure their ZTC badge on the schedule is removed.  Sara requested that if faculty are requesting room changes that they also inform their Dean and Division Admin.	
14. Academic Senate Report	McClaren	Faculty committee assignments have been finalized. Faculty have been assigned to (1) committee per their contract. If Faculty would like to serve in additional committees, please provide this information to Cyndie St. Jean to track.  A sign-up form/calendar was emailed to CHC Managers today. Crafton Academic Senate will use a sign-up calendar for administrators who wish to come present to senate.	
15. Guided Pathways/CAPs Report	Grabow	No Update.	
16. 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 (August)</li> <li>• Update Course Offerings Matrix (August)</li> <li>• Review SLO Cloud Comments (August)</li> <li>• Start Scheduling/Add Pending Classes (September/February)</li> <li>• Review Chairs Manual (March)</li> <li>• FT hiring prioritization for following Fall (October)</li> <li>• Sticky-less Friday (March/October)</li> </ul>	
<ol style="list-style-type: none"> <li>1. Review Chairs Handbook</li> <li>2. Review SLO Cloud Comments</li> <li>3. Establishing Measurable ILO/GEO Targets</li> <li>4. Finalizing Course Caps Discussion</li> <li>5. Fall 2025 Scheduling</li> </ol>			
<b>Announcements</b>		Next meeting will be Friday 09.06.24	
<b>Adjournment</b>		Meeting Adjourned 10:20 am	
<b>Mission Statement</b> The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.		<b>Vision Statement</b> 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.	<b>Institutional Values</b> Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.