

# Crafton Hills College

## Faculty Chairs Council

### Agenda



**Date:** November 07, 2025 at 9:00 -11:00 am  
**Place:** CCR-233  
**Next Meeting:** November 21, 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)  
 \_\_\_\_\_ Meridith 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		

#### Information, Discussion, and Business

1. Approve Materials Cost disclaimer	Brighton	<p><b>Goal:</b> Review and approve a standardized materials cost disclaimer to ensure students receive transparent information about textbook and materials pricing, while noting alternative purchasing options and access considerations.</p> <p>- <b>"Textbook &amp; Materials Cost Disclaimer</b>          Prices shown are based on the bookstore's retail price and are for reference only. Actual costs may vary. Students are encouraged to check with their instructor or department to see if other purchasing options are allowable (i.e. rentals, used or digital copies, third-party retailers, or library course reserves). Please note that materials including access codes or bundled content may need to be purchased directly from the bookstore or publisher to ensure full course functionality."</p>	
2. ZTC Section Identification	Wurtz	<p><b>Goal:</b> Establish consistent procedures for identifying and labeling Zero Textbook Cost (ZTC) sections in the schedule to ensure accuracy, compliance with state reporting requirements, and clear communication to students at registration.</p>	
3. Fulltime Faculty Prioritization	Wurtz / Brighton	<p><b>Goal:</b> Review and prioritize full-time faculty hiring requests using established criteria and evidence of</p>	

		<i>program need, enrollment trends, and student success metrics to support equitable and strategic growth across departments.</i>	
4. Additional Ed Code Requirements on CORs	Wurtz	<b>Goal:</b> Review new Education Code requirements related to Course Outlines of Record (CORs) and determine necessary revisions or compliance actions to ensure all courses meet current state standards and documentation expectations.	
<b>Standing Reports</b>			
5. VPI Report	Wurtz		
6. VPSS Report	Spencer		
7. Deans Reports	Deans		
8. Academic Senate Report	Lopez		
9. Guided Pathways/CAPs Report	Grabow		
10. CTA Report	Bell		
<b>Wrap Up</b>			
<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 Part-time seniority list policy (August)</li> <li>• Review SLO Cloud Comments (August)</li> <li>• Start Scheduling next year's classes (September/February)</li> <li>• CourseDog Schedule Building (September/March)</li> <li>• Submit Book Orders (October / March)</li> <li>• FT hiring prioritization for following Fall (October)</li> <li>• Review Chairs Manual (March)</li> </ul>	
<b>Announcements</b>			
<b>Adjournment</b>			
<b>Mission Statement</b> 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.	<b>Vision Statement</b> 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.	<b>Institutional Values</b> We rely on the following values to support our vision and mission: <ul style="list-style-type: none"> <li>○ Respect: To champion active listening and open dialogue within our community.</li> <li>○ Integrity: To uphold honesty in our interactions and academic pursuits and maintain community collaboration.</li> <li>○ Diversity &amp; Inclusion: To promote a welcoming environment through equitable and antiracist practices in all aspects of our work.</li> <li>○ Innovation: To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas.</li> <li>○ Leadership: To develop and inspire current and future leaders through professional development, mentorship, education, and experience.</li> <li>○ 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>	