

Crafton Hills College Faculty Chairs Council Agenda



Date: October 03, 2025 at 9:00 -11:00 am
Place: CCR-233
Next Meeting: October 17, 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:	<i>Solo-Chairs</i>	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)
_____ Danny Rojas/Michael Sheahan (AH)	_____ Farhad Mansourian (BUS/ECON)	_____ Ivan Peña (DEAN SES)
	_____ Mark McConnell (PART)	_____ Jeff Smith (DEAN SINS)
	_____ Meridyth McLaren (HDEV)	_____ Delmy Spencer (DEAN VPSS)
	_____ Rick Hogrefe (VART)	_____ Christina Sweeting (AA CEHD)
	_____ Chris Olivera (KINES)	_____ Amanda Ward (ASSOC DEAN PS)
	_____ Sandra Ruiz (CIS/CSCI)	_____ Dan Word (DEAN CEHD)
	_____ Sam Truong (SCI)	_____ Keith Wurtz (VPI)

Guests: Kathy Barger and Widiyanto Setia (Book Store)

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. Bookstore Updates	Barger	<p>Goal: <i>Improve communication between Bookstore and Faculty Chairs.</i></p> <ol style="list-style-type: none"> Deadlines for book adoptions are October 15th (for spring) and March 15th (for summer and fall) Automated emails will start going out to help remind faculty Demo/walk through of “My Materials” in Canvas Demo on how faculty Chairs can adopt materials on behalf of their faculty Explanation of email confirmation once material adoptions have been confirmed Can faculty verify the current quantity of their materials in the bookstore (without having to email)? Explanation of how to request materials be kept in the bookstore from semester to semester, rather than being sent back in the interim. 	
2. Bookstores’ ZCT Course List	Wurtz	<p>Goal: <i>Review and update the bookstore’s Zero Textbook Cost (ZTC) course list to ensure accuracy, identify room for growth, and support equitable access to course materials.</i></p>	
3. Fall 2026 Schedule Planning (consistent time blocks MW vs. TTh)	Brighton/Lopez/ Escher	<p>Goal: <i>Establish consistent MW and TTh start/end time for Fall 2026 classes.</i></p>	

4. Review ACCJC Standards 4.1-4.3	Wurtz	<i>Goal: Gather evidence and evaluate progress toward ACCJC Standards 4.1, 4.2, and 4.3.</i>	
Standing Reports			
5. VPI Report	Wurtz		
6. VPSS Report	Spencer		
7. Deans Reports	Deans		
8. Academic Senate Report	Lopez		
9. Guided Pathways/CAPs Report	Grabow		
10. CTA Report	Bell		
Wrap Up			
Future Agenda Items:			
<ul style="list-style-type: none"> Review ACCJC Standards 2.1-2.7 and 2.9 		<ul style="list-style-type: none"> Faculty Chairs Handbook/Training (August) Update Course Offerings Matrix (August) Review Part-time seniority list policy (August) Review SLO Cloud Comments (August) Start Scheduling next year's classes (September/February) FT hiring prioritization for following Fall (October) CourseDog Schedule Building (March/October) Review Chairs Manual (March) 	
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. 	