Crafton Hills College Faculty Chairs Council Minutes

Meeting Details

Date: November 6, 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
	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
X	Meridyth McLaren	Human Development
X	Chris Olivera	Kinesiology
	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
X	Cheryl DiBartolo	Social Sciences
X	Rick Hogrefe	Visual and Media Arts
	Member	**Administrative Role**
X	Christina Sweeting	Administrative Assistant III
	Toni Parsons	Associate Dean, Instructional Support
X	Amanda Ward	Associate Dean, Public Safety and Services
	Dan Word	Dean, CEHD
X	Breanna Brighton	Dean, LAAS
X	LeTesha 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**

Preliminary Business

Agenda Item	Notes	Proposed action / next steps
Call to Order		
Approval of Minutes	October 16, 2026 Meeting	C. Olivera moved to approve, and J. Grounds seconded. Minutes approved.
Follow Ups	N/A	

New and Ongoing Business

Item, Presenter, Time	Notes	Proposed action / next steps
1. Materials Cost Categorization Changes Wurtz	- AB 607 changed the designation to "Low-Cost Textbook," requiring a change to our current process. Amount changes: 0.01 – 30.00 30.01 – 99.99 100 – 199.99 200 or more These changes will apply beginning summer semester.	
2. CIO Conference Updates Wurtz	CIO Updates: - Phase 3 of Common Course Numbering will begin 2027-28. - ACCJC has made changes to its accreditation requirements. - Beginning July 1, 2027, degree programs will be required to demonstrate return on investment in order to remain eligible for financial aid. Accessibility Requirements (ACMM, All-District Meeting) - Accessibility compliance will be a year-long process. - Faculty are encouraged to use Tidy Up and UDOIT (You Do It) in Canvas to scan courses for accessibility issues. Regular and Substantive Interaction (RSI) - For accreditation, faculty must be able to show what they did and provide evidence of RSI. - Deans will conduct random RSI checks as part of their evaluations.	

Item, Presenter, Time	Notes	Proposed action / next steps
3. SLO Cloud Prompt Revisions Hogrefe	Required. Reflect and comment on the successes and challenges in this class. Did you… • Try new strategies? • Add content? • See notable improvement in class performance? • Identify any learning gaps? In future will you… • Try new strategies? • Make recommendations for content, assessment, or SLO modification? - Chairs spent approximately 10 minutes reviewing and discussing the cloud comments, identifying what is working and what is not working. Rick Hogrefe collected the comments and will forward them to Gio Sosa.	Rick Hogrefe will invite Cynthia Hamlett to this body for further discussion and will connect the topic with Professional Development.

Standing Reports

Report	Notes	Proposed action / next steps
VPI Report	- CTA and the District have signed the MOU for the large-class lecture stipend (classes with 50 or more students). - A process to implement the stipend will be developed for next spring. - The stipend requires Vice President of Instruction approval.	
VPSS Report	Absent	
Deans Reports	- Tesha Hagler: Nothing to report. - Breanna Andrews: Recognized the full-time faculty in the Languages, Arts and Academic Support (LAAS) division for their work on Starfish surveys. - Amanda Ward: Reported that Public Safety is preparing for additional outreach events and expressed appreciation for everyone's support. - Jeff Smith: Nothing to report.	
Academic Senate Report	Chris Olivera: - Natalie is currently representing CHC at Academic Senate for California Community Colleges (ASCCC). - The Academic Senate Artificial Intelligence Taskforce is led by Chloe De Los Reyes. - Natalie Lopez and Kristen Clements will meet with Union and Academic Senate leaders at Valley to address faculty concerns and 10+1 matters. - Kashaundra Harris discussed changes to Title 5. - Natalie Lopez will serve as a delegate voter on behalf of CHC this Saturday.	

Report	Notes	Proposed action / next steps
Dual Enrollment Report	**Outreach and Events** - A Dual Enrollment logo is being developed for use on swag items. - An Orangewood High School visit/meet and greet is scheduled for Wednesday, December 2, 2026. - Departments with dual enrollment offerings were asked whether they have faculty available to meet with students and discuss the classes offered. **K-12 Scheduling** - Toni Parsons, Souts Xayaphanthong, and Lauren Bond worked on a revised K-12 scheduling timeline for class requests. **Union Workgroup on Dual Enrollment** Lauren participated in a union workgroup on a new MOU for Dual Enrollment. Topics under discussion included: - A stipend for dual enrollment courses, given the additional requirements - Mentoring and professional development - Professional development for high school teachers of CCAP courses - Clarity on how to report mileage and request reimbursement - Advocacy for an on-call person to cover absences - Clarity on protocol for substitutes when absences occur in CCAP courses - How to make up time for events and rallies - Whether to establish a separate seniority list, including its pros and cons and whether it is feasible	
CTA Report	Nothing to report.	
Faculty Chairs	What is going on in your department? Mark McConnell: New Full-time temp Caitlyn Lopez Theatre Event: Love and Information Crafton Hills College, Finkelstein Performing Arts Center Fri, Nov 13, 8pm – 10pm	

Concluding Business

Agenda Item	Notes	Proposed action / next steps
Announcements	N/A	
Adjournment	10:11am	

Agenda Item	Notes	Proposed action / next steps
Future Agenda Items	• 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.