

# Crafton Hills College Faculty Chairs Council Minutes



**Date:** October 4, 2024 9:00 am -11:00 am  
**Place:** CCR-233  
**Next Meeting:** October 18, 2024  
 9:00 am -11:00 am  
 CCR 233

**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

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

**Guests:** Mike Strong, Demian Brunty, Shella Scott, Amanda Ward

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Hogrefe		9am
Approval of the minutes	Hogrefe		Motion to approve by J. Grounds; second by D. McCoy  Minutes approved.
Follow Ups	Hogrefe		

**Information, Discussion, and Business**

1. Feedback on Facilities and Classroom Needs	Strong/Brunty	<p><b>Goal:</b> Creating a process to receive feedback from departments regarding classroom needs and facilities concerns.</p> <p>Invite Mike and Demian to a department meeting.</p> <ul style="list-style-type: none"> <li>- Meet with the areas to address concerns and needs.</li> </ul>	
2. AB 607 Implementation	Wurtz	<p><b>Goal:</b> Continued discussion of how the college will fulfill the requirements of AB 607 including categorizing classes based on textbook and supplies costs.</p> <p>Keith is working with Roger to clean up the database.</p> <p>We will pick ranges and categories at the next meeting.</p>	Keith will add AB607 to the next agenda

3. Guided Pathways Update	Scott	<p><b>Goal:</b> Update on process for integrating program descriptions into guided pathways.</p> <p>Distance education pathway will be added.</p> <p>The Chair body agreed to showcase program description and program learning outcomes to Program Map Report</p> <p>Program Learning outcomes are listed in the Catalog for each major.</p> <p>Sheila will be meeting with another vendor for Certificate and Degree maps with better options for printer friendly versions.</p> <p>Sheila will look into the cost of a new program mapper program and timeline/implementation.</p>	
4. Revised Scheduling Blocks	Hogrefe	<p><b>Goal:</b> Review possible scheduling blocks required due to compressed calendar.</p> <p>Avoid red blocks (10 min. passing periods)</p> <p>Review the scheduling blocks and see if these would work in their areas.</p> <p>Weeks- 13, 8</p>	Rick will add scheduling blocks to the next agenda
5. Summer 2025 Scheduling	Wurtz Lopez/Escher	<p><b>Goal:</b> Review targets, budget, and timeline for Summer 2025 scheduling.</p> <p>Please have summer 2024 roll over by next Friday.</p> <p>Keith will make suggestions where to add.</p> <p>Our goal is to publish summer schedule right before winter break</p>	Keith will send draft calendars for 2025-26
<b>Standing Reports</b>			
6. VPI Report	Wurtz	Nothing to report	
7. VPSS Report	Spencer	Absent	
8. Deans Report	Deans	<p>Jeff-</p> <p>Threat walks through CNTL and Canyon this afternoon</p> <p>Sara-</p> <p>Arranging possible guest speakers:</p> <p>Dr. Rafiki Jenkins - an English professor at Palomar College whose research focuses on black speculative fiction and film.</p>	

		<p>Alyssa Collins – a Huntington Scholar who dug into the archives of Octavia Butler</p> <p>Possible dates: Nov 1, Dec 2, or Dec 4</p> <p>Book club Fridays start Oct 11th on <a href="#">zoom</a> from 11am-12pm</p> <p>Please email Sara for any suggestions on guest speakers for the Spring</p> <p>Dan- nothing to report.</p> <p>Amanda-</p> <p>Yucaipa HS tour at PSAH today.</p> <p>Redland’s SWAT utilizing Public Training Center on Monday (Community Partner Exchange) 8am – 12pm on Monday</p> <p>Ivan- Hosting Career Fair Wednesday Oct 16<sup>th</sup></p> <p>Event Details: Set-up anytime between 9:00am – 10:00am Fair time: 10:00am – 1:00pm* *Hot Lunch will be provided for all booth participants.</p>	
9. Academic Senate Report	McLaren	<p>Mike and Demian visited to give information about facilities needs and requests.</p> <p>Dan visited to discuss the new Licensed Vocational Nursing Program and will go back to Senate.</p> <p>Gio discussed disaggregated data and entering data into SLO cloud.</p> <p>Discussed Area F changes and impact to local degrees.</p> <ul style="list-style-type: none"> <li>- Will be added to Chairs for discussion later.</li> </ul> <p>Suggested to add mandated reporter training during in-service days so it’s compensated time.</p> <p>Kashaunda is putting together in-service training, please send suggestions to Professional Development Team</p> <p>Fall Plenary is in Visalia</p>	
10. Guided Pathways/CAPs Report	Grabow	Nothing to report	
11. CTA Report (First Friday)	McKee	<p>Thank you to those who came Wednesday night.</p> <p>Negotiations team at work</p>	

		<p>CTA Benefits discussed.</p> <ul style="list-style-type: none"> <li>- Flyer will be sent out.</li> </ul> <p>CTA App has discounts with local restaurants and theme parks.</p> <p>Discussion about the strike clause</p>	
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**Wrap Up**

<p><b>Future Agenda Items</b></p> <ol style="list-style-type: none"> <li>1. Review SLO Cloud Comments</li> <li>2. Establishing Measurable ILO/GEO Targets</li> <li>3. Finalizing Course Caps Discussion</li> <li>4. Fall 2025 Scheduling</li> </ol>	<ul style="list-style-type: none"> <li>• Faculty Chairs Handbook/Training (August)</li> <li>• Update Course Offerings Matrix (August)</li> <li>• Review SLO Cloud Comments (August)</li> <li>• Start Scheduling/Add Pending Classes (September/February)</li> <li>• Review Chairs Manual (March)</li> <li>• FT hiring prioritization for following Fall (October)</li> <li>• Sticky-less Friday (March/October)</li> </ul>
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<p><b>Announcements</b></p>		<p><b>Kevin-</b></p> <p>Pilot project</p> <p>Changes to health and wellness staff</p> <p>HW appts: 20 percent physical 80 percent mental health</p> <p>CHC will post for a new position using funding resources:</p> <p>Associate Dean for Health and Wellness. This replaces the Health and Wellness Coordinator position.</p> <p>Qualifications include being a Licensed LMFT Will serve 50 percent service provider and 50 percent manager.</p> <p>This provides a capacity to ramp up mental health services in a more meaningful way.</p> <ul style="list-style-type: none"> <li>- Intentional outreach to public safety and veteran groups</li> <li>- Position will be responsible for the BIT team and providing professional development for all faculty and staff to assist students with mental health needs.</li> </ul> <p>Budget to hire other practitioners to expand services.</p> <p>Information will be posted in the next 2 to 3 weeks.</p> <p><b>Ashley-</b></p> <p>Professional Development lecturing in your discipline to other faculty and staff</p>	
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		<p>Teach your discipline in other areas campus wide.</p> <p>(i.e. Introduction course in your field – 1hr presentation)</p> <p>Please reach out to Kashaunda for PD Form to participate.</p> <p>Hispanic Heritage month –</p> <p>Lotteria Zoom this Monday, Oct 7<sup>th</sup> 12pm-1pm</p> <p>Virtual guest speaker for Hispanic heritage month:</p> <ul style="list-style-type: none"> <li>- Shayla Rivera aerospace engineer and rocket scientist with NASA Tuesday, Oct 15th from 12pm -1 pm</li> </ul> <p>Flyers will be sent for Ofrenda.</p> <p><b>Sam-</b></p> <p>Next Friday, Oct 11th SBCCD Olympics at Valley (Gym and Track)</p> <p>Crafton brought home a gold and silver.</p> <p><b>Mark-</b></p> <p>Lair of Dracula -Choose your own adventure -No two shows are the same!</p> <p><b>Natalie-</b> Banned Book Week Oct 5-11, 2025 - Read Parable of the Sower</p>	
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<b>Adjournment</b>		10:27am	
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<p><b>Mission Statement</b></p> <p>The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.</p>	<p><b>Vision Statement</b></p> <p>Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.</p>	<p><b>Institutional Values</b></p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>
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