

# Crafton Hills College Faculty Chairs Council Minutes



**Date:** October 20, 2023  
**Place:** CCR-233 9:00-11:00AM  
**Next Meeting:** Nov. 03, 2023  
 9:00-11:00AM

**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:** VPI and Instructional Deans.

**Meeting Days and Times:** 1st and 3rd Friday at 9:00am. **Term:** Two years.

**Members:**

**Co-Chairs**

X \_\_\_\_\_ Jeff Cervantez/Julie McKee  
 (social and cultural studies)

XX \_\_\_\_\_ Cheryl DiBartolo/Sabrina Jimenez  
 (social sciences) \*

XX \_\_\_\_\_ Jimmy Grabow/Ernesto Rivera  
 (counseling)

X \_\_\_\_\_ Danny Rojas/Michael Sheahan  
 (allied health)

**Solo Chairs**

X \_\_\_\_\_ Jonathan Anderson (English)

X \_\_\_\_\_ Breanna Andrews (comm & lang)

X \_\_\_\_\_ Renee Azenaro (visual & media)

\_\_\_\_\_ Farhad Mansourian (business & econ)

X \_\_\_\_\_ John Grounds (public safety)

X \_\_\_\_\_ Natalie Lopez (library) \*

X \_\_\_\_\_ Mark McConnell (perform. arts)

X \_\_\_\_\_ Danielle McCoy (math)

\_\_\_\_\_ Meridyth McLaren (human dev.)

X \_\_\_\_\_ Chris Olivera (kinesiology) \*

\_\_\_\_\_ Sandra Ruiz (CIS and CSCI) \*

X \_\_\_\_\_ Sam Truong (phys. & bio sciences)

**Others Present:**

\_\_\_\_\_ Elizabeth Lopez (scheduler)

\_\_\_\_\_ Ivan Peña (Dean Student Services)

X \_\_\_\_\_ Jeff Smith (Dean of SINS)

\_\_\_\_\_ Delmy Spencer (VPSS)

X \_\_\_\_\_ Christina Sweeting (admin assist)

\_\_\_\_\_ Kay Weiss (Dean of LAM)

\_\_\_\_\_ Dan Word (Dean of Career Dev.)

X \_\_\_\_\_ Keith Wurtz (VPI)

**Guests:** Ashley Hayes, Lauren Bond

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews		9:02AM
Approval of the minutes	Andrews		Minutes approved as written. Motion to approve by John Grounds; second Michael Sheahan
Follow Ups	Andrews	<ul style="list-style-type: none"> <li>- Please send your ZTC and LCT (\$20 or under) list to Jeff Smith.</li> <li>- Submit your Summer 2024 schedule to Liz</li> <li>- Email your Dean about high school courses</li> </ul>	
<b>Information, Discussion, and Business</b>			
1. Course Caps: <a href="https://docs.google.com/document/d/1yJlFOSeZ-hPFgMTCfi7i4Qz1waLj-gJFprdByZRhmgw/edit">https://docs.google.com/document/d/1yJlFOSeZ-hPFgMTCfi7i4Qz1waLj-gJFprdByZRhmgw/edit</a>	McLaren	<b>Goal:</b> Continue developing proposed course caps guidelines based on course type. Reduce the number of categories and assign "best practice" caps for each category.	
2. Fall 2024 Schedule Planning	Wurtz	<b>Goal:</b> Use data to plan future schedules.	Fall 2024 Schedule is due on November 17, 2023.

Standing Reports			
3. VPI Report	Wurtz	<p>Shared 2022SM All Scheduling Plan Please review waitlist data and starfish data in your planning</p> <p>Keith would like to add Fall Planning to the next agenda (with data)</p> <p>EIS is a great tool for analyzing sections</p>	<p>Keith will send out data for review.</p> <p>Chairs will bring Fall base schedule and Fall 23 schedule to the next meeting.</p>
4. VPSS Report	Spencer	Nothing to report	
5. Deans Report	Deans	<p>J. Smith –</p> <p>Send low cost and zero cost information as soon as you can</p>	
6. Academic Senate Report	McLaren	No updates	
7. Guided Pathways/CAPs Report	Grabow	Shella is building caps into CurriQnet	
8. CTA Report (first Friday)	McKee	Nothing to report	
Wrap Up			
Future Agenda Items		<ul style="list-style-type: none"> <li>-- Faculty Chairs Handbook/Training and update course offerings matrix (first mtg of fall sem.)</li> <li>-- Review SLO Cloud Comments (first mtg of sem.)</li> <li>-- Start Scheduling/Add pending classes (Feb/Sept)</li> <li>-- Review Chairs Manual (first meeting in March)</li> <li>-- FT hiring prioritization for following Fall (Oct)</li> <li>-- Sticky-less Friday (March and October)</li> <li>-- Fall scheduling plan</li> <li>-- Course Caps</li> </ul>	
Announcements		<p>We need more volunteers for Make a Difference Day, please reach out to Sabrina Jimenez for more information!</p> <ul style="list-style-type: none"> <li>- Trail clean up, please bring rakes and weed wackers.</li> <li>- The event is being held from 8am – 10am on Saturday October 28th</li> </ul>	
Adjournment			9:28am
<p style="text-align: center;"><b>Mission Statement</b></p> <p>The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.</p>		<p style="text-align: center;"><b>Vision Statement</b></p> <p>Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.</p>	<p style="text-align: center;"><b>Institutional Values</b></p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>