

Crafton Hills College Faculty Chairs Council Minutes



Date: March 07, 2025 at 9:00 -11:00 am
Place: CCR-233
Next Meeting: April 4, 2025
 9:00 am -11:00 am
 Library

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)
 XX _____ Jimmy Grabow/Ernesto Rivera (COUN)
 XX _____ Paul Jacques/Mark McConnell (PART)
 X _____ Danny Rojas/Michael Sheahan (AH)

Solo-Chairs

_____ Danielle Bell (MATH)
 X _____ 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)
 X _____ Elizabeth Lopez (SCHEDULER)
 _____ Ivan Peña (DEAN SES)
 X _____ Jeff Smith (DEAN SINS)
 _____ Delmy Spencer (DEAN VPSS)
 X _____ Christina Sweeting (AA CEHD)
 X _____ Amanda Ward (ASSOC DEAN CEHD)
 _____ 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 (pending edits) by J. Grounds; second by M. McLaren and D. Rojas
Follow Ups	Brighton		

Information, Discussion, and Business

1. Hybrid vs. Asynchronous for required on-campus assessments	Wurtz	<p>Goal: Clarify the differences in terms of scheduling between hybrid and asynchronous classes, and the impacts on students.</p> <p>Counseling was contacted about a student concern. An instructor was attempting to arrange for in-person exams.</p> <p>Students must be informed before class begins if they must physically attend. Expectations like these cannot be thrown to them after the class has started.</p> <p>We will need to set up the session as a hybrid class if there are specific dates that students must attend.</p>	
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2. Review Chairs Manual	Brighton	<p>Goal: <i>Identify topics which need to be added/ deleted/ modified due to our changing times.</i></p> <p>Review the following sections:</p> <ul style="list-style-type: none"> • Faculty Department Chair Selection Process (p.5) • Department Chair Duties & Suggested Timeline (p.9) • Department “colors” (p.10) • SLO Outcomes (p.13) • Recommendations for Scheduling (p.20) • Room prioritization and amenities (p.40-47) • Preparing for the semester (p.48) • Responsibilities of PT Faculty (p. 49) • Syllabus Recommendations (p. 51-53) • Extra Links and Resources (last page) <p>*Breakout groups for review/edits*</p> <p>Suggestion made to offer syllabus publicly on Canvas or application (i.e. simple syllabus)</p> <p>Please send edits to Breanna by end of next Friday</p>	Breanna: Bring back for final review
3. Dual Enrollment “Menu”	Brighton	<p>Goal: <i>Create a draft “menu” of dual enrollment courses, methods of offering, etc. to provide to local HS</i></p> <p>Keith is in negotiations with the high schools, sent over proposals.</p> <p><u>Scheduling patterns:</u> MW TTh MWF (am) WTWTh (at least 2 sections back-to-back)</p> <p>We will not proceed with a 4-day class if we are unable to find someone willing to teach it.</p> <p>Please complete your sections of the Dual Enrollment Course Menu form and submit it to Breanna by April 4th so she can compile it into a single document.</p> <p>Keith would like to offer an incentive to High School instructors to teach here first, attend department meetings, and complete AB1705 training.</p> <p>Suggestion made to offer release time for faculty to “mentor” HS instructors.</p>	
4. Starfish Departmental Auto Flags	Brighton	<p>Goal: <i>Due to past data (and current data has been requested to be pulled), Starfish contributes to student success in different degrees and facets. The goal of this discussion is to see if departments</i></p>	

		<p><i>are interested in setting parameters for their classes in terms of Low-Grade and Canvas Inactivity parameters, or possibly Canvas Inactivity Flags for all Online Classes.</i></p> <p>Please encourage your instructors to establish departmental flags for each semester, such as low grades or inactivity on Canvas.</p> <p>Counselors will also be flagged to assist with completion coaches when a student receives three flags.</p> <p>If you are interested, please send Breanna a direct email.</p>	
Standing Reports			
5. VPI Report	Wurtz	Nothing to report.	
6. VPSS Report	Spencer	Absent.	
7. Deans Reports	Deans	<p>S. Butler – Nothing to report.</p> <p>J. Smith – Nothing to report.</p> <p>A. Ward – 2 Outreach Events scheduled next week.</p> <p>10th Annual Girl Scouts on Wednesday, March 12th.</p> <ul style="list-style-type: none"> - See the CalFire Helitack crew! - About 100 girl scouts will attend <p>Women's Empowerment Camp on Saturday March 15th</p> <ul style="list-style-type: none"> - Open to young women aged 14-21 who are interested in fire service. - Activities include hoists, saws, ladders etc. <p>D. Word – absent</p>	
8. Academic Senate Report	McLaren	<p>We discussed the update for funding AB 1705 and OER funding.</p> <p>Timely Care gave a presentation about their free mental health services for students.</p> <p>Had a continued discussion about Caps, PPAC and APs/BPs.</p> <p>Will need to discuss Crafton GE Pattern.</p> <ul style="list-style-type: none"> - Bachelor's in respiratory - What changes need to be made? Senate needs to give final recommendation. 	
9. Guided Pathways/CAPs Report	Grabow	Nothing to report	
10. CTA Report	Bell	Exec. meeting today	
Wrap Up			
Future Agenda Items: <ul style="list-style-type: none"> • 2-year base schedule (after CourseDog launch) • Regular and effective online engagement 		<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) 	

		<ul style="list-style-type: none"> • FT hiring prioritization for following Fall (October) • Review Chairs Manual (March) • Next meeting is CourseDog Training April 4th 	
Announcements		<p>M. McConnell -</p> <p>Music Club received funding from student senate. 15 students attended NAMM (National Association of Music Merchants)</p> <ul style="list-style-type: none"> - Had the opportunity to meet Michael McDonald (performed with the Doobie Brothers) <p>Two weeks ago, we invited musicians like the Redlands Symphony Players to our Composer's Recital. Thirteen pieces were performed. We had a former student attend who began the recital series in 2004. He is now currently employed at the Hollywood Bowl and works on the lecture notes for Dudamel.</p> <p>We are also collaborating on a musical with the theater dept.</p>	
Adjournment		10:46am	
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.