

Crafton Hills College Faculty Chairs Council Minutes



Meeting Details

Date: October 2, 2026

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

Location: CCR 233

Members (Attendance)

Attendance	Member	Department Representation
	Danny Rojas/Michael Sheahan	Allied Health
X	Kenny George/Farhad Mansourian	Business and Economics
X	Rick Hogrefe	Communication and Language
	Sandra Ruiz	Computer Information Sciences
XX	Jimmy Grabow/Ernesto Rivera	Counseling
X	Lauren Bond	English and Reading
X	John Grounds	Fire and Public Safety
X	Meridyth McLaren	Human Development
X	Chris Olivera	Kinesiology
X	Natalie Lopez	Library
X	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
X	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
	Amanda Ward	Associate Dean, Public Safety and Services
X	Dan Word	Dean, CEHD
X	Breanna Brighton	Dean, LAAS
X	LeTasha Hagler	Dean, SES
X	Jeff Smith	Dean, SINS
	Willie Blackmon	Dean, SSSD
	Geoffrey Escher	Scheduler
X	Elizabeth Lopez	Scheduler
X	Keith Wurtz	VPI
	Delmy Spencer	VPSS
	Guests	Department or Role
X	Kevin Horan	President
X	Gio Sosa	Dean, IERP
X	Dani Black	Student

Preliminary Business

Agenda Item	Notes	Proposed action / next steps
Call to Order	9:00am	
Approval of Minutes	September 18, 2026 Meeting	Motion to approve: C. Olivera Second: N. Lopez Outcome: Minutes approved.
Follow Ups	N/A	

New and Ongoing Business

Item, Presenter, Time	Notes	Proposed action / next steps
1. Full-Time Faculty Prioritization Horan/Wurtz	Discussion - Advocated for adding a library program. - A bill has moved forward to expand degree offerings. However, the California State University (CSU) system pushed back strongly. Update from Kevin Flock cameras - The Flock cameras will be taken down. Vice President of Instruction (VPI) search - A new process is now in place for recruiting managers at the VPI level and above. - First level: Four groups review the first-level candidates: 1. Subject matter experts (VPs) 2. Unions and senates 3. Vested groups 4. Leadership group (deans, directors, and managers) - Each group ranks candidates independently. The rankings are then combined to produce the final candidates. - Final candidates move through three stages: 1. Vested groups 2. Community 3. President Goal: Make hiring practices more inclusive. Next step: Send the successful candidate to the November board meeting. Olympics - Friday, October 9 at 12pm at the Aquatics Center	Rick will add this to a future meeting to discuss legislation on bachelor's degrees at the community college level.

Item, Presenter, Time	Notes	Proposed action / next steps
4. Revisit Room Prioritization Matrix Bond	Room Prioritization Discussion - Reviewed the room prioritization matrix for updates. - Adjusted East rooms. - Buildings under construction will be revisited later. - Math has classroom priority due to class size. - Rooms North 107 and North 109: Nursing Services has priority.	Rick and Lauren will upload the updated list to the SharePoint folder
5. Review SLO Cloud Data Sosa	Discussion - Gio had the group review reports based on SLO Cloud submissions. - The group used the reports to fill out forms that reference the Institutional Learning Outcomes (ILO) or General Education Outcomes (GEO) reviewed.	
6. 2027-2028 Academic Calendar Wurtz	Scheduling and Calendar - Calendars are being developed three years out to assess their impact on all areas and to increase flexibility for two-year scheduling. - The spring schedule will be released today. Please report any last-minute changes. Textbooks and Book Adoptions - A new Education Code requires low-cost textbooks, defined as \$30 or less. - The category will be redone to reflect the new requirement.	Keith will add this to a future chair's meeting

Standing Reports

Report	Notes	Proposed action / next steps
VPI Report	Transfer and Course Approval California State Universities (CSUs) are accepting math transfer classes offered online. If there are issues, please contact Keith. - Keith will provide the Course Outline of Record to the Chancellor's Office.	
VPSS Report	Absent	

Report	Notes	Proposed action / next steps
Deans Reports	T. Hagler - The student conduct website has been updated. - Tesha is available to give an overview of how to submit a report and best practices. D. Word - Nothing to report. B. Brighton - Shoutout to Sandra who has worked on the Dual Enrollment (DE) recertification course. T. Parsons - Next week is Tutor Appreciation Week.	
Academic Senate Report	Refreshments - Pizza and cupcakes will be provided. Senate business - Voting on the bylaws will take place on Wednesday. - A Canvas shell has been set up for the Senate. - An agenda will be sent later today.	
Dual Enrollment Report	Scheduling - Toni, Souts, and Lauren are working on a better time for scheduling dual enrollment courses Dual enrollment handbook - A dual enrollment handbook is in development. The handbook will cover faculty and students.	
CTA Report	- The CCA Conference will take place next week. - Negotiations are in progress. - SBCCDTA Lunch and Learn in LRC 226 on Oct. 7th at 2pm.	
Faculty Chairs	What is going on in your department? Ernesto – Hello Major Hello Career October 22 RSVP by October 16th Natalie – Faculty advisor of library club Please spread the word to anyone who may be interested	

Concluding Business

Agenda Item	Notes	Proposed action / next steps
Announcements	Hello Major/Hello Career Fair October 22 Get Olympic T-shirts from Julie	
Adjournment	10:23 am	

Agenda Item	Notes	Proposed action / next steps
Future Agenda Items	• Faculty Chairs Handbook/Training (August) v • Review SLO Cloud Comments (August) v • Update Course Offerings Matrix (September) • Review Part-time seniority list policy (September) v • 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) v • 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.