

Dual Enrollment Committee - Minutes

Date: November 20, 2025
Time: 1:00 p.m. – 2:00 p.m.
Location: CCR 233

Members:

☒ Keith Wurtz, VPI Chair
☒ Willie Blackmon, Stu. Serv. Dir.
☐ Jonathan Anderson, Faculty
☐ Ashley Hayes, Faculty
☐ Julie McKee, Faculty
☐ Nick Reichert, Interim Dean AS

☐ Danielle Bell, Faculty
☒ Sara Butler, Dean LAAM
☐ Delmy Spencer, VPSS
☐ Jeff Smith, Dean SINS
☒ Souts Xayaphanthong, Faculty

☐ Larry Aycock, Director A&R
☐ Belinda Navarrete, Faculty
☒ Rick Hogrefe, Faculty
☐ Breanna Brighton, Faculty
☐ Sabrina Jimenez, Faculty

Action Items

Item, Presenter, Time	Minutes	SD#	SEG#	Proposed Action
Review and approve Minutes from October 16, 2025 (5 min)	<ul style="list-style-type: none"> Minutes were approved as written. 			
Update on Mountain Area Communities (10 min)	<ul style="list-style-type: none"> Keith reviewed the Bear Mountain Valley Schedule. 			
Dual Enrollment Committee meeting time (5 min)	<ul style="list-style-type: none"> Move to next meeting. 			
Review the dual enrollment Spring 2026 schedule (15 min)	<ul style="list-style-type: none"> Keith reviewed the schedule by discipline. 			
Review progress on the Dual Enrollment Faculty Lead (5 min)	<ul style="list-style-type: none"> There was one application and they are reconsidering and will let us know on Monday after Fall break. 			
Review the final draft of the High School MQ plan (15 min)	<ul style="list-style-type: none"> Committee was good with moving forward with implementing and developing a draft application for English and math high school faculty. 			Work with Larry/Willie to set up LacerFisch
Develop cohort model and dedicated space for classes	<ul style="list-style-type: none"> Going well at Citrus. Not continuing because Aries does not align to two-day week schedule. Citrus did a lot of manually. System could not override it. Students got moved. Requires additional manual work. 			Review at next agenda. Review with Jaimie.
Timeline for Sections by Dates June for Fall Spring October I and September I	<ul style="list-style-type: none"> June is too late for fall. Having courses submitted now for fall. Registered by May for summer and fall. October is too late for spring. 			Willie forward timeline to Keith.
Communicate section offering information directly to chairs	<ul style="list-style-type: none"> 			

PD for dual enrollment instructors	<ul style="list-style-type: none"> • Navigating high school students and what to expect. • Orientation training for all dual enrollment instructors. • How to enforce boundaries. • Teaching them to be college students. • Three hour block best practices for dual enrollment instructor during in-service. • Active learning for high school dual enrollment instructors, classroom assessments, strategies good for adult learners. • Teaching students about what to do when have concerns. • How reinforce successful student behaviors. 			Explore two hour training to add on to one hour that Student Services is already doing.
Future Agenda Items (5 minutes)	•			

Dual Enrollment Fall 2025 Committee Accomplishments		
Topic	SD#	SEG#
Development of Dual Enrollment Faculty Lead job duties		

<p>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.</p>
<p>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.</p>
<p>Institutional Values: 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.

STRATEGIC DIRECTIONS

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| <ol style="list-style-type: none"> 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 | <ol style="list-style-type: none"> 4. Develop a Campus Culture that Engages Students, Employees, and the Broader Community 5. Foster and Support Inquiry, Accountability, and Campus Sustainability |
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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.

DUAL ENROLLMENT COMMITTEE CHARGE

The Dual Enrollment Task Force's primary focus is to recommend a process into the successful and efficient implementation of dual enrollment at Crafton Hills College while ensuring compliance with local, state, and federal guidelines for dual enrollment programs. The Task Force will be formed for two years. If at the end of two years, the task force believes that it needs to be a permanent committee a proposal will be taken to Crafton Council.

- Using qualitative and quantitative data to inform recommendations on implementing dual enrollment processes including persistence data, barriers to student access that may prevent students from participating (e.g.: financial, geographic, academic obstacles, etc.), increasing student success, and goal attainment.
- Make process recommendations to increase student success among Disproportionately Impacted groups: Latinx and Black / African American students.
- Make recommendations to ensure that college processes are followed consistently.
- Make recommendations to ensure that equitable teaching environments are being maintained.
- Make recommendations to ensure that scheduling practices align with college practices.
- Make recommendations on dual enrollment processes to address closures, rules and processes at the high schools, parking, etc.
- Evaluating on-going dual enrollment trends.
- Collect and incorporate feedback from faculty, students, administrators, and high school districts to inform the process for the scheduling of dual enrollment classes.

DUAL ENROLLMENT COMMITTEE MEMBERSHIP

- Up to 6 Managers (to be determined)
- Up to 6 Faculty (Academic Senate will recommend the faculty chairs of departments with dual enrollment classes; recommending at least two from both Math and English)
- Up to 6 classified professionals (three appointed by CSEA; three appointed by Classified Senate)
- 1 Student (appointed by Student Senate)

DUAL ENROLLMENT COMMITTEE NORMS for Fall 2025

- We will start and end meetings on time.
- We will follow the 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 will operate on consensus and seek agreements all can "live with;"
- 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 opinions.
- We will use the best interest of our stakeholders (especially 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 the charge of the committee
- We will report back to and seek input from constituents
- We will work to support equity and inclusion in our decision-making