

Crafton Hills College Faculty Chairs Council Agenda



Date: Sept 05, 2025 at 9:00 -11:00 am
Place: CCR-233
Next Meeting: Sept 19, 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:
<i>Co-Chairs</i>		
_____ Lauren Bond/Ashley Hayes (ENGL)	_____ Danielle Bell (MATH)	_____ Willie Blackmon (DEAN SSSD)
_____ Breanna Brighton/Rick Hogrefe (CMLG)	_____ Cheryl DiBartolo (SOCSCI)	_____ Sara Butler (DEAN LAAS)
_____ Jeff Cervantez/Julie McKee (SOC/CULT)	_____ John Grounds (PS)	_____ Geoffrey Escher (SCHEDULER)
_____ Jimmy Grabow/Ernesto Rivera (COUN)	_____ Natalie Lopez (LIBR)	_____ Elizabeth Lopez (SCHEDULER)
_____ Mark McConnell (PART)	_____ Farhad Mansourian (BUS/ECON)	_____ Ivan Peña (DEAN SES)
_____ Danny Rojas/Michael Sheahan (AH)	_____ Meridyth McLaren (HDEV)	_____ Jeff Smith (DEAN SINS)
	_____ Mark McConnell (VART)	_____ Delmy Spencer (DEAN VPSS)
	_____ Chris Olivera (KINES)	_____ Christina Sweeting (AA CEHD)
	_____ Sandra Ruiz (CIS/CSCI)	_____ Amanda Ward (ASSOC DEAN PS)
	_____ Sam Truong (SCI)	_____ Dan Word (DEAN CEHD)
		_____ Keith Wurtz (VPI)

Guests:

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Brighton		
Approval of the minutes	Brighton		
Follow Ups	Brighton		

Information, Discussion, and Business

1. Committee Charge and Norms	Brighton	Goal: Establish shared expectations and clarify the council’s purpose, responsibilities, and decision-making processes to ensure effective collaboration.	
2. Review and Update Course offering Matrix	Brighton	Goal: Ensure the course offering matrix is accurate, current, and aligned with student needs, program pathways, and institutional goals.	
3. Summer schedule timeline and planning	Lopez	Goal: Develop and confirm a clear timeline and planning process for the summer schedule to optimize course offerings, room usage, and faculty assignments.	
4. Review and Update Instructor Seniority Course Assignment Practices	Brighton	Goal: Revisit and refine the guidelines for course assignment based on instructor seniority to promote fairness, transparency, and alignment with department and college priorities.	
5. Review Dual Enrollment Scheduling Principles	Wurtz	Goal: Evaluate and reaffirm the guiding principles for scheduling dual enrollment courses to maintain consistency, quality, and equity across programs.	
6. Review Dual Enrollment Scheduling Pathways	Wurtz	Goal: Examine and update dual enrollment pathways to ensure they are structured, sustainable, and supportive	

		of student progression toward certificates, degrees, and transfer.	
7. Final approval of Faculty Chairs Handbook -2025-2026 Faculty Chair Handbook.pdf	Brighton	<p>Goal: Review remaining content for updates and accuracy, and implement for current AY.</p> <ul style="list-style-type: none"> • Page 8 (Feedback Process) • Page 10-11 (Planning and Program Review) • Page 13 (Budget) • Page 15 (Scheduling) • Page 20-24 (Scheduling Recommendations) • Page 35 (Summer Blocks) • Page 38 (Short Term Classes) • Page 44 (Room Assignments) • Page 61 (Student Workers and Teaching: Subs) 	
Standing Reports			
8. VPI Report	Wurtz		
9. VPSS Report	Spencer		
10. Deans Reports	Deans		
11. Academic Senate Report	McLaren		
12. Guided Pathways/CAPs Report	Grabow		
13. CTA Report	Bell		
Wrap Up			
Future Agenda Items:		<ul style="list-style-type: none"> • 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			
Adjournment			
<p>Mission Statement</p> <p>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.</p>	<p>Vision Statement</p> <p>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.</p>	<p>Institutional Values</p> <p>We rely on the following values to support our vision and mission:</p> <ul style="list-style-type: none"> ○ 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. 	