

# Crafton Hills College

## Faculty Chairs Council

### Minutes



**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

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)  
 X \_\_\_\_\_ Cheryl DiBartolo (SOCSCI)  
 X \_\_\_\_\_ John Grounds (PS)  
 \_\_\_\_\_ 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)  
 X \_\_\_\_\_ Dan Word (DEAN CEHD)  
 X \_\_\_\_\_ Keith Wurtz (VPI)

#### Guests:

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Brighton	9:03am	
Approval of the minutes	Brighton		Motion to approve by M. McLaren; Second by R. Hogrefe pending edits.  Abstention: Chris Olivera  Minutes approved.
Follow Ups	Brighton	Canvas Syllabi receptacle: Confirm moving forward with restricting view to Department Chairs and Administration only and administrative assistants.  <ul style="list-style-type: none"> <li>- This will be applicable starting this semester.</li> <li>- It will be set up by the Division.</li> <li>- Suggestion made to add it to the adjunct orientation and include it in an informative email.</li> </ul>	Meridyth will add recommendation to the Senate Meeting next week.  Motion to require PDF uploads of syllabi into faculty file submissions by S. Truong, second by L. Bond.

			<p>Motion approved.</p> <p>S. Butler will add Canvas Syllabi uploads to PDC to-do list.</p>
<b>Information, Discussion, and Business</b>			
1. Course Caps	McLaren	<p><b>Goal:</b> Review recommendation document regarding Course Caps. Submit for recommendation to AS.</p> <p>Discussion took place regarding the possibility of a lower cap for English. A few departments have caps set below 35. The group discussed how to document and indicate these exceptions.</p> <p>Before full implementation, the process needs to be documented to ensure it is accessible to everyone. A clear and transparent procedure for requesting course cap changes is necessary. The plan is to implement this by Spring 2026.</p>	<p>Motion to approve moving forward with Keith's recommendation to implement course caps by Spring 2026, along with the official document from J. McKee; seconded by J. Grounds.</p> <p>Motion approved.</p>
2. Dual Enrollment Scheduling Principles – Drafted by Dual Enrollment Committee	Wurtz	<p><b>Goal:</b> Review recommend pathways available to HS students, through dual enrollment program.</p> <p>It's a guide to implement schedules for dual enrollment.</p> <p>Reviewed document and gave feedback to Keith.</p> <p>Suggestions made:</p> <ul style="list-style-type: none"> <li>- #2: Provide students with a method to calculate GPA in the same way as for AP courses.</li> <li>- #4: Develop a seniority list for Dual Enrollment (DE). These will be separate lists: one for college courses and one for dual enrollment.</li> <li>- Bullet #3: Make it clear that Full-time counselors from Crafton will provide training to adjunct high school counselors.</li> </ul>	B. Brighton will add this to the September 5th Chairs Meeting
3. Dual Enrollment Scheduling Pathways – Drafted by Dual Enrollment Committee	Wurtz	<p><b>Goal:</b> Review suggested criteria and process for scheduling, staffing, and ensuring successful dual enrollment classes.</p> <p>Reviewed document and gave feedback.</p> <p>Some suggestions made:</p>	B. Brighton will add this to agenda to September 5 <sup>th</sup> .

		<ul style="list-style-type: none"> <li>- Add "Offer hybrid online courses when appropriate."</li> <li>- Replace course FIRET-101 with FIRET-113.</li> <li>- Rename Music 103 to Appreciation of American Popular Music.</li> <li>- Include Theatre 100 in the list.</li> <li>- Add Computer Science class: CSCI 110 to section B. Career &amp; Technical Education Pathway</li> <li>- Request made to remove Respiratory 050.</li> <li>- Strike "Public Services Careers."</li> </ul>	
4. Software Review	Wurtz	<p><b>Goal:</b> Review district paid programs and identify possible overlap. Rank based on use and suggest feedback.</p> <p>The list of instructional software was reviewed, and suggestions were made. Feedback on the software spreadsheet was provided and submitted to Keith.</p> <p>Some suggestions made:</p> <ul style="list-style-type: none"> <li>- CourseDog should be tier #1.</li> <li>- Ellucian/Colleague should be tier #1.</li> <li>- Informer should be tier #1.</li> </ul>	
5. Final Approvals for Faculty Chair Handbook	Brighton	<p><b>Goal:</b> Review remaining content for updates and accuracy.</p> <p><a href="https://sbccd.sharepoint.com/sites/ChairsCouncil">https://sbccd.sharepoint.com/sites/ChairsCouncil</a></p> <ul style="list-style-type: none"> <li>• Page 8 (Feedback Process)</li> <li>• Page 10-11 (Planning and Program Review)</li> <li>• Page 13 (Budget)</li> <li>• Page 15 (Scheduling)</li> <li>• Page 20-24 (Scheduling Recommendations)</li> <li>• Page 35 (Summer Blocks)</li> <li>• Page 38 (Short Term Classes)</li> <li>• Page 44 (Room Assignments)</li> <li>• Page 61 (Student Workers and Teaching: Subs)</li> </ul>	Chairs Handbook Final Approvals will be moved to meeting in Fall.
6. CourseDog Open Lab	Lopez/Escher	<p><b>Goal:</b> Assist faculty with completing Spring 2026 schedules, using CourseDog.</p> <p>Due May 22nd</p>	
<b>Standing Reports</b>			
7. VPI Report	Wurtz	<p>Both summer and fall enrollments are performing well and will continue to fluctuate as we transition to Open Registration.</p> <p>Jason Brady has a process in place to identify bots, using the same IP address and sending daily reports.</p>	
8. VPSS Report	Spencer	Absent	
9. Deans Reports	Deans	<p>S. Butler</p> <p>The last Parable of the Sower event will be held on Wednesday from 12:00 to 1:00 PM in LRC 226.</p>	

		<p>J. Smith- Nothing to report.</p> <p>A.Ward - Nothing to report.</p> <p>D. Word- Nothing to report.</p>	
10. Academic Senate Report	McLaren	The last AS meeting of the semester will be held on Wednesday. New president, VP, and treasurer will be elected. Luke Bixler will be presenting, Keith will present the academic calendar, and Delmy will provide an equity report. Meridyth will bring cookies.	
11. Guided Pathways/CAPs Report	Grabow	CalGETC will begin in the Fall.	
12. CTA Report	Bell	<p>The TA has been passed, and retro pay was issued on May 1st.</p> <p>The CTA and CSEA Union picnic will be held on Saturday, May 10th. Please RSVP if you plan to attend.</p>	

### Wrap Up

<b>Future Agenda Items:</b>		<ul style="list-style-type: none"> <li>• Faculty Chairs Handbook/Training (August)</li> <li>• Update Course Offerings Matrix (August)</li> <li>• Review SLO Cloud Comments (August)</li> <li>• Start Scheduling next year's classes (September/February)</li> <li>• Review Chairs Manual (March)</li> <li>• FT hiring prioritization for following Fall (October)</li> <li>• CourseDog Submissions (March/October)</li> </ul>	
<b>Announcements</b>		<p>J. McKee – Liz graduated from LSU! Congratulations!</p> <p>Course Dog help after Chairs.</p>	
<b>Adjournment</b>		10:19am	
<p><b>Mission Statement</b></p> <p>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.</p>	<p><b>Vision Statement</b></p> <p>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.</p>	<p><b>Institutional Values</b></p> <p>We rely on the following values to support our vision and mission:</p> <ul style="list-style-type: none"> <li>o Respect: To champion active listening and open dialogue within our community.</li> <li>o Integrity: To uphold honesty in our interactions and academic pursuits and maintain community collaboration.</li> <li>o Diversity &amp; Inclusion: To promote a welcoming environment through equitable and antiracist practices in all aspects of our work.</li> <li>o Innovation: To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas.</li> <li>o Leadership: To develop and inspire current and future leaders through professional development, mentorship, education, and experience.</li> <li>o 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.</li> </ul>	