Crafton Hills College Faculty Chairs Council Minutes

Date: April 18, 2025 at 9:00 -11:00 am
Place: CCR-233

Next Meeting: May 02, 2025
9:00 am -11:00 am

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

Guests: Gio Sosa

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Brighton	9:03am	
Approval of the minutes X2 (March 7th and April 4th)	Brighton		Motion to approve March 7th minutes by M. McLaren; second by D. Rojas.

Minutes approved.

Motion to approve April 4th minutes by D. Rojas; second by M. McLaren.

Minutes approved. |
| Follow Ups | Brighton | o Dual Enrollment Menu ([on SharePoint)](on SharePoint)

o Prep Spring 2026 schedules for CourseDog Open Lab at the end of next Chairs Council meeting. Bring your laptops to next meeting. | Breanna adds "D.E Menu" to Faculty Chairs Handbook |

			before next meeting
		- We'll close the May 2nd meeting with a CourseDog help lab.	
Information, Discussion, and Business			
1. Student Equity Plan	Wurtz	*Goal: Revise and update the plan for 2026 and beyond, providing examples of activities currently being planned and executed on campus.* https://docs.google.com/spreadsheets/d/1mlfX_dOL1hNFJDyPxucSv-IjiSZYvpGw/edit?gid=1065790678#gid=1065790678 Delmy has asked to have input on tabs (metrics that colleges are asked to respond to) - input instructional objectives. - brainstorm in groups to review activities add name to responsible party	
2. Faculty Chairs Handbook Updates	Brighton	*Goal: Review remaining content for updates and accuracy.* • Page 6 • Page 7 • Page 14-20 • Page 28-36 • Page 40-44 • Page 45-46 • Page 48-49 • Page 50-51 (Academic Senate) • Page 52 • Page 55-56 • Page 57 - Review/edit in SharePoint folder	Motion by M. McConnell, seconded by D. Bell, to table faculty chair handbook updates to end of meeting if time allows; otherwise, move to next meeting. Motion approved.
3. Review Scheduling Principles	Chairs	*Goal: Ensure scheduling remains student- centered.* - Consider students' needs first. - Base time offerings based on student need. - Use data to inform the development of the schedule. - Schedule within the time blocks. - Create a balance of face to face and online options. - Reduce redundancy of general education classes at the same times and days. - Schedule classes that are aligned with the Career and Academic Pathways. - Follow course rotation plan Matrix. - Consider special groups with specific scheduling needs. (e.g.: veterans, EOPS, etc.)	
4. Review/Revise Student Scheduling Survey	Wurtz	*Goal: Prepare to gather info from students regarding plans for fall 2026 enrollment trends.* - 300 students have completed this survey in the past. - This will go out next week. Suggestions: - Add question about scheduling pattern? Specific days e.g.: Monday, Tuesday - Add open response at the end. - Link questions. - Change woman and man to male and female.	

		- Page 7 add "jazz band/choir and dance." Change theater to theatre. - Page 5 Add evening classes. - Highlight in **bold** key words to make sure they answer it properly. - Page 9 Asynchronous – add not self-paced. - Page 11 add parents of school aged children. - Page 11 replace homeless to housing insecurity (homeless) - Page 11 add honors students. - Page 11 add athletics. - Page 12 add a note that information provided is confidential. - Page 7 revise CTE Programs, rephrased like Allied Health, Public Safety - Page 7 add non-credit courses. - Page 1 add this information will not be shared	
5. Canvas Syllabi Receptacle Discussion	Brighton	*Goal: Gain faculty input on improving process efficiency and transparency by submitting syllabi into a campus-wide Canvas shell.* 1. How public would we want this shell? 2. Pros? 3. Concerns? - Concerns about intellectual property; consider limiting access to Deans and Department Chairs. - Course syllabus content guidelines (best practices)	Breanna will add this as a May 2nd agenda follow-up.
Standing Reports			
6. VPI Report	Wurtz	IEPI PRT Dual Enrollment Visit - Menu of options - Ask questions about Dual Enrollment - April 25th at 9:45am in CCR 233 - Any chairs who can go, please attend. Academic Senate will be at conference.	Breanna will email the info.
7. VPSS Report	Spencer	Absent.	
8. Deans Reports	Deans	D. Word – Nothing to report. A. Ward – Excited for upcoming graduations and commencement. I. Pena – Nothing to report	
9. Academic Senate Report	McLaren	No updates.	
10. Guided Pathways/CAPs Report	Grabow	No updates.	
11. CTA Report	Bell	TA vote soon! Mail-in ballot requests were due yesterday. Voting via email for others. Picnic coming up!	
Wrap Up			

Future Agenda Items: • CourseDog Open Lab		• Faculty Chairs Handbook/Training (August) • Update Course Offerings Matrix (August) • Review SLO Cloud Comments (August) • Start Scheduling next year's classes (September/February) • Review Chairs Manual (March) • FT hiring prioritization for following Fall (October) • Sticky-less Friday (March/October)	
Announcements		M. McConnell- -Bear on campus! -Faculty input removed from recent hiring committee process.	

		-Student-directed musical next weekend, "Lightning Thief," featuring a student band and cast from Yucaipa High.	
Adjournment		10:41am	

Mission Statement	Vision Statement	Institutional Values
The Crafton Hills College mission is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a committed staff, with passionate leadership and community support.	To empower the people who study here, the people who work here, and the people who live in our community through education, engagement, and innovation.	We rely on the following values to support our vision and mission: ○ Respect: To champion active listening and open dialogue within our community. ○ Integrity: To uphold honesty in our interactions and academic pursuits and maintain community collaboration. ○ Diversity & Inclusion: To promote a welcoming environment through equitable and antiracist practices in all aspects of our work. ○ Innovation: To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas. ○ Leadership: To develop and inspire current and future leaders through professional development, mentorship, education, and experience. ○ Sustainability: To be a leader in our community by reducing environmental impact with practices that meet the needs of the present without compromising the future.