Crafton Hills College Faculty Chairs Council Minutes

Date: January 31, 2025 at 9:00 am -11:00 am
Place: CCR-233

Next Meeting: February 7, 2025
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

Members:

Co-Chairs

X_____ Lauren Bond/Ashley Hayes (ENGL)
XX_____ Breanna Brighton/Rick Hogrefe (CMLG)
X_____ Jeff Cervantez/Julie McKee (SOC/CULT)
XX____ Jimmy Grabow/Ernesto Rivera (COUN)
_____ Paul Jacques/Mark McConnell (PART)
X_____ Danny Rojas/Michael Sheahan (AH)

Solo-Chairs

X_____ Danielle Bell (MATH)
X_____ Cheryl DiBartolo (SOCSCI)
X_____ John Grounds (PS)
X_____ Natalie Lopez (LIBR)
X_____ Farhad Mansourian (BUS/ECON)
X_____ Meridyth McLaren (HDEV)
X_____ Meridyth McLaren (VART)
X_____ Chris Olivera (KINES)
X_____ Sandra Ruiz (CIS/CSCI)
X_____ Sam Truong (SCI)

Others Present:

_____ Willie Blackmon (DEAN SSSD)
_____ 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_____ Amanda Ward (ASSOC DEAN CEHD)
_____ Dan Word (DEAN CEHD)
X_____ Keith Wurtz (VPI)

Guests: Kevin Horan

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Brighton	9:02am	
Approval of the minutes	Brighton		Motion to approve by J. Grounds; Second by R. Hogrefe Abstention: B. Andrews Minutes approved.
Follow Ups	Brighton	• PT Seniority • DE certified instructors - Edits/modifications, please contact Cynthia Hamlet • Honors Instructors - Edits/modifications, please contact Judy Cannon	
Information, Discussion, and Business			
1. Faculty FT Prioritization (30 min)	Wurtz & Horan	***Goal****: Identify faculty chair priorities in terms of future potential fulltime faculty hires.* Largest hiring effort, ten positions for most gain for program growth Ten available FTES	

		Reviewed the Draft FT Faculty Hires for 2025-2026 Start Please contact Keith with any thoughts or concerns.	
2. Prefixes and Common Course Numbering (15 min)	Wurtz	*Goal*: *Discuss phase I and prefix changes for Fall 2025.* Communication Studies Political Science Psychology Math 100 changes to STATC 1000 The aim is to ensure that a student can enroll in any community college across the state and access the same courses. *Phase II and timelines & expectations*. History English Economics Art History Biology Chemistry Math Astronomy Anthropology Communications Sociology Child Development	
3. Course Dog Implementation (15 min)	Wurtz	*Goal*: *Discuss training for Chairs, and how to start using the system next meeting.* Course Dog is live! After the training on February 21, we will use CourseDog for scheduling.	Breanna will schedule the Feb. 21st meeting a Computer Lab
4. Fall 2025 Scheduling (15 min)	Wurtz	*Goal*: *Discuss timelines and updates.* Schedule will go live February 13th. Registration starts April 7th.	
Standing Reports			
5. VPI Report	Wurtz	Dual Enrollment Please provide any suggestions and feed back to your dean. - Provide suggestions of days and times - Offer fewer sections. Keith met with the superintendents to start conversations.	

		The Dual Enrollment Committee will convene on February 6th at 1 PM and will continue to meet on the first and third Thursdays of each month at 1 PM thereafter. Current Members - Sabrina - Breanna - Rick - Jonathan - Ashley - Julie - Danielle - Souts - Belinda Fraudulent students - Please be on alert. For StarFish inactivity flag alerts - Please send Breanna an email with your course name and section, along with the duration for which you would like the flag to be set. Suggestion: include in your syllabus a statement like, "You will be dropped with no activity…" Additional Suggestion: add and early video assignment. *If you suspect any fraudulent students, please reach out to Keith.	
6. VPSS Report	Spencer	Nothing to report	
7. Deans Reports	Deans	Dan and Sara are attending the Credit for Prior Learning Summit. Jeff - Nothing to report. Ivan - Nothing to report. Amanda - Nothing to report.	
8. Academic Senate Report	McLaren	Resolutions AI Training - Please provide feedback to Kashaunda on what format, and/or what topics to include. Student senate will present two resolutions	
9. Guided Pathways/CAPs Report	Grabow	No updates	
10. CTA Report (First Friday)	Bell	Bowling event	

Wrap Up	
Future Agenda Items	• Faculty Chairs Handbook/Training (August)

• Review SLO Cloud Comments • Establishing Measurable ILO/GEO Targets • Finalizing Course Caps Discussion	• Update Course Offerings Matrix (August) • Review SLO Cloud Comments (August) • Start Scheduling/Add Pending Classes (September/February) • Review Chairs Manual (March) • FT hiring prioritization for following Fall (October) • Sticky-less Friday (March/October)	
Announcements	Kevin sent an email about resources, if you have any information that would be helpful, please forward. Natalie: Curated BHM display and gallery walk. The research database has been updated. If your students experience any difficulties navigating it, please reach out to the library for assistance.	
Adjournment	10am	

Mission Statement	Vision Statement	Institutional Values
The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.	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.	Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.