

Crafton Hills College

Faculty Chairs Council

Minutes



Date: February 21, 2025 at 9:00 -11:00 am
Place: CCR-233
Next Meeting: March 7, 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:

Co-Chairs

X _____ Lauren Bond/Ashley Hayes (ENGL)
 X _____ Breanna Brighton/Rick Hogrefe (CMLG)
 X _____ Jeff Cervantez/Julie McKee (SOC/CULT)
 _____ Jimmy Grabow/Ernesto Rivera (COUN)
 XX _____ Paul Jacques/Mark McConnell (PART)
 _____ 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)
 X _____ Meridyth McLaren (HDEV)
 X _____ 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)
 _____ 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: Kevin Horan, and Gio Sosa

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Hogrefe	9am	
Approval of the minutes	Hogrefe		Motion to approve by P. Jacques; second by M. McLaren Minutes approved
Follow Ups	Hogrefe	Please try to come on Feb 28 th 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.	
Information, Discussion, and Business			
1. SLO Cloud Comments from 23-24	Wurtz	<p>Goal: Review SLO Submissions for proposed actions and suggested resources to aid in student success. Note to include in future PPR.</p> <p>Activity for Learning Outcomes Data – SLOs, ILOs and GEOs. Link here.</p> <p>Breakout into small groups - reviewing data by GEO and ILO (at least 2)</p> <p>Activity Tasks –</p>	

		<ul style="list-style-type: none"> - Identify patterns/themes and offer insights. - How can we support faculty, and how can we support students? 	
2. Spring 2026 Scheduling Timeline	Wurtz	<p>Goal: Plan accordingly to prepare for CourseDog training on April 4th from 9am – 11am and inputting of Spring 2026 schedule from.</p> <p>We will use CourseDog for Spring 2026 scheduling.</p> <p>Geoffrey Escher will send logins for production.</p>	
3. Course Caps	Hogrefe/McLaren	<p>Goal: Provide feedback on the Senate proposed Course Caps. Send forward to Keith for final decisions.</p> <p><u>Core Cap Sizes</u></p> <p>All Lecture courses – 45 caps Math/Language courses – 35 cap</p> <p>Anything in the contract will stay as it is. There may be some variations.</p> <p>Lab will stay as they are; large lecture stipends will be offered for larger class sizes.</p> <p>An official document is being prepared and will ask for feedback.</p>	
Standing Reports			
4. VPI Report	Wurtz	<p>Fraudulent students have leveled off. We found a total of about 90 FTEs worth of fraudulent students. However, we are still 100 FTEs above our target.</p> <p>Sam/Chemistry Dept sent an email regarding lab contact hours for scheduling (concern about not meeting enough hours). Liz is currently working on this.</p> <ul style="list-style-type: none"> - Normal Lec 3-unit class has range of a minimum of 48 and maximum of 54. - Please send any concerns to Liz. <p>Phase 2 for Common Course numbering has been pushed back to Fall 2025</p> <p>All prefixes for Phase 1 at Crafton have been changed.</p> <p>Keith would like to do some marketing around the prefixes. Please reach out to him with any ideas.</p>	
5. VPSS Report	Spencer	Absent	

6. Deans Reports	Deans	<p>Jeff- Nothing to report.</p> <p>Dan- Nothing to report.</p> <p>Sara- We had the Nalo Hopkinson event yesterday. About 2-3 full classes attended with about 80 in attendance. Thank you for your support!</p>	
7. Academic Senate Report	McLaren	<p>Met on Wednesday for Senate Kevin addressed the Dear Colleague letter. The letter was sent out, but there is no legality behind it, we are not changing the way we conduct business. Ignore the letter.</p> <p>Discussed CAPS, and Academic Renewal Policy</p> <p>Moving toward the Santa Monica model for Academic Renewal Policy and will go through Senate for review.</p> <p>Open positions available in Academic Senate, please let Meridyth know.</p> <p>Advancement and Rank – if you have any faculty at the 7- year mark, to move to full professor, you have to apply. This is not an automatic process. The application is on the website.</p> <p>Snacks or food for an event for faculty and students, submit a request for funding.</p>	
8. Guided Pathways/CAPs Report	Grabow	Absent.	
9. CTA Report (First Friday)	McLaren	<p>Bowling this Saturday from 12pm – 2pm. Faculty and Board members</p> <p>CTA T-shirts are available, please reach out to Meridyth.</p>	
Wrap Up			
Future Agenda Items:		<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) 	
Announcements		<p>P. Jacques – Marian, or The True Tale of Robin Hood. See the show tonight (Friday, February 21st) from 8pm – 1020pm at the PAC.</p> <p>L. Bond – The Sand Canyon Review Deadline: March 7 Calling all Creatives! You may submit up to...</p> <ul style="list-style-type: none"> • 7 pieces of art and photography • 3 pieces of illustrated fiction (comics) • 5 songs (15 minutes total) • 10 pages of poetry 	

		<ul style="list-style-type: none"> • 4500 words of fiction or creative non-fiction <p>Email your submissions and/or questions to SCRsubmissions@gmail.com</p> <p>N. Lopez – Librarians are looking at databases for renewal – currently reviewing CREDO.</p> <p>QR codes are being provided for accessing the database and for providing feedback.</p>	
Adjournment		10:23am	
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.	