

Crafton Hills College Faculty Chairs Council Minutes



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:		Solo-Chairs	Others Present:
<i>Co-Chairs</i>		X _____ Danielle Bell (MATH)	_____ Willie Blackmon (DEAN SSSD)
_____ Lauren Bond/Ashley Hayes (ENGL)		X _____ Cheryl DiBartolo (SOCSCI)	X _____ Sara Butler (DEAN LAAS)
XX _____ Breanna Brighton/Rick Hogrefe (CMLG)		X _____ John Grounds (PS)	X _____ Geoffrey Escher (SCHEDULER)
_____ Jeff Cervantez/Julie McKee (SOC/CULT)		_____ Natalie Lopez (LIBR)	X _____ Elizabeth Lopez (SCHEDULER)
XX _____ Jimmy Grabow/Ernesto Rivera (COUN)		_____ Farhad Mansourian (BUS/ECON)	_____ Ivan Peña (DEAN SES)
_____ Danny Rojas/Michael Sheahan (AH)		X _____ Mark McConnell (PART)	_____ Jeff Smith (DEAN SINS)
		X _____ Meridyth McLaren (HDEV)	_____ Delmy Spencer (DEAN VPSS)
		X _____ Rick Hogrefe (VART)	X _____ Christina Sweeting (AA CEHD)
		X _____ Chris Olivera (KINES)	X _____ Amanda Ward (ASSOC DEAN PS)
		X _____ Sandra Ruiz (CIS/CSCI)	X _____ Dan Word (DEAN CEHD)
		X _____ Sam Truong (SCI)	X _____ Keith Wurtz (VPI)

Guests:

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Brighton	9:01am	
Approval of the minutes	Brighton		Motion to approve by R. Hogrefe; seconded by M. McLaren. Minutes approved as written.
Follow Ups	Brighton		

Information, Discussion, and Business

1. Approve Materials Cost disclaimer	Brighton	<p>Goal: 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>- “Textbook & Materials Cost Disclaimer 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 course textbooks on reserve at the library. Please note that materials including access codes or bundled content may</p>	<p>Motion to approve the textbook and materials cost disclaimer by J. Grounds; seconded by C. Olivera.</p> <p>Motion approved with edits.</p> <p>B. Brighton will email Keith, Geoff, and Liz</p>
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		need to be purchased directly from the bookstore or publisher to ensure full course functionality.”	the approved disclaimer.
2. ZTC Section Identification	Wurtz	<p>Goal: 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> <p>The number of ZTC originally identified in Colleague was 145, now increased to 396.</p> <p>Gratitude extended to Communication Studies and English for their support.</p> <p>Plan to review these numbers each semester going forward.</p>	
3. Fulltime Faculty Prioritization	Wurtz / Brighton	<p>Goal: Review and prioritize full-time faculty hiring requests using established criteria and evidence of program need, enrollment trends, and student success metrics to support equitable and strategic growth across departments.</p> <p>Two full-time hires are in process, including an LVN Faculty position.</p> <p>Due to equipment failure and government closure, the full-time Fire position is on hold.</p> <p>Currently, there are 3 FTE available to work with.</p> <p>Potential retirement payouts may allow for more opportunities.</p> <p>Prioritization Criteria/Considerations include:</p> <ul style="list-style-type: none"> - Percentage of adjunct faculty - Waitlists - FTES - Load efficiency <p>High-Need Areas Health, Business, History, Anatomy, Sociology, Math, and English.</p> <p>Feedback was provided; Chairs are asked to send any edits to Keith.</p>	
4. Additional Ed Code Requirements on CORs	Wurtz	<p>Goal: 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.</p> <p>The state has issued new COR requirements. The update process must begin by April 2026 and be completed by Fall 2030.</p> <p>Key changes:</p>	

		<p>Required entry of information directly into the COR rather than attaching PDFs.</p> <p>Examples of out-of-class, reading, and writing assignments.</p> <p>Emphasis on approaches that accommodate and engage diverse students.</p> <p>Inclusion of representative textbooks and course descriptions that reflect diverse student populations.</p> <p>The Curriculum Committee will collaborate with the Academic Senate on this update.</p> <p>Keith will put something together and bring it back to the Chairs for review.</p>	
Standing Reports			
5. VPI Report	Wurtz	<p>A new federal title adds ADA requirements that must be met by April 2026.</p> <ul style="list-style-type: none"> - All digital postings (i.e., minutes, agendas) must be ADA accessible. - Keith is proposing to add six instructional designer positions to support compliance efforts. - Cynthia Hamlett will coordinate training sessions to assist with this effort. <p>Fall enrollments are up!</p>	
6. VPSS Report	Spencer		
7. Deans Reports	Deans	<p>S. Butler: Reported a strong turnout for the One Book One College and Hands on ASL Event held on 11-6-2025.</p> <p>A. Ward: — Nothing to report.</p> <p>D. Word: ICT, and Cybersecurity are being developed as apprenticeship programs with grant funding support.</p> <p>Discussed Credit for Prior Learning (CPL) and the opportunity to engage in conversations about proposed revisions to Title V related to CPL.</p>	
8. Academic Senate Report	Lopez	<p>Natalie and Kristen are currently attending Plenary.</p> <ul style="list-style-type: none"> - Discussion of a resolution to the Chancellor's Office requesting a slowdown in new initiatives due to initiative fatigue. <p>Bylaws were reviewed and all passed.</p> <p>Additional senators are needed! Chairs are encouraged to help spread the word.</p>	

		Reviewed syllabus checklist and series of recommendations.	
9. Guided Pathways/CAPs Report	Grabow	No updates	
10. CTA Report	Bell	<p>Bowling event next Saturday 12pm-2pm Empire Bowl</p> <p>Negotiations to send invitation to Chairs to discuss the possibility of a separate seniority list for Dual Enrollment, please keep a lookout for that email!</p> <p>Voting is open for the full-time representative; all are encouraged to vote.</p>	

Wrap Up

Future Agenda Items:	<ul style="list-style-type: none"> • 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) • CourseDog Schedule Building (September/March) • Submit Book Orders (October / March) • FT hiring prioritization for following Fall (October) • Review Chairs Manual (March)
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Announcements			
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Adjournment		9:52am	
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<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.
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