

# Crafton Hills College Faculty Chairs Council Minutes



**Date:** December 01, 2023  
**Place:** CCR-233 9:00-11:00AM  
**Next Meeting:** Jan. 19, 2024  
 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)  
 X \_\_\_\_\_ John Grounds (public safety)  
 X \_\_\_\_\_ Natalie Lopez (library) \*  
 X \_\_\_\_\_ Farhad Mansourian (bus.&econ)  
 X \_\_\_\_\_ Mark McConnell (perform. arts)  
 X \_\_\_\_\_ Danielle McCoy (math)  
 X \_\_\_\_\_ Meridyth McLaren (human dev.)  
 X \_\_\_\_\_ Chris Olivera (kinesiology) \*  
 X \_\_\_\_\_ Sandra Ruiz (CIS and CSCI) \*  
 X \_\_\_\_\_ Sam Truong (phys. & bio sciences)

**Others Present:**

X \_\_\_\_\_ Elizabeth Lopez (scheduler)  
 \_\_\_\_\_ Ivan Peña (Dean Student Services)  
 X \_\_\_\_\_ Jeff Smith (Dean of SINS)  
 \_\_\_\_\_ Delmy Spencer (VPSS)  
 X \_\_\_\_\_ Christina Sweeting (admin assist)  
 X \_\_\_\_\_ Kay Weiss (Dean of LAM)  
 \_\_\_\_\_ Dan Word (Dean of Career Dev.)  
 X \_\_\_\_\_ Keith Wurtz (VPI)

**Guests: Lauren Bond, Ashley Hayes**

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Andrews	9:01AM	
Approval of the minutes	Andrews		Motion to approve by J. Grabow, second by J. McKee  Minutes approved as written.
Follow Ups	Andrews	Check in on Fall 2024 Schedules. What more is needed from Chairs before winter break?	

**Information, Discussion, and Business**

1. CurriQunet Facelift	DiPonio/Andrews	<p><b>Goal:</b> Preview changes to CurriQunet Meta  <a href="https://sbccd-my.sharepoint.com/:v/g/personal/gdiponio_sbccd_cc_ca_us/EUUxymJfBqINgFBpXxl-yugBCyA1dsEDYAfY2GF91CkFyQ">https://sbccd-my.sharepoint.com/:v/g/personal/gdiponio_sbccd_cc_ca_us/EUUxymJfBqINgFBpXxl-yugBCyA1dsEDYAfY2GF91CkFyQ</a></p> <p>Email Gwen for further questions or one-on-one sessions.</p>	
2. Exploratory Maps in CurriQunet	Scott	<p><b>Goal:</b> Learn about Exploratory Maps in CurriQunet and provide input from a Chair's perspective.</p> <p>Suggestion to add Maps to Curriculum subtype          Suggestion made to have Exploratory Maps "permission only"</p>	Shella will add "available online" to ASL 1 and ASL 2

3. New draft to the course offering prioritization	Wurtz	<p><b>Goal:</b> Gain feedback from Chairs and report back to Enrollment Strategies committee.</p> <p>Based on information we have learned; Enrollment Strategies revised the draft and reordered priorities: CTE courses moved from Priority 4 to Priority 2</p> <p>When we add new programs, labor market must show demand and provide a living wage</p> <p>Keith to add a statement that prerequisites would fall under Priority 1.</p>	
<b>Standing Reports</b>			
4. VPI Report	Wurtz	<p>local degree vs. transfer degree</p> <p>State moving forward in Ed code for supporting transfer degree vs. local degrees</p> <p>Deans will provide directions on how to remove local programs from CurrIQunet. We understand some programs will still maintain local degrees.</p>	
5. VPSS Report	Spencer	No report.	
6. Deans Report	Deans	<p>K. Weiss – Come see the Importance of Being Earnest this weekend! Christmas Party today in LRC 226</p> <p>J. Smith – Theatre and library received ZTC grants Mesa had first cohort and orientation</p>	
7. Academic Senate Report	McClaren	<p>Voted to remove instructor signature for dual enrollment. Passed the class CAPS recommendations and now with Keith and he will respond after analysis. Lecture course may be 45.</p> <p>Passed the low textbook cost definition (\$30 and under)</p> <p>Final meeting on Wednesday - No administrative reports</p>	Meridyth will add CAPS recommendation to the website.
8. Guided Pathways/CAPs Report	Grabow	Nothing to report.	
9. CTA Report (first Friday)	McKee	<p>Please vote - elections are open in the tutoring center. December 8<sup>th</sup> is the last day to vote Opening for secretary and treasurer.</p> <p>Tuition reimbursement has been approved (children and dependents of faculty members). Eligibility requirements: must pass the class.</p>	
<b>Wrap Up</b>			
<b>Future Agenda Items</b>		<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>-- Course CAPs and analyzation</li> <li>-- Willie Blackmon (Dual Enrollment)</li> </ul>	
<b>Announcements</b>		<p>Student Art show on Dec. 6 from 1pm – 3pm</p> <p>Thursday Nursing Workshop on Dec. 7th</p> <p>Anthro Lab Students Open House on Dec. 4<sup>th</sup> from 12pm – 1pm</p> <p>Jazz Band playing on Dec 7<sup>th</sup> at 7pm</p> <p>Music Recital on Dec 12<sup>th</sup> at 7pm</p>	

		<p>Career Fair on Dec. 8<sup>th</sup> from 10am -12pm          - Agencies ready to hire on spot</p> <p><b>Winter Coats for Kids</b>          Please donate a new coat for elementary school children. Collect at CCR 156 Student life. 8am – 5pm drop off</p> <p>Eyes of Freedom – next week in CCR</p>	
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<b>Adjournment</b>		9:52am	
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<p><b>Mission Statement</b>          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><b>Vision Statement</b>          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><b>Institutional Values</b>          Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>
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