

Crafton Hills College Faculty Chairs Council Minutes



Meeting Details

Date: September 04, 2026

Time: 9:00 a.m. - 11:00 a.m.

Location: CCR 233

Members (Attendance)

Attendance	Member	Department Representation
X	Danny Rojas/Michael Sheahan	Allied Health
X	Kenny George/Farhad Mansourian	Business and Economics
X	Rick Hogrefe	Communication and Language
X	Sandra Ruiz	Computer Information Sciences
XX	Jimmy Grabow/Ernesto Rivera	Counseling
X	Lauren Bond	English and Reading
X	John Grounds	Fire and Public Safety
	Meridyth McLaren	Human Development
X	Chris Olivera	Kinesiology
X	Natalie Lopez	Library
	Danielle Bell	Math
X	Allie Montero	Nursing Services
X	Mark McConnell	Performing Arts
X	Sam Truong	Physical and Biological Sciences
X	Jeff Cervantez/Julie McKee	Social and Cultural Sciences
	Cheryl DiBartolo	Social Sciences
X	Rick Hogrefe	Visual and Media Arts
	Member	Administrative Role
X	Christina Sweeting	Administrative Assistant
X	Toni Parsons	Associate Dean, Instructional Support
X	Amanda Ward	Associate Dean, Public Safety and Services
X	Dan Word	Dean, CEHD
X	Breanna Brighton	Dean, LAAS
	Vacant	Dean, SES
X	Jeff Smith	Dean, SINS
	Willie Blackmon	Dean, SSSD
X	Geoffrey Escher	Scheduler
	Elizabeth Lopez	Scheduler
X	Keith Wurtz	VPI
	Delmy Spencer	VPSS
	Guests	Department or Role
X	Tesha Hagler	Associate Dean, EOP&S
X	Danni Black	Student Senate

Preliminary Business

Agenda Item	Notes	Proposed action / next steps
Call to Order	9:01am	
Approval of Minutes	April 17, 2026 Meeting	Chris and Natalie

Agenda Item	Notes	Proposed action / next steps
Follow Ups	N/A	

New and Ongoing Business

Item, Presenter, Time	Notes	Proposed action / next steps
1. Welcome New Chairs! Review Committee Charge and Norms Hogrefe	(see page 4 of agenda for AY 25-26 norms)	
2. New RUSD Dual Enrollment MOU Wurtz	"If RUSD does not receive confirmation of a Dual Enrollment course two weeks prior to its first day of school (RUSD), the Dual Enrollment course shall be eliminated from the school site master schedule. a. Students shall first be distributed into available sections. b. Should a unit member's teaching assignment change due to the elimination of a Dual Enrollment class, the unit member shall be notified immediately." There is flexibility in this process, and RUSD is aware of the current challenges. They just need these challenges to be clearly communicated to them.	
3. New Dual Enrollment Instructor Requirements Wurtz/Bond	DOJ/FBI Live Scan Boundary Training (RUSD) - 45 min training for all instructors including dual enrollment courses - Will cover the cost if they have already used up their PD hours - 8-10 different options to sign up for - Requirements are based on state law and the Education Code. - Please provide request for reimbursement to Toni or Sharon. District Communications - Redlands has inquired about asking instructors to take attendance. This is not a mandatory requirement. - Yucaipa has also requested student grades; we are not obligated to share grades with Yucaipa. Grade information should instead go through the Office of Instruction for CCAP elective credit for courses. - Yucaipa has requested that instructors be added into Aeries and has asked for Social Security numbers. Please hold on providing this information until Keith verifies.	Lauren will send out this information to the Chairs. Rick will also add information on the shared drive.

Item, Presenter, Time	Notes	Proposed action / next steps
4. Call for Disciplines List Revision Proposals — Due September 30 Wurtz/Hogrefe	• Disciplines List Proposal Process • Disciplines List Review Timeline • Disciplines List Revision Form • FAQs on Minimum Qualifications • Minimum Qualifications for Faculty and Administrators in California Community Colleges	
5. 2027 Scheduling Timeline from the Office of Instruction Wurtz/Escher/Lopez E	TOP to CIP Crosswalk - Geoff and Liz are working through the TOP to CIP crosswalk process. - CIP codes will be entered into Colleague. Please reach out to your dean with any questions. - Fall 2027 dates have been extended to allow time for the CIP transition. - There is flexibility in the summer term to help meet targets. Apportionment Updates - Apportionment rules have changed: Dual Enrollment (DE) classes now generate the same FTES and Credit Positive Attendance as other classes. - As a result, we may end up with a significant amount of unfunded FTES. The state has the ability to redistribute funding to cover additional FTES. Scheduling Plans - Plan to offer in Spring 2027 what was offered in Spring 2026. - Focus scheduling on high-demand classes and CalGETC requirements. - Summer 2027: First draft of scheduling will be available for department review on 9/11/2026. - Fall 2027 Phase 1 scheduling will take place in October.	
6. Website Contact Information Update Hogrefe	- Departments should review their website and update the information as needed. - Be sure to include your full-time faculty on your department webpage. - This can be added to a future Chairs meeting agenda, so time can be set aside for departments to review and update their websites.	Add website contact information updates to future agenda.

Standing Reports

Report	Notes	Proposed action / next steps
VPI Report	Enrollment is up 5% this semester!	
VPSS Report	Absent	

Report	Notes	Proposed action / next steps
Deans Reports	- T. Hagler – Nothing to report. - A. Ward – Nothing to report. - D. Word – Allie is the chair for Nursing Services; please direct anything related to CNA or VN to her. - J. Smith – Nothing to report.	
Academic Senate Report	Academic Senate meetings - The 5th Wednesday of the month provides an opportunity for faculty discussions. (10 Plus 1) Bylaws Review - Meeting 1: Initial review of the bylaws. - Meeting 2: Final review and vote to finalize the bylaws. Academic Senate - Reviewed Academic Senate committees. - Welcomed two new senators: Nick and Racquel. PPAC - PPAC has just started. Treasurer's Report - The budget has been replenished.	
Dual Enrollment Report	- Nothing further to report.	
CTA Report	- Nothing to report	
Faculty Chairs	What is going on in your department? Library - Group study room available 3rd Thursday of the month, 11 a.m.–2 p.m. - Library workshops offered for extra credit; students receive a Certificate of Completion. - Workshop schedule linked here. - Textbook inventory project currently underway. University Transfer Fair - Free tacos available while supplies last. - Date: Wednesday, September 9, 2026 - Time: 9:30 a.m. – 12:30 p.m. - Location: Central Complex Breezeway	

Concluding Business

Agenda Item	Notes	Proposed action / next steps
Announcements	Room Prioritization - Reviewed room prioritization lists. - Discussed which rooms are currently in use. Faculty Handbook - The Faculty Handbook has been updated and made accessible; it will be reviewed at a future meeting.	
Adjournment	9:49am	
Future Agenda Items	• Revisit Room Prioritizations • Faculty Chairs Handbook/Training (August) • Review SLO Cloud Comments (August) • Update Course Offerings Matrix (September) • Review Part-time seniority list policy (September) • Start Schedule Planning for next year's classes (Sept/Feb) • CourseDog Schedule Building (September/March) • Submit Book Orders (October / March) • FT hiring prioritization for following Fall (October) • Review Chairs Manual (March)	

College Mission, Vision, and Values

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

- **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.

Crafton Hills College Strategic Directions

1. Increase Student Enrollment
2. Engage in Practices that Prioritize and Promote Inclusivity, Equity, Anti-Racism, and Human Sustainability

3. Increase Student Success and Equity
4. Develop a Campus Culture that Engages Students, Employees, and the Broader Community
5. Foster and Support Inquiry, Accountability, and Campus Sustainability

Student Equity Goals

1. Increase the percentage of African American/Black students who apply and enroll at CHC in the same year.
2. Increase the percentage of African American/Black students persisting from fall to spring.
3. Increase the percentage of Hispanic/Latinx students completing transfer level Math and English.
4. Increase the percentage of African American/Black students' degree or certificate attainment.
5. Increase the percentage of Hispanic/Latinx students transferring to a four-year institution.

Chairs Council Committee 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.

Chairs Council Committee Membership

- Faculty Department Chairs (one vote per department)
- Administrators (VPI, Deans, and Associate Deans)
- Schedulers
- Administrative Assistant

Chairs Council Committee Norms (2025-2026)

- We will start and end meetings on time;
- We will follow agenda;
- We will read materials, minutes, etc. and be prepared to discuss at meetings;
- We will listen to our colleagues without interruption and will show mutual respect;
- We strive for unanimity of decisions and operate on consensus to seek agreements and/or compromises so all can "live with" the decision;
- We will make decisions based on clear information;
- We will bring closure to decisions;
- We will support committee recommendations;
- We will accept the fact that there will be differing in opinion;
- We will use the best interest of our stakeholders (especially faculty and students) as the basis for our decision making;
- We will honor brainstorming without being attached to our viewpoint;
- We will give the opportunity for all members to contribute;
- We will be free to speak our minds without fear of reprisal;
- We will be transparent with our colleagues and our positions on issues;
- We will identify pending issues, agreements, and action steps at the end of the meetings;
- We will stay focused on topics under our scope of action;
- We will take recommendations from Academic Senate and report back;
- We will follow the Brown Act;
- We will follow through with deadlines.