

# Crafton Hills College Adjunct Faculty Orientation: Spring 2026

Prepared by Keith Wurtz, Ph.D.

Vice President of Instruction

[kwurtz@craftonhills.edu](mailto:kwurtz@craftonhills.edu)

909-317-4158



# Session Objectives

- ▶ Announcements: CTA and Academic Senate
- ▶ Accreditation Update
- ▶ Regular and Substantive Interaction (RSI) - Cynthia Hamlett, Director of DE
- ▶ AB 607 and Burden Free Access to Instructional Materials
- ▶ Open Educational Resources Opportunities
- ▶ Fraudulent Students
- ▶ Final Exam Week - Required to meet for regular schedule during finals week
- ▶ Accessibility

# Academic Senate



# CTA Announcements



# Accreditation Update

- ▶ Institutional Self-Report (ISER) - First Draft Completed by End of January
- ▶ Review of ISER - February and March
  - ▶ Open Forums
  - ▶ Committees
  - ▶ Senates
- ▶ Recommendation for Approval Process in April and May
  - ▶ Classified Senate
  - ▶ Academic Senate
  - ▶ Crafton Council

# Accreditation Update (Continued)

- ▶ Board of Trustees
  - ▶ October and November 2026
- ▶ ISER
  - ▶ Due to ACCJC on December 15, 2026
  - ▶ Team Review in Spring of 2027
    - ▶ Provide ACCJC Team a 5% random of sample of DE sections from Fall 2026 to evaluate **Regular and Substantive Interaction (RSI)**
    - ▶ ACCJC Team will use DE Assessment Tool for Peer Reviewers to evaluate RSI
    - ▶ Reviewers go through online classes week by week
  - ▶ Focused Site Visit in Fall 2027

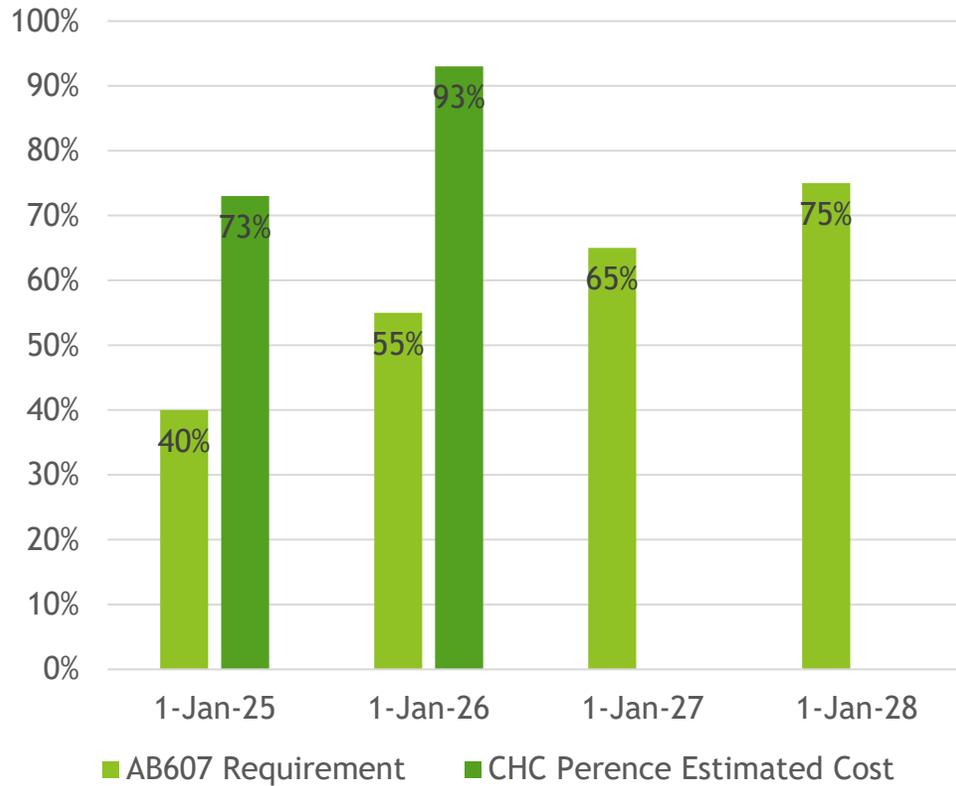
# Regular and Substantive Interaction (RSI)

- ▶ Cynthia Hamlett, Interim Director of Distance Education
- ▶ <https://gamma.app/docs/Student-Centered-Accreditation-Ready-RSI-Made-Easy-ss3ljuxg2410sqd?mode=doc>
- ▶ [Student-Centered and Accreditation-Ready: RSI Made Easy](#)

# AB 607 and Burden Free Access to Materials



Percent of CHC Sections Meeting  
AB607 Requirements



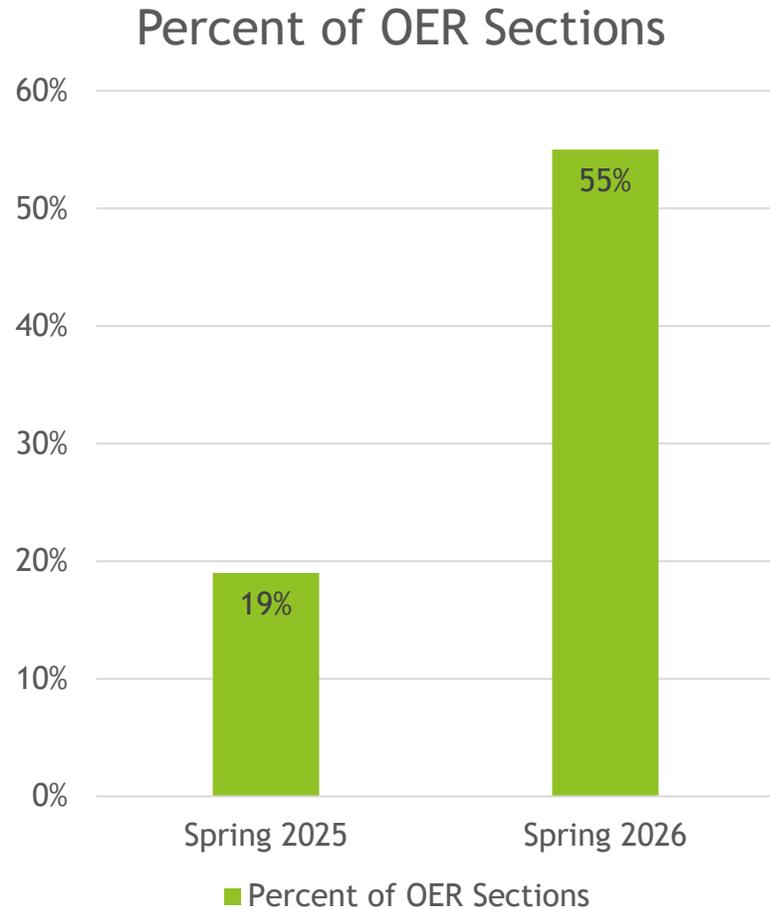
# Great Job Meeting AB 607 Requirements

- ▶ AB607 requires us to “prominently display...that may include a link to a sperate internet web page the estimated costs for each [section] all required course materials and fees” within the following timeline:
  - ▶ 40 percent by January 1, 2025
  - ▶ 55 percent by January 1, 2026
  - ▶ 65 percent by January 1, 2027
  - ▶ 75 percent by January 1, 2028

# Burden Free Access to Instructional Materials - January 26, 2026

- ▶ Requires all community college districts to ensure burden-free access to instructional materials for students.
- ▶ Mandates districts to adopt policies ensuring students have access to textbooks and supplemental materials by the first day of class
- ▶ Purpose is to reduce both financial and administrative barriers throughout the academic term.
- ▶ Three Important Components of Meeting this Requirement for Students
  - ▶ Placing book orders and instructional materials prior to start of section and in enough time for materials to be available.
  - ▶ Converting sections to Open Educational Resources (OER) / Zero Textbook Cost (ZTC)
  - ▶ Correctly identifying OER / ZTC Sections

# Great Job Identifying / Creating OER/ZTC Sections!



- ▶ The percent of OER sections being offered / correctly identified increased from 19% in Spring 2025 to 55% in Spring 2026

# BookSaver & Zero Textbook Cost (ZTC)

## ▶ BookSaver

- ▶ \$27.50 per class unit rental access to textbooks
  - ▶ Students automatically enrolled
  - ▶ Crafton Bookstore can answer questions

## ▶ Zero Textbook Cost

- ▶ Exclusively use digital or materials free to students
  - ▶ Canvas shell with resources
  - ▶ \$500 to convert your course!
  - ▶ Contacts
    - ▶ Jeff ([jefsmith@craftonhills.edu](mailto:jefsmith@craftonhills.edu))
    - ▶ Chloe De Los Reyes ([cdelosreyes@craftonhills.edu](mailto:cdelosreyes@craftonhills.edu))

# Zero Textbook Cost (ZTC)



## Dashboard

### Published Courses (3)



CHC Zero Textbook Cost (ZTC) an...  
CHC Zero Textbook Cost (ZTC...  
Programs



[Home](#) » [Online Teaching](#) » OER Resources

## OER Resources

Popular sources for OER materials include:

[OER Commons](#) - a public digital library of open educational resources

[Cool4Ed](#) - California Open Online Library for Education

[OpenStax](#) - Free and flexible textbooks and resources

[Merlot](#) - curated online learning and support materials and content creation tools, led by an international community of educators, learners and researchers

[Open Textbook Library](#) - Open textbooks licensed by authors and publishers to be freely used and adapted

[BookBoon](#) - Free textbooks written by professors from the world's top universities

[Orange Grove Texts Plus](#) - The University Press of Florida and the University of Florida Libraries are collaborating to provide open access and ensure long-term digital preservation for volumes published by the University Press of Florida

[Project Gutenberg](#) - Free epub and Kindle eBooks to download or read online. You will find the world's great literature here, with focus on older works for which U.S. copyright has expired. Thousands of volunteers have digitized and diligently proofread the eBooks

# Great job with helping to identify Fraudulent Students

## Fraudulent Students 2025

- ▶ Number of suspected fraudulent admission applications identified: 229
- ▶ Number of suspected fraudulent enrollments identified: 4
- ▶ Number of suspected fraudulent financial aid applicants identified: 35
- ▶ Amount of federal aid disbursed and recovered: \$ 0
- ▶ Amount of federal aid disbursed and written off as fraud: \$ 0
- ▶ Amount of Cal Grant aid disbursed: \$ 0
- ▶ Amount of local aid disbursed: \$ 0
- ▶ Amount of state aid (other than Cal Grant) disbursed: \$ 0

# What to look for in your online classes to identify fraudulent students?

- ▶ Students who give the same or similar answers on discussion posts with a possible 'same format.'
- ▶ Student comments where there may be a [bracket] as a placeholder for key words that would identify the institution.
- ▶ The comments appear to be 'machine generated.'
- ▶ Any work that is a required assignment the student does not complete.

# How can you help identify fraudulent students in your online classes?

- ▶ Assign a low-stakes participation activity or discussion post early in the semester
- ▶ Check in with each student early in the semester
- ▶ Make sure all students are participating in the course by checking their time spent in Canvas

# What to do if you think one of your students is a fraudulent student?

- ▶ Contact Larry Aycock ([laycock@craftonhills.edu](mailto:laycock@craftonhills.edu)), Director of Admissions and Records, and cc your dean.
- ▶ Admissions and Records and TESS will work together to verify the students.
- ▶ Do not drop the student at this time.

# Dropping Inactive Students helps to combat fraud

- ▶ This is a reminder to drop any inactive students in your sections prior to the census date

# Dropping Students Prior to Census: What do I need to do?

- ▶ Assess your student's activity through attendance tracking and/or in Canvas to identify inactive students.
  - ▶ Inactive students include those that have not signed in, those who have not recently signed in, those who have never completed an assignment, and those who have not recently completed an assignment.
- ▶ To drop an inactive student, sign in to [Self-Service](#), and drop the student.

# Dropping Inactive Students is Required

- ▶ Please note that section [58004](#) of Title 5 states that students who have been identified as a no-show or who are inactive are required to be dropped prior to the census date. Thus, faculty are required to clear their rosters of inactive/no-show students before the census date.

# Finals Week

Classes need to meet for their regularly scheduled times and days during finals week

If regularly meet MW from 6PM to 7:20PM, then...

During finals week, the class needs to meet on both Monday and Wednesday from 6PM to 7:20PM

Remember that your class ends on the stated end date

# Accessibility and the Title II ADA Requirements

- ▶ LMS course shells and posted materials must be accessible
- ▶ Required digital readings and links must be accessible
- ▶ PDF documents must be accessible
- ▶ Video content must be accessible
- ▶ All PDFs on website, agendas and minutes, etc. must be accessible

# Progress on Title IIA at Crafton

- ▶ Specific Guidance from the CCCCCO to Colleges
  - ▶ Need to show progress and intentionality
  - ▶ CCCCCO reassuring system to not panic.
  - ▶ Ensure that any new contact is accessible.
  - ▶ First recommendation for faculty is to make syllabus accessible.
- ▶ Crafton Hills College
  - ▶ Director of DE, Cynthia Hamlett, is working with five Faculty to Start
  - ▶ Regularly send simple accessibility guidelines
  - ▶ Exploring hiring classified professional to support instructional faculty
  - ▶ Flex and In-Service Trainings
  - ▶ Create agenda and minutes templates that meet accessibility standards

# Tonight's Session and Division Meetings

Time	Session Title and Description	Facilitator / Location
5:00 PM - 6:00 PM	<b>Adjunct Orientation: Welcome &amp; General Meeting</b>	Keith Wurtz, CHC VP of Instruction / LRC-231
6:00 PM - 7:00 PM	<b>Title II and You: Understanding Your Role in the New Digital Accessibility Standards</b> Learn how the new Title II digital accessibility standards impact your role and the students we serve. This session combines a high-level overview with live demonstrations and practical tools to help make digital content more inclusive.	Matthew White, CHC Director of Student Accessibility Services (SAS) / LRC-231
7:00 PM - 7:10 PM	<b>Evaluation Break → Complete Survey</b>	
7:10 PM - 8:00 PM	<p style="text-align: center;"><b><u>Division Meetings</u></b></p> <b>Career Education</b> - Dan Word - LRC 110 <b>Languages, Arts, and Academic Support</b> - Sara Butler - LRC 226 <b>Public Safety</b> - Amanda Ward - LRC 135 (Small conference room) <b>Social, Information, and Natural Sciences</b> - Jeff Smith - CCR 231	