

# Crafton Hills College

## Faculty Chairs Council

### Minutes



**Date:** September 19, 2025 at 9:00 -11:00 am  
**Place:** CCR-233  
**Next Meeting:** October 03, 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)  
 \_\_\_\_\_ 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)  
 \_\_\_\_\_ Mark McConnell (PART)  
 X \_\_\_\_\_ Meridyth McLaren (HDEV)  
 X \_\_\_\_\_ Rick Hogrefe (VART)  
 X \_\_\_\_\_ Chris Olivera (KINES)  
 \_\_\_\_\_ 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)  
 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)  
 \_\_\_\_\_ Dan Word (DEAN CEHD)  
 X \_\_\_\_\_ Keith Wurtz (VPI)

#### Guests:

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Brighton	9:02am	
Approval of the minutes	Brighton		Motion to approve by J. Grounds, second by J. Cervantez  Minutes approved.
Follow Ups	Brighton	<ul style="list-style-type: none"> <li>Updates submitted for PT Seniority list?               <ul style="list-style-type: none"> <li>An email was sent to Marcela, but no response has been received. Sarah will send a follow-up email.</li> </ul> </li> <li><a href="#">2025-2026 Chairs Handbook</a></li> </ul>	Keith will publish Chairs Handbook on the website.

#### Information, Discussion, and Business

1. Summer 2026 Time Blocks	Escher	<p><b>Goal:</b> communicate standardized scheduling blocks for new 12-week summer schedules.</p> <p>The summer schedule will offer 12-week and 6-week sessions only.</p> <p>On September 22nd, both the Summer and Fall schedules will open for course scheduling.</p> <p>We're aiming for 10% growth in the summer session and a 3.5% growth in the fall session.</p>	
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<p>2. Acquisition of Dual Enrollment Classes at Big Bear and Rim</p>	<p>Wurtz</p>	<p><b>Goal:</b> Explore opportunities and logistics to sustain dual enrollment programs at Big Bear, while ensuring alignment with student demand.</p> <p>Big Bear is already offering courses in collaboration with Valley.</p> <p>Keith reached out to Chairs impacted for Spring 2026</p> <p>ART 102-15C Art Hist II Rena Art-Contemporary BIOL-100-01C Gen Biology (pending) HIST-171-01C World Civilizations PHYSIC-100-01C Intro to Physic SPAN-102 College Spanish II</p> <p>The chairs reviewed a draft schedule and provided their feedback.</p> <p>Rim has not offered dual enrollment in the past five years, presenting significant growth opportunities in that area.</p> <p>Plans are underway to explore offering night classes next year, which would not be part of dual enrollment but would be offered as a center-based option.</p>	
<p>3. Growth of DE (Dual Enrollment and Distance Education): Pre-pandemic to present</p>	<p>Wurtz</p>	<p><b>Goal:</b> Analyze enrollment trends, successes, and challenges in dual enrollment and distance education from pre-pandemic levels to today in order to inform future planning and strategic growth.</p> <p>Dual Enrollment has seen significant growth, with a 667% increase.</p> <p>Success rate data was shared: Dual enrollment students were statistically significantly and substantially more likely to successfully complete their courses, with a success rate of 88%, compared to non-dual enrollment students.</p> <p>Keith is exploring the possibility of implementing a Canvas shell that would provide new students with resources on how to access and navigate Canvas, as well as support materials to help them succeed in their college courses.</p>	
<p>4. Review ACCJC Standards 1.3 and 1.4</p>	<p>Wurtz</p>	<p><b>Goal:</b> Gather evidence and evaluate progress toward Standards 1.3 and 1.4 in the Educational Master Plan</p> <p>Standards 1.3 and 1.4 were reviewed for feedback.</p> <p>Chairs were asked to read the document with a focus on identifying areas where we can provide evidence to support the standards.</p>	

Standing Reports			
5. VPI Report	Wurtz	<p>The Dual Enrollment Committee reviewed job duties for a new position; the posting is expected to go out in the next few weeks.</p> <p>A challenge remains in identifying which course sections are Zero Textbook Cost (ZTC).</p> <p>The system currently shows only 80 identified as ZTC.</p> <p>One proposed solution is to adopt a departmental approach to ZTC designation, though it's acknowledged this may not be feasible in all disciplines.</p> <p>A new law requires that all class materials be provided and available to students before the start of the course, effective January 6, 2026.</p>	
6. VPSS Report	Spencer	No report	
7. Deans Reports	Deans	<p>J. Smith: No updates to report.</p> <p>S. Butler: No updates to report.</p> <p>I. Pena: No updates to report.</p> <p>A. Ward: Paramedic accreditation site visit scheduled for next week.</p>	
8. Academic Senate Report	Lopez	<p>C. Olivera – Academic Senate Report:</p> <p>The first meeting of the term included the introduction of the new Vice President of Outreach, Kristen Clements.</p> <p>An online form for submitting agenda item requests is now live.</p> <p>Assoc. Dean Amanda Smith presented an update on the Green Folder Project.</p> <p>A resolution was proposed to grant Emeritus status to two retired faculty members.</p> <p>N. Ornelas provided updates regarding the Booksaver price increase from \$20 to \$27 and its impact on Zero Textbook Cost (ZTC) initiatives.</p> <p>The Senate reviewed a previous resolution and discussed its implications for the campus.</p>	
9. Guided Pathways/CAPs Report	Grabow	No updates.	
10. CTA Report	Bell	<p>A special election for the CHC Vice President position will be held online from September 22 to October 2.</p> <ul style="list-style-type: none"> <li>- Meridyth is among the candidates in the election pool.</li> </ul>	

		<ul style="list-style-type: none"> <li>- Members are encouraged to vote to ensure CHC has representation on union exec.</li> </ul> <p>The next general meeting is scheduled for October 15th at 5:30 PM at Escape Brewery.</p> <p>Upcoming Bowling Party is planned for Saturday, November 15th at Empire Bowl.</p> <p>Union negotiations are ongoing.</p>	
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## Wrap Up

### Future Agenda Items:

- Review ACCJC Standards 2.1-2.7 and 2.9
- Review ACCJC Standards 4.1-4.3

- Faculty Chairs Handbook/Training (August)
- Update Course Offerings Matrix (August)
- Review Part-time seniority list policy (August)
- Review SLO Cloud Comments (August)
- Start Scheduling next year's classes (September/February)
- FT hiring prioritization for following Fall (October)
- CourseDog Schedule Building (March/October)
- Review Chairs Manual (March)

### Announcements

C. Olivera (reporting on behalf of Natalie Lopez):

The subscription to the Canopy streaming service database has been extended for this month.

- Natalie successfully negotiated a cost reduction of \$20,000 to \$3,000.

Hispanic Heritage Month opening event is scheduled for Monday, September 22 at 12:00 PM at the Multicultural Center.

The first two events of the 2025 SBCCD Olympics will take place at Crafton Hills College on Friday, September 26 at 1:00 PM.

- Boxed lunches will be available starting at 12:15 PM.
- Event 1: Field Relay Race
- Event 2: Water Relay Race

### Adjournment

10:18am

#### 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:

- 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.