

# Crafton Hills College Faculty Chairs Council Agenda



**Date:** April 18, 2025 at 9:00 -11:00 am  
**Place:** CCR-233  
**Next Meeting:** May 02, 2025  
 9:00 am -11:00 am

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

**Guests:**

AGENDA ITEM	PERSON	Recommendation/Discussion/Future Business	ACTION
Call to order	Brighton		
Approval of the minutes X2 (March 7 <sup>th</sup> and April 4 <sup>th</sup> )	Brighton		
Follow Ups	Brighton	<ul style="list-style-type: none"> <li>o Dual Enrollment Menu (<a href="#">on SharePoint</a>)</li> <li>o Prep Spring 2026 schedules for CourseDog Open Lab at the end of next Chairs Council meeting. Bring your laptops to next meeting.</li> </ul>	Breanna adds “D.E Menu” to Faculty Chairs Handbook before next meeting

**Information, Discussion, and Business**

1. Student Equity Plan	Wurtz	<p><b>Goal:</b> Revise and update the plan for 2026 and beyond, providing examples of activities currently being planned and executed on campus.</p> <p><a href="https://docs.google.com/spreadsheets/d/1mlfX_dOL1hNFJDyPxucSv-ljiSZYvpGw/edit?gid=1065790678#gid=1065790678">https://docs.google.com/spreadsheets/d/1mlfX_dOL1hNFJDyPxucSv-ljiSZYvpGw/edit?gid=1065790678#gid=1065790678</a></p>	
2. Faculty Chairs Handbook Updates	Brighton	<p><b>Goal:</b> Review remaining content for updates and accuracy.</p> <ul style="list-style-type: none"> <li>• Page 6</li> <li>• Page 7</li> <li>• Page 14-20</li> <li>• Page 28-36</li> <li>• Page 40-44</li> <li>• Page 45-46</li> <li>• Page 48-49</li> <li>• Page 50-51 (Academic Senate)</li> </ul>	

		<ul style="list-style-type: none"> <li>• Page 52</li> <li>• Page 55-56</li> <li>• Page 57</li> </ul>	
3. Review Scheduling Principles	Chairs	<b>Goal:</b> <i>Ensure scheduling remains student- centered.</i>	
4. Review/Revise Student Scheduling Survey	Wurtz	<b>Goal:</b> <i>Prepare to gather info from students regarding plans for fall 2026 enrollment trends.</i>	
5. Canvas Syllabi Receptacle Discussion	Brighton	<b>Goal:</b> <i>Gain faculty input on improving process efficiency and transparency by submitting syllabi into a campus-wide Canvass shell.</i> <ol style="list-style-type: none"> <li>1. How public would we want this shell?</li> <li>2. Pros?</li> <li>3. Concerns?</li> </ol>	

### Standing Reports

6. VPI Report	Wurtz		
7. VPSS Report	Spencer		
8. Deans Reports	Deans		
9. Academic Senate Report	McLaren		
10. Guided Pathways/CAPs Report	Grabow		
11. CTA Report	Bell		

### Wrap Up

#### Future Agenda Items:

- CourseDog Open Lab

- Faculty Chairs Handbook/Training (August)
- Update Course Offerings Matrix (August)
- Review SLO Cloud Comments (August)
- Start Scheduling next year's classes (September/February)
- Review Chairs Manual (March)
- FT hiring prioritization for following Fall (October)
- Sticky-less Friday (March/October)

#### Announcements

#### Adjournment

#### 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

We rely on the following values to support our vision and mission:

- 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.