Crafton Hills College Faculty Chairs Council Minutes

Date: Sept 05, 2025 at 9:00 -11:00 am
Place: CCR-233
Next Meeting: Sept 19, 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
XX_____ Lauren Bond/Ashley Hayes (ENGL)
XX_____ Breanna Brighton/Rick Hogrefe (CMLG)
X_____ Jeff Cervantez/Julie McKee (SOC/CULT)
X_____ Jimmy Grabow/Ernesto Rivera (COUN)
X_____ Mark McConnell (PART)
_____ Danny Rojas/Michael Sheahan (AH)

Solo-Chairs
_____ Danielle Bell (MATH)
_____ Cheryl DiBartolo (SOCSCI)
X_____ John Grounds (PS)
X_____ Natalie Lopez (LIBR)
X_____ Farhad Mansourian (BUS/ECON)
X_____ Meridyth McLaren (HDEV)
X_____ Rick Hogrefe (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)
X_____ Ivan Peña (DEAN SES)
X_____ Jeff Smith (DEAN SINS)
_____ Delmy Spencer (DEAN VPSS)
X_____ Christina Sweeting (AA CEHD)
X_____ Amanda Ward (ASSOC DEAN PS)
X_____ Dan Word (DEAN CEHD)
X_____ Keith Wurtz (VPI)

Guests: President, Kevin Horan

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Brighton	9:02am	
Approval of the minutes	Brighton		Motion to approve the minutes made by J. Grounds; seconded by S. Truong. Minutes approved.
Follow Ups	Brighton		
Information, Discussion, and Business			
1. Committee Charge and Norms	Brighton	*Goal: Establish shared expectations and clarify the council's purpose, responsibilities, and decision-making processes to ensure effective collaboration.* The committee reviewed the document for Committee Charge and Norms for potential edits. Edits Proposed: In item 10, replace the word "stakeholders" with "students" and remove the parentheses. Revise item 10 and adopt the language from item 20: "We will encourage collaboration and conversation to promote equity-driven inclusive practices."	Motion to approve the Committee Norms made by C. Olivera; seconded by N. Lopez. Result: Committee Norms approved. Motion to approve the Committee

			Charge made by C. Olivera; seconded by N. Lopez. Result: Committee Charge approved with no changes.
2. Review and Update Course offering Matrix	Brighton	*Goal*: *Ensure the course offering matrix is accurate, current, and aligned with student needs, program pathways, and institutional goals.* The committee reviewed the Course Offering Matrix. - Key changes and updates were highlighted and discussed.	
3. Summer schedule timeline and planning	Lopez	*Goal*: *Develop and confirm a clear timeline and planning process for the summer schedule to optimize course offerings, room usage, and faculty assignments.* Spring 2026 schedule will be published by end of the month Summer/Fall schedule share same registration day - Both schedules will open simultaneously, with Chairs selecting the term via a dropdown menu. - The Summer 2026 schedule will be built from scratch, while the Fall 2026 schedule will be rolled over from the previous year.	Keith will send out how many sections should be offered by discipline.
4. Review and Update Instructor Seniority Course Assignment Practices	Brighton	*Goal*: *Revisit and refine the guidelines for course assignment based on instructor seniority to promote fairness, transparency, and alignment with department and college priorities.* Committee reviewed materials in the SharePoint folder. Discussion included the Department Seniority Plan regarding how courses are offered to part-time faculty. If no existing document is available, departments are asked to create one and submit it to Breanna.	
5. Review Dual Enrollment Scheduling **Principles**	Wurtz	*Goal:* Evaluate and reaffirm the guiding principles for scheduling dual enrollment courses to maintain consistency, quality, and equity across programs. Dual Enrollment Draft: Revisions were made to the draft based on prior input. - Committee reviewed the updated draft and discussed any additional edits needed.	
6. Review Dual Enrollment Scheduling **Pathways**	Wurtz	*Goal:* Examine and update dual enrollment pathways to ensure they are structured, sustainable, and supportive	

		of student progression toward certificates, degrees, and transfer. Dual Enrollment Pathway: Updates were made to the pathway document based on prior input. - Committee reviewed the revised draft and identified any additional edits needed.	
7. Final approval of Faculty Chairs Handbook -2025-2026 Faculty Chair Handbook.pdf	Brighton	*Goal: Review remaining content for updates and accuracy, and implement for current AY.* • Page 8 (Feedback Process) • Page 10-11 (Planning and Program Review) • Page 13 (Budget) • Page 15 (Scheduling) • Page 20-24 (Scheduling Recommendations) • Page 35 (Summer Blocks) • Page 38 (Short Term Classes) • Page 44 (Room Assignments) • Page 61 (Student Workers and Teaching: Subs) Reviewed for any additional edits.	Breanna will update and send out Final Copy of the Chairs Handbook
Standing Reports			
8. VPI Report	Wurtz	Enrollment Update: - Current enrollment is 13% above the same time last year. - 7% above target, approximately 2,300 FTES. Academic Senate Update – Course Caps: - Academic Senate approved changes to course caps: - Lecture courses with caps of 55 or higher will be reduced to 45.	
9. VPSS Report	Spencer	Absent	
10. Deans Reports	Deans	D. Word: CPL Update – Rekindling conversations around Credit for Prior Learning (CPL). Will present at Academic Senate on the topic. Local CPL workshops are being offered. Upcoming Workshop: September 19, 8:00 AM – 3:00 PM Riverside Convention Center	

		All interested are encouraged to attend. S. Butler – One Book, One College: Panel Discussion: Monday, September 15, 12:00PM–1:30 PM New Performing Arts Center (PAC) Please RSVP to attend. J. Smith: No updates to report. I. Peña: EOPS Open House: Next Tuesday, 11:00 AM – 2:00 PM CHC Quad Open to the entire campus community. Upcoming Events: University Transfer Fair Sept 10, 10:00AM – 1PM CHC Quad Health and Wellness Fair Sept 10, 11:00AM – 2PM SAS Office A. Ward: EMT Department Update: Commended EMT faculty for their efforts in rewriting curriculum. Reported a 15% increase in student success and a 20% increase in completion rates.	
11. Academic Senate Report	Lopez	Academic Senate Report – Elections scheduled on September 17 Recent In-Service plenary session held. Current Conversations: - Availability of ChatGPT for free. - Discussion about the Syllabus Suppository. - CHC's designation as a Sanctuary Campus. Members interested in adding items to the agenda are encouraged to email Natalie. Updates: - Committee reassignments have been made. - Temporary sunset of MOPED and VESPA committees. - PPAC Committee: C. Olivera appointed.	
12. Guided Pathways/CAPs Report	Grabow	S. Scott is assisting with training Liz and Geoff. Cynthia is reviewing the online pathways for accuracy.	

		A social event is scheduled for October 15th at Escape Brewery.	
13. CTA Report	Bell	Upcoming election: Crafton needs to fill the Vice President position.	
		Deadline to submit names or recommendations is October 8th.	

Wrap Up			
Future Agenda Items:		• 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) • Sticky-less Friday (March/October) • Update on Dual Enrollment (next meeting) • Scheduling Blocks (next meeting) • DE Growth (next meeting)	
Announcements		K. Horan Updates: Gala: Scheduled for October 16th – Crafton's Field of Dreams. Mountain Communities Center: Draft plan underway to develop a center serving mountain communities. Funding estimates: 350 FTES = $2 million 500 FTES = $3 million Center status: $1.4 million The center aims to better serve an underserved community. Projected growth timeline: 10-15 years to fully develop and serve the mountain community. Starting January, Crafton will take over Dual Enrollment offerings. Initial steps include determining program offerings and locations. Disciplines impacted include English, Math, Social Sciences, Art, EMT, and Fire programs. Funding via bonds will be necessary to build a physical center. J. McKee:	

		Faculty and staff have access to the gym, fitness center, and pool for $40 per semester. N. Lopez: Library workshops are available on the library website; faculty are encouraged to offer extra credit to students who participate. Reminder: Deadline for Fall 2025 Nature art exhibit submissions is Sept 14, 2025. Lawyers in the Library event information shared.	
Adjournment		10:42am	

Mission Statement	**Vision Statement**	**Institutional Values**
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.	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.	We rely on the following values to support our vision and mission: ○ 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.

LIBRARY WORKSHOPS

September

Introduction to the Library

Tues, Sept 2 at 1 p.m. – Library Classroom

Wed, Sept 3 at 5 p.m. *ONLINE*

Tues, Sept 9 at 10 a.m. – Library Classroom

Wed, Sept 10 at 2 p.m. – Library Classroom

Mon, Sept 15 at 6 p.m. *ONLINE*
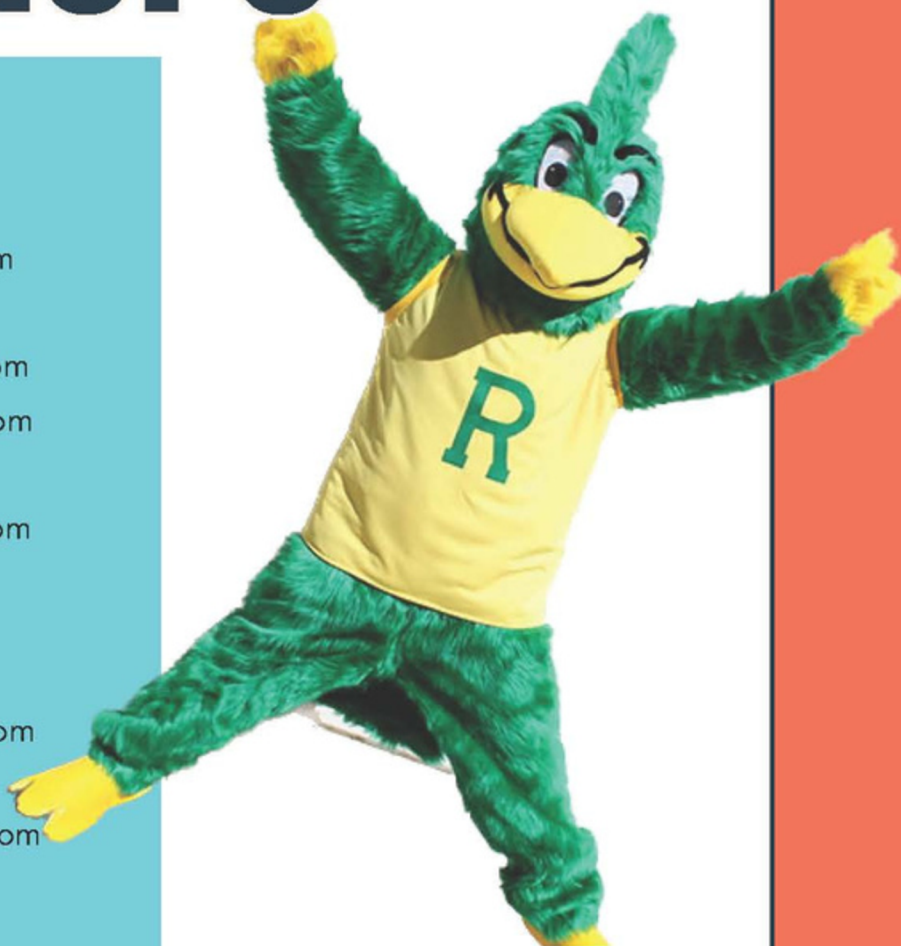
Tues, Sept 16 at 2 p.m. – Library Classroom

Library Research Skills

Wed, Sept 24 at 1 p.m. – Library Classroom

Thurs, Sept 25 at 5 p.m. *ONLINE*

Tues, Sept 30 at 2 p.m. – Library Classroom

Tues, Sept 30 at 6 p.m. *ONLINE*

Workshops are offered online & in-person ● ● ● ● ●

FREE
Registration information

CRAFTON HILLS COLLEGE
LIBRARY

909.389.3387

clrdesk@craftonhills.edu

HMB 09.31.25

FALL 2025 Library Juried Exhibition

NATURE

CALL FOR ARTISTS!

Submission Deadline:
September 14, 2025

Question? Email Krista Ivy: kivy@craftonhills.edu

CRAFTON HILLS COLLEGE