

Crafton Hills College

Faculty Chairs Council

Minutes



Date: October 03, 2025 at 9:00 -11:00 am

Place: CCR-233

Next Meeting: October 17, 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)

X _____ Breanna Brighton/Rick Hogrefe (CMLG)

_____ Jeff Cervantez/Julie McKee (SOC/CULT)

XX _____ Jimmy Grabow/Ernesto Rivera (COUN)

X _____ Danny Rojas/Michael Sheahan (AH)

Solo-Chairs

_____ Danielle Bell (MATH)

X _____ Cheryl DiBartolo (SOCSCI)

X _____ John Grounds (PS)

X _____ Natalie Lopez (LIBR)

X _____ Farhad Mansourian (BUS/ECON)

X _____ Mark McConnell (PART)

X _____ Meridith McLaren (HDEV)

X _____ Rick Hogrefe (VART)

X _____ Chris Olivera (KINES)

X _____ Sandra Ruiz (CIS/CSCI)

_____ Sam Truong (SCI)

Others Present:

_____ Willie Blackmon (DEAN SSSD)

X _____ Sara Butler (DEAN LAAS)

X _____ Geoffrey Escher (SCHEDULER)

_____ Elizabeth Lopez (SCHEDULER)

_____ Ivan Peña (DEAN SES)

_____ 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: Roger Mateo(Book Store), and Kevin Horan

| AGENDA ITEM | PERSON | Recommendation/Discussion/Future Business | ACTION |
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| Call to order | Brighton | 9:01am | |
| Approval of the minutes | Brighton | | Motion made by J. Grounds to approve the minutes; seconded by E. Rivera. Vote Outcome: Minutes approved. Abstention: M. McConnell |
| Follow Ups | Brighton | | |
| Information, Discussion, and Business | | | |
| 1. Bookstore Updates | Mateo | Goal: Improve communication between Bookstore and Faculty Chairs. 1. Deadlines for book adoptions are October 15th (for spring) and March 15th (for summer and fall) 2. Automated emails will start going out to help remind faculty 3. Demo/walk through of "My Materials" in Canvas 4. Demo on how faculty Chairs can adopt materials on behalf of their faculty 5. Explanation of email confirmation once material adoptions have been confirmed | B. Brighton will send Widi Setia's (Course Materials Manager) contact info to all Chairs. Roger will send an email to the Deans with |

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| | | <p>6. Can faculty verify the current quantity of their materials in the bookstore (without having to email)?</p> <p>7. Explanation of how to request materials be kept in the bookstore from semester to semester, rather than bring sent back in the interim.</p> <p>Book Inventory Requests: Please contact Roger to request that books remain available and are not returned. Submit requisitions to notify the bookstore if you are continuing with the same edition.</p> <p>Course Imports: Course information is imported to the bookstore system directly from campus systems.</p> <p>Course Materials Contact: Widi Setia, Course Materials Manager  w.setia@follett.com</p> <p>Follett Discover Adoption Tool:</p> <p>This Concierge tool is now available only to Department Chairs and is no longer integrated with Canvas.</p> <p>Access is through the Follett Discover Concierge portal.</p> <p>An email with setup instructions was sent out yesterday, please create your account today.</p> <p>The interface has been updated, but the functionality remains the same. Contact Widi for support if needed.</p> <p>Administrative Access: Deans can be granted Admin Access to monitor reporting and track faculty adoption progress.</p> <p>Missing Department Listings: If any departments are not appearing in the system, notify both Roger and Widi.</p> <p>Unassigned Faculty Adoptions: If a faculty member has not yet been assigned to a course, email their textbook adoptions directly to the bookstore.</p> <p>OER Options: Some Open Educational Resources (OER) include print options.</p> <p>Roger's Availability: Roger will be on campus Tuesdays and Thursdays next week.</p> | <p>instructions for accessing Follett Discover with admin privileges.</p> |
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| 2. Bookstores' ZCT Course List | Wurtz | <p>Goal: Review and update the bookstore's Zero Textbook Cost (ZTC) course list to ensure accuracy, identify room for growth, and support equitable access to course materials.</p> <p>ZCT Course List Review: Department Chairs reviewed the Zero-Cost Textbook (ZCT) course list to identify whether courses are using OER or not.</p> <p>OER Recommendations: Chairs can strongly recommend or promote the use of OER as a department.</p> <p>Note: There is a financial incentive available for faculty who adopt and implement OER materials, as compensation is provided for the associated work.</p> | |
| 3. Fall 2026 Schedule Planning (consistent time blocks MW vs. TTh) | Brighton/Lopez/ Escher | <p>Goal: Establish consistent MW and TTh start/end time for Fall 2026 classes.</p> <p>Schedule Roll-Over: The Fall 2026 schedule has rolled over from Fall 2025.</p> <p>Departments may now begin building their Fall 2026 schedules. Please assign instructors and select rooms as needed.</p> <p>Enrollment Target: The enrollment growth target for Fall 2026 is 3.5%.</p> | <p>Motion from B. Brighton to vote for approval of scheduling classes up to 105 percent to keep classes as close as possible for the minute count of M/W classes vs. T/Th classes for allotted class time. An exception is allowed for courses that do not fit within the standard scheduling blocks.</p> <p>Outcome: Motion passed.</p> |
| 4. -Review ACCJC Standards 4.1-4.3 | Wurtz | <p>Goal: Gather evidence and evaluate progress toward ACCJC Standards 4.1, 4.2, and 4.3.</p> <p>The groups reviewed relevant standards and discussed how they are being implemented.</p> <p>A list of supporting evidence was shared and discussed between the groups to demonstrate how the standards are being met.</p> <p>Specific sites/resources were provided for ongoing reference and documentation purposes.</p> | |
| Standing Reports | | | |

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| 5. VPI Report | Wurtz | <p>Spring 2026 course sections were reviewed.</p> <ul style="list-style-type: none"> - Keith recommended cancelling or ghosting low-enrollment sections. His process begins by reviewing by course, focusing on departments that exceed the 3.5% growth target, and works from there. <p>New course caps will be implemented for Spring 2026, though they are not yet reflected in the system. Please allow a few weeks for updates to appear.</p> <p>Note: Many course caps will remain unchanged.</p> | |
| 6. VPSS Report | Spencer | Absent | |
| 7. Deans Reports | Deans | <p>Sara – No report.</p> <p>Amanda – Announced that the Paramedic Program successfully completed accreditation with outstanding results.</p> | |
| 8. Academic Senate Report | Lopez | <p>The Vice President of Outreach will also attend Fall Plenary and will vote on behalf of the campus regarding submitted resolutions.</p> <p>The Student Equity Plan was brought forward for final review and has been approved.</p> <p>Bylaws Update: The group is close to consensus on proposed updates. Feedback is currently being gathered and consolidated into a single document.</p> <p>Syllabus Best Practices: Efforts are underway to incorporate best practices informed by USC's research and race equity studies, with a focus on inclusive and equity-minded syllabus design.</p> <p>ASCCC Communication: A new dissemination model is being developed to improve transparency and access to ASCCC announcements and updates.</p> | |
| 9. Guided Pathways/CAPs Report | Grabow | Shella is working on Distance Education (DE) pathways and programs. | |
| 10. CTA Report | Bell | <p>The election for VP ended yesterday. Results will be announced soon.</p> <p>A social gathering is scheduled for Wednesday, October 15, at 5 PM at Escape Brewery.</p> <p>E-Board Update: This is the last year for current Executive Board members. Those interested in running for positions are encouraged to start considering candidacy.</p> <p>Negotiations: Negotiations are currently ongoing.</p> | |
| Wrap Up | | | |
| Future Agenda Items: | | • Faculty Chairs Handbook/Training (August) | |

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| <ul style="list-style-type: none"> Review ACCJC Standards 2.1-2.7 and 2.9 | <ul style="list-style-type: none"> 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 | <p>K. Horan's Report:</p> <p>Congratulated recent Olympic medalists.</p> <p>Bear Valley is fully operational for the Spring term.</p> <p>Lease spaces available at Rim of the World effective Fall 2026.</p> <p>Discussed existing partnership established with SBRETC at the airport.</p> <p>Originally formed as a Joint Powers Authority (JPA) between San Bernardino City Fire, San Bernardino County Fire, and SBCCD for FAA Firefighter Training.</p> <p>Initiative began in the late 1990s with federal grant funding, intended to become the home of the fire academy; however, this vision did not fully materialize.</p> <p>Following the City of San Bernardino Fire's bankruptcy, the program is now managed by County Fire and SBCCD.</p> <p>SB County Fire is currently facing a critical personnel shortage.</p> <p>Longtime SBRETC Instructor, Chris Bowden has been promoted to Battalion Chief in the High Desert region.</p> <p>County Fire is struggling to cover training classes.</p> <p>Discussions continued to determine next steps; hosting of classes halted due to low staffing.</p> <p>Crafton will now assume responsibility for primary instruction and operations at SBRETC.</p> <p>Immediate need to hire full-time, tenure-track faculty and Classified staff.</p> <p>Staffing commitment is time-sensitive to resume class offerings.</p> <p>Significant opportunity exists to expand curriculum and certifications currently serving 700 individuals.</p> |

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| | | <p>Program is categorically funded, with no impact on the general fund.</p> <p>At present, there are no comparable training centers west of the Mississippi River.</p> <p>Due to favorable weather, we can offer training 9-10 months annually here in California.</p> <p>Program generates revenue at no cost to the college and supports hiring additional faculty and staff.</p> <p>Ernesto's Update:</p> <p>Career Fair:</p> <p>Event scheduled for October 23, please reach out to Trinette Barrie for more info.</p> <p>Natalie's Update:</p> <p>Canopy database is live and accessible on the website.</p> <p>"Lawyers in the Library" event held every 3rd Thursday, 3 PM to 6 PM.</p> <p>Krista Ivy suggested offering extra credit for students attending library workshops; certificates are provided.</p> <p>Keith's Update:</p> <p>Campus Dialogue meeting scheduled for 1 PM in CCR 219 to discuss creating a welcoming environment for students.</p> <p>Rick's Update:</p> <p>Wednesday, 10/08 – Drag Queen Story Time (National Coming Out Day Celebration)</p> | |
| Adjournment | | 10:35am | |
| <p>Mission Statement</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>Vision Statement</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>Institutional Values</p> <p>We rely on the following values to support our vision and mission:</p> <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. | |