

Crafton Hills College Faculty Chairs Council Minutes

Meeting Details

Date: April 3, 2026

Time: 9:00 a.m. - 11:00 a.m.

Location: CCR 233

Members (Attendance)

| Attendance | Member | Department Representation |
|------------|-------------------------------|---|
| X | Danny Rojas/Michael Sheahan | Allied Health |
| X | Farhad Mansourian | Business and Economics |
| XX | Breanna Brighton/Rick Hogrefe | Communication and Language |
| X | Sandra Ruiz | Computer Information Sciences |
| X | Jimmy Grabow/Ernesto Rivera | Counseling |
| X | Lauren Bond/Ashley Hayes | English |
| | Meridyth McLaren | Human Development |
| X | Chris Olivera | Kinesiology |
| X | Natalie Lopez | Library |
| X | Danielle Bell | Math |
| X | Mark McConnell | Performing Arts |
| X | John Grounds | Public Safety |
| X | Sam Truong | Sciences |
| | Jeff Cervantez/Julie McKee | Social and Cultural Sciences |
| X | Cheryl DiBartolo | Social Sciences |
| X | Rick Hogrefe | Visual Arts |
| | Member | Administrative Role |
| X | Christina Sweeting | Administrative Assistant |
| | Toni Parsons | Associate Dean of Instructional Support |
| | Amanda Ward | Associate Dean of Public Service |
| X | Dan Word | Dean of CEHD |
| X | Sara Butler | Dean of LAAS |
| | Ivan Peña | Dean of SES |
| | Jeff Smith | Dean of SINS |
| | Willie Blackmon | Dean of SSSD |
| X | Geoffrey Escher | Scheduler |
| X | Elizabeth Lopez | Scheduler |
| X | Keith Wurtz | VPI |
| | Delmy Spencer | VPSS |
| | Guests | Department or Role |
| X | Angela Thomas | OER/ZTC Faculty Lead |

Chairs Council Committee 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.

Chairs Council Committee Membership

- Faculty Department Chairs (one vote per department)
- Administrators (VPI, Deans, and Associate Deans)
- Schedulers
- Administrative Assistant

Action Items

| Item, Presenter, Time | Minutes | Proposed action / next steps |
|--|---|---|
| Call to Order | 9:00am | <p>Motion to approve moving the ZTC/LTC item to the top of the agenda by N. Lopez, second J. Grabow</p> <p>Motion approved.</p> |
| Approval of Minutes | | <p>Motion to approve minutes by J. Grounds, second by J. Grabow</p> <p>Minutes approved as written.</p> |
| Follow Ups | <ul style="list-style-type: none"> • Fall book orders due April 15th (summer is now overdue) • Follett concierge link on Chairs Council website page • Academic integrity tips by discipline due to Cynthia by April 17th • Review overdue 6(+) year revisions. Contact Kelly Boebinger for assistance. • Spring 2027 CourseDog scheduling is now open | |
| 1. ZTC/LTC state requirements (Angela Thomas) | <ul style="list-style-type: none"> • The team received an overview of current Zero Textbook Cost (ZTC) and Low Textbook Cost (LTC) efforts on campus. • Keith is working to establish a clear process for identifying ZTC courses. | <p>Action Item: Breanna will locate past meeting minutes and add them to the April 17th agenda.</p> |
| 2. Review asynchronous syllabus template (Wurtz) | <ul style="list-style-type: none"> • A communication statement outline was shared highlighting the various ways Regular and Substantive Interaction (RSI) can take place in your course. The template is designed to be copied directly into your syllabus and customized to reflect how communication works in your specific class. • Please note: the template itself is optional, but RSI is required. | |

| Item, Presenter, Time | Minutes | Proposed action / next steps |
|------------------------------------|---|------------------------------|
| 3. Universal Design in COR (Wurtz) | <ul style="list-style-type: none"> • UDL is a framework rooted in Title V of the California Education Code that creates flexible, inclusive learning environments for all students. • Curriculum committees are required to document procedures ensuring that course outlines incorporate UDL strategies. • UDL is built on three core principles: Engagement, Representation, and Action & Expression. These principles support diverse student needs while promoting equitable outcomes across the board. • UDL should be visible in the way a course is described, structured, resourced, assigned and taught. • An AI tool developed by the Chancellor's Office is now available to help faculty generate sample assignment descriptions aligned with UDL. The user guide for this tool was approved by the Curriculum Committee and has been presented to the Academic Senate. | |
| VPI Report | <ul style="list-style-type: none"> • Faculty and staff are encouraged to reach out to Kelly for support with six-year course revision assistance. • Keith and the Deans will be meeting with 100% online instructors to provide guidance on Regular and Substantive Interaction (RSI) requirements. • Continuing to work through challenges around ZTC section identification. The priority is to ensure ZTC sections are accurately identified in CourseDog and reflected in the schedule. Follett will serve as a key resource in helping identify those ZTC sections moving forward. • Fall book orders are due by April 15th — please note that summer book orders are now overdue. • Follett concierge link on Chairs Council website for easy access. <p>Academic integrity tips by discipline are due to Cynthia by April 17th.</p> | |
| VPSS Report | <ul style="list-style-type: none"> • Absent. | |
| Deans Reports | <ul style="list-style-type: none"> • Sara – Nothing to report. • Dan shared several exciting updates: • Credit for Prior Learning (CPL) A kickoff event was held on April 1st, featuring representatives from the Chancellor's Office and Valley College to discuss implementation efforts and what is currently happening at the campus level. More events are planned, with a focus on specific constituent groups. All groups were represented at the kickoff - students, faculty, classified staff, and administrators. • The CPL team is also applying for the Leading from the Middle program, with a specific focus on Credit for Prior Learning. • The LVN program is ready to launch this summer! Information sessions are scheduled and there is already a strong pool of candidates in the pathway — 30 candidates have been identified, with 20 selected for the cohort. The program is set to begin late May or early June and is a pilot program based on state requirements. | |

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|------------------------|---|------------------------------|
| Academic Senate Report | <ul style="list-style-type: none"> • A warm congratulations to Andrew, Jillian, and Sandra on earning Tenure! • VP Clements attended the Curriculum Regionals at College of the Desert. • The Plenary session was held at Santa Rosa — proposed changes to resolutions are ready and will be up for a vote next week. • Advancement and Rank decisions are coming in May. The following individuals are moving forward: A Ward, C De Los Reyes and Ashley Hayes | |
| Dual Enrollment Report | <ul style="list-style-type: none"> • A Zoom check-in has been scheduled for Dual Enrollment faculty. Please note that Lauren and Tony are available as open resources for any questions or support. • The team is planning a Dual Enrollment Faculty Summit for early fall, which will include a roundtable with experienced dual enrollment faculty to share best practices. • For scheduling updates and questions about summer and fall section staffing, please reach out to Tony directly. | |
| CTA Report | <ul style="list-style-type: none"> • The Bowling Event was a great success. • A reminder that all E-board positions are open. Submissions are due by Sunday, April 5th. Voting will take place from April 13th through April 22nd. • Negotiations are still ongoing — updates will be shared as they become available. • Please join us in welcoming Denise Knight as the incoming New President! | |
| Announcements | <ul style="list-style-type: none"> • Don't miss the Theatre Department's latest production — "Prized Garden of Beaverton Proper." • Show times and dates: <ul style="list-style-type: none"> • April 3rd — 8:00 PM • April 4th — 8:00 PM • April 5th — 2:00 PM | |
| Adjournment | 10:01am | |
| Future Agenda Items | <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 Schedule Planning for next year's classes (Sept/Feb) • CourseDog Schedule Building (September/March) • Submit Book Orders (October / March) • FT hiring prioritization for following Fall (October) • Review Chairs Manual (March) | |

College Mission, Vision, and Values

Mission Statement

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.

Vision Statement

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.

Institutional Values

- **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.

Crafton Hills College Strategic Directions

1. Increase Student Enrollment
2. Engage in Practices that Prioritize and Promote Inclusivity, Equity, Anti-Racism, and Human Sustainability
3. Increase Student Success and Equity
4. Develop a Campus Culture that Engages Students, Employees, and the Broader Community
5. Foster and Support Inquiry, Accountability, and Campus Sustainability

Student Equity Goals

1. Increase the percentage of African American/Black students who apply and enroll at CHC in the same year.
2. Increase the percentage of African American/Black students persisting from fall to spring.
3. Increase the percentage of Hispanic/Latinx students completing transfer level Math and English.
4. Increase the percentage of African American/Black students' degree or certificate attainment.
5. Increase the percentage of Hispanic/Latinx students transferring to a four-year institution.

Chairs Council Committee Norms (2025-2026)

- We will start and end meetings on time;0
- We will follow agenda;
- We will read materials, minutes, etc. and be prepared to discuss at meetings;
- We will listen to our colleagues without interruption and will show mutual respect;
- We strive for unanimity of decisions and operate on consensus to seek agreements and/or compromises so all can "live with" the decision;
- We will make decisions based on clear information;
- We will bring closure to decisions;
- We will support committee recommendations;
- We will accept the fact that there will be differing in opinion;
- We will use the best interest of our stakeholders (especially faculty and students) as the basis for our decision making;
- We will honor brainstorming without being attached to our viewpoint;
- We will give the opportunity for all members to contribute;
- We will be free to speak our minds without fear of reprisal;
- We will be transparent with our colleagues and our positions on issues;
- We will identify pending issues, agreements, and action steps at the end of the meetings;
- We will stay focused on topics under our scope of action;
- We will take recommendations from Academic Senate and report back;
- We will follow the Brown Act;
- We will follow through with deadlines.