

Crafton Hills College

Faculty Chairs Council

Agenda



Date: October 17, 2025 at 9:00 -11:00 am
Place: CCR-233
Next Meeting: November 07, 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)
 _____ Danny Rojas/Michael Sheahan (AH)

Solo-Chairs

_____ Danielle Bell (MATH)
 _____ Cheryl DiBartolo (SOCSCI)
 _____ John Grounds (PS)
 _____ Natalie Lopez (LIBR)
 _____ Farhad Mansourian (BUS/ECON)
 _____ Mark McConnell (PART)
 _____ Meridyth McLaren (HDEV)
 _____ Rick Hogrefe (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 PS)
 _____ 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	<ul style="list-style-type: none"> Make sure spring 26 book orders have been submitted for staffed classes 	

Information, Discussion, and Business

1. CourseDog Staffing and Identifying Materials Cost	Wurtz / Escher	Goal: Review pros/cons of requiring materials cost in CourseDog when staffing is entered. Aim to ensure accuracy, transparency, and compliance with ZTC/LTC reporting requirements.	
2. Materials costs and CourseDog Identifications	Brighton	Goal: Inquire about current faculty practices and gather chairs' opinions to pass along for district policy creation. <ul style="list-style-type: none"> Are prices calculated off bookstore prices, publisher prices, Amazon, etc.? 	
3. Book Store Concierge access to "faculty leads" of multidisciplinary departments	Brighton	Goal: Discuss the appropriateness of granting concierge access to designated faculty leads in multidisciplinary departments to ensuring timely communication, accurate textbook orders, and improved coordination across disciplines.	
4. Review ACCJC Standards 2.1-2.7 and 2.9	Wurtz	Goal: Review evidence and evaluate alignment with ACCJC Standards 2.1-2.7 and 2.9 to ensure academic programs, learning outcomes, and instructional practices support quality, equity, and continuous improvement.	

Standing Reports

5. VPI Report	Wurtz		
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6. VPSS Report	Spencer		
7. Deans Reports	Deans		
8. Academic Senate Report	Lopez		
9. Guided Pathways/CAPs Report	Grabow		
10. CTA Report	Bell		

Wrap Up

Future Agenda Items:

- FT hiring prioritization for following Fall

- 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

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:

- 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.