

Crafton Hills College

Faculty Chairs Council

Agenda



Date: May 02, 2025 at 9:00 -11:00 am
Place: CCR-233
Next Meeting: August 29, 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

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

Solo-Chairs

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

Others Present:

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

Guests:

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Brighton		
Approval of the minutes	Brighton		
Follow Ups	Brighton	Canvas Syllabi receptacle: Confirm moving forward with restricting view to Department Chairs and Administration only.	

Information, Discussion, and Business

1. Course Caps	McLaren	Goal: Review recommendation document regarding Course Caps. Submit for recommendation to AS.	
2. Dual Enrollment Scheduling Principles – Drafted by Dual Enrollment Committee	Wurtz	Goal: Review recommend pathways available to HS students, through dual enrollment program.	
3. Dual Enrollment Scheduling Pathways – Drafted by Dual Enrollment Committee	Wurtz	Goal: Review suggested criteria and process for scheduling, staffing, and ensuring successful dual enrollment classes.	
4. Software Review	Wurtz	Goal: Review district paid programs and identify possible overlap. Rank based on use, and suggest feedback.	
5. Final Approvals for Faculty Chair Handbook	Brighton	Goal: Review remaining content for updates and accuracy. https://sbccd.sharepoint.com/sites/ChairsCouncil <ul style="list-style-type: none"> • Page 8 (Feedback Process) • Page 10-11 (Planning and Program Review) • Page 13 (Budget) • Page 15 (Scheduling) • Page 20-24 (Scheduling Recommendations) 	

		<ul style="list-style-type: none"> • Page 35 (Summer Blocks) • Page 38 (Short Term Classes) • Page 44 (Room Assignments) • Page 61 (Student Workers and Teaching: Subs) 	
6. CourseDog Open Lab	Lopez/Escher	Goal: Assist faculty with completing Spring 2026 schedules, using CourseDog.	
Standing Reports			
7. VPI Report	Wurtz		
8. VPSS Report	Spencer		
9. Deans Reports	Deans		
10. Academic Senate Report	McLaren		
11. Guided Pathways/CAPs Report	Grabow		
12. CTA Report	Bell		
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 next year's classes (September/February) • Review Chairs Manual (March) • FT hiring prioritization for following Fall (October) • CourseDog Submissions (March/October) 	
Announcements			
Adjournment			
Mission Statement The Crafton Hills College mission is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a committed staff, with passionate leadership and community support.	Vision Statement To empower the people who study here, the people who work here, and the people who live in our community through education, engagement, and innovation.	Institutional Values We rely on the following values to support our vision and mission: <ul style="list-style-type: none"> ○ Respect: To champion active listening and open dialogue within our community. ○ Integrity: To uphold honesty in our interactions and academic pursuits and maintain community collaboration. ○ Diversity & Inclusion: To promote a welcoming environment through equitable and antiracist practices in all aspects of our work. ○ Innovation: To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas. ○ Leadership: To develop and inspire current and future leaders through professional development, mentorship, education, and experience. ○ Sustainability: To be a leader in our community by reducing environmental impact with practices that meet the needs of the present without compromising the future. 	