

Crafton Hills College

Faculty Chairs Council

Minutes



Date: February 7, 2025 at 9:00 am -11:00 am

Place: LRC-226 ★

Next Meeting: February 21, 2025
9:00 am -11:00 am

★ **CCR 233**

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:

Co-Chairs

X _____ Lauren Bond/Ashley Hayes (ENGL)
XX _____ Breanna Brighton/Rick Hogrefe (CMLG)
X _____ Jeff Cervantez/Julie McKee (SOC/CULT)
XX _____ Jimmy Grabow/Ernesto Rivera (COUN)
X _____ Paul Jacques/Mark McConnell (PART)
X _____ Danny Rojas/Michael Sheahan (AH)

Solo-Chairs

X _____ Danielle Bell (MATH)
_____ Cheryl DiBartolo (SOCSCI)
X _____ John Grounds (PS)
X _____ Natalie Lopez (LIBR)
X _____ Farhad Mansourian (BUS/ECON)
_____ Meridyth McLaren (HDEV)
_____ Meridyth McLaren (VART)
X _____ Chris Olivera (KINES)
X _____ Sandra Ruiz (CIS/CSCI)
X _____ Sam Truong (SCI)

Others Present:

_____ Willie Blackmon (DEAN SSSD)
X _____ Sara Butler (DEAN LAAS)
X _____ Geoffrey Escher (SCHEDULER)
_____ Elizabeth Lopez (SCHEDULER)
X _____ Ivan Peña (DEAN SES)
X _____ Jeff Smith (DEAN SINS)
_____ Delmy Spencer (DEAN VPSS)
X _____ Christina Sweeting (AA CEHD)
_____ Amanda Ward (ASSOC DEAN CEHD)
X _____ Dan Word (DEAN CEHD)
X _____ Keith Wurtz (VPI)

Guests:

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Brighton	9:05AM	
Approval of the minutes	Brighton		Motion to approve by D. Rojas; second by J. Grabow Minutes approved.
Follow Ups	Brighton		

Information, Discussion, and Business

1. Dual enrollment – Call for Chairs' voices	Brighton/Wurtz	<p>Goal: Recruit faculty Chairs to help inform the IEPI team about current Dual Enrollment policies, practices, ups, and downs.</p> <p>Applied for a grant with the Institutional Effectiveness Partnership Initiative</p> <p>First step is to meet with a partnership research team. First meeting scheduled on Feb 28th.</p> <p>Please try to come on Feb 28th from 9:45am to 10:30am in CCR 233 this is an opportunity for Department Chairs to provide feedback regarding our current dual enrollment process.</p>	
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		<ul style="list-style-type: none"> - Breanna Brighton, Rick Hogrefe and Julie McKee confirmed to go so far. <p>Dual enrollment schedule next year - please send your feedback to Keith today.</p> <p>If you are interested in serving on the committee, please let Keith know.</p>	
2. Course Caps	Brighton	<p>Goal: Review categories and proposed course caps to recommend to VPI.</p> <p>Course Caps – We have too many categories and need to narrow them down.</p> <p>The maximum lecture cap, including Distance Education (DE), will be reduced from 55 to 45, except for language courses and specific items outlined in the bargaining agreement, like CHEM 101.</p>	
3. Book Saver	Brighton	<p>Goal: Raise awareness and further explore Book Saver costs/benefits for students.</p> <p>Opt-in checkbox is currently a default choice, and students are automatically enrolled.</p> <p>Academic Senate wants that box unchecked providing the students with an opportunity decide to opt in. Delmy will be advocating on Academic Senate's behalf to make this change.</p> <p>To promote transparency, include text costs in your course syllabus to help students assess the value of BookSaver.</p>	<p>Motion to add Academic Renewal by P. Jacques</p> <p>Second by R. Hogrefe</p> <p>Motion approved.</p>
4. Academic Renewal	Grabow	<p>The state is suggesting that Community Colleges review their Academic Renewal policies to ensure they prioritize the best interests of students.</p> <ul style="list-style-type: none"> - State is looking for consistency. <p>Current process: Students may petition to alleviate previous substandard academic performance which is not reflective of present demonstrated achievement. If approved, the semester(s) grades of any units taken at Crafton Hills College during not more than two (2) consecutive terms of attendance, excluding summer session, will not be computed in the student's grade point average. The student's permanent records from other institutions will not be altered (Title 5, §55046). If approved, the annotation of *Academic Renewal* will be placed on the transcript for the indicated course(s). Courses will not be removed from the transcript. Students are advised to meet with an Academic Counselor prior to submitting an Academic Renewal request.</p>	

		<p>Academic renewal is a useful tool for students to use and increases transferability.</p> <p>Counseling (J. Grabow and E. Rivera) will return with details about what others are doing with this process.</p>	
Standing Reports			
5. VPI Report	Wurtz	<p>Dual enrollment, please give feedback today.</p> <p>Fraudulent students appear to be stabilizing. We have been diligent in identifying them.</p> <p>Enrollment for Spring is at 100 FTES over target for Spring.</p> <p>New Hire Faculty positions will be a Fall start date and will begin hiring this Spring.</p> <ul style="list-style-type: none"> - Deans will reach out soon regarding desired quals and will follow up with HR. 	
6. VPSS Report	Spencer		
7. Deans Reports	Deans	<p>Dan – Nothing to report.</p> <p>Sara – One Book One College Event on Thursday, Feb 20th at the PAC from 11:30am – 2pm</p> <ul style="list-style-type: none"> - Featuring Nalo Hopkinson: Renowned Author and Artist <p>Ivan – Starting next Thursday, Close to Completion Campaign - students with 45 units or more meet with a counselor to complete a graduation check.</p> <p>Completion Celebration on February 26th more details to come.</p> <p>Jeff – We have extra ZTC funding, if you are interested in converting a certificate program to ZTC, please reach out.</p>	
8. Academic Senate Report	McLaren	The Student Senate plans to send two resolutions to the state: one advocating for ASL interpreters and another is currently in revision that challenges AB 928 to reinstate foreign language requirements.	
9. Guided Pathways/CAPs Report	Grabow	<p>Shella is working with the DE committee for online associate GE and moving our AST degrees with new Cal-GETC for Fall 2025</p> <p>She will be reaching out to chairs for suggestions</p>	
10. CTA Report (First Friday)	Bell	<p>Monthly Newsletter will be sent out beginning next week from Jamie Salyer</p> <p>Upcoming Events - Educator's hike</p>	

		Bowling event, please RSVP	
		No new negotiations update.	

Wrap Up			
Future Agenda Items: <ul style="list-style-type: none"> Review SLO Cloud Comments from 23-24 (2/21?) 		<ul style="list-style-type: none"> Faculty Chairs Handbook/Training (August) Update Course Offerings Matrix (August) Review SLO Cloud Comments (August) Start Scheduling/Add Pending Classes (September/February) Review Chairs Manual (March) FT hiring prioritization for following Fall (October) Sticky-less Friday (March/October) Course Dog Training postponed until April 4th 	
Announcements		<p>Julie – Liz Lopez got her MBA in December and would like to gift a special diploma frame. Please consider contributing to the total cost.</p> <p>Natalie - Library has loan textbooks, and they are flexible on loan periods.</p> <p>Paul – Marian, or The True Tale of Robinhood on February 21 & 22 @ 8pm and February 23 @ 2pm Tickets: \$10 General/ \$5.00 Students</p>	<p>CourseDog training postponed until April 4th.</p> <p>Breanna will reschedule a computer lab location for this meeting.</p>
Adjournment		10am	
Mission Statement The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.		Vision Statement 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.	
		Institutional Values Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.	