

Crafton Hills College Crafton Council Minutes

Date: August 27, 2013
Time: 1:00 p.m.
Location: President's Conference Room

Members Present:
Cheryl Marshall – Chair
Denise Allen
Patrick Dorsey
Jessica McCambly
Bryan Reece
Scott Rippy
Keith Wurtz

Members Absent:
Colleen Gamboa
Michelle Tinoco
Rebecca Warren-Marlatt
Mike Strong

Guests:
Ben Gamboa

	DISCUSSION	FURTHER ACTION
Review and Approval of Minutes of May 14, 2013 Meeting (5 min)	<p>The minutes were approved as amended.</p> <p>Note: Corrections are highlighted.</p> <p>Other Committee Recommendations:</p> <p>By consensus, it was agreed the SSEEM Committee currently has 26 committee members including the following:</p> <p>Crafton Council – Denise reported that the Academic Senate is recommending the AS President, President Elect or Immediate Past President serve on Crafton Council.</p>	<p>Corrections will also be made in the Organizational Handbook.</p>
Changes to Priority Registration – Rebecca (10 min)	<p>The item was tabled until the next meeting.</p>	
Committee Evaluations – Ben (10 min)	<p>Ben Gamboa presented the results of the Shared Governance Committee Self-Evaluations for 2012-2013. This is the second year Crafton has completed committee evaluations. The same survey questions and format were used to provide a basis for comparison.</p> <p>The following measurements were used in describing committee characteristics:</p> <ul style="list-style-type: none"> • Collaborative • Transparent • Evidence-Based • Effective • Efficient 	

	<p>Findings:</p> <ul style="list-style-type: none"> • 86 percent of the responses were on paper and the remaining 14 percent from the online form. • Only one person from the Chairs Council and Educational Technology Committee responded to the Self-Evaluation. It was suggested that Denise speak to the Chairs regarding evaluations. • 81% percent of the respondents plan to serve on a committee next year. • 37 percent of the respondents serve on five or more committees. • Respondents generally agreed that the processes, interaction, and outcomes of the committee were almost always or often collaborative (96 percent), transparent (90 percent), evidence-based (92 percent), effective (91 percent), and efficient (87 percent). All responses saw an increase in the selection of the Almost Always characteristic from the previous year. • The majority of respondents agreed or strongly agreed that their ideas were treated with respect (98 percent), there were sufficient opportunities to provide input on the committee (99 percent), and they were comfortable contributing ideas (98 percent). • In response to committee work overall, the following areas saw an increase: Clarity of charge, Information from committee to constituency groups, Information from constituency groups to committee, and Access to data. • Improvement most needed by Committee: Need for more meetings. 	<p>Denise will talk to the Chairs of Chairs Council and the Educational Technology Committee regarding the entire committee completing a committee evaluation.</p>
<p>Crafton Council Evaluations – Cheryl (10 min)</p>	<p>The Crafton Council Evaluations were positive. Improvement most needed by this committee is as follows:</p> <ul style="list-style-type: none"> • Needs more effective communication standards to help offset the occasional tangents. 	

<p>Organizational Handbook</p> <ul style="list-style-type: none"> • Updates for 2013-2014 - Rebeccah • Committee Makeup as Listed in the Organizational Handbook – Jessica • Appointment of Managers – Cheryl <p>(20 min)</p>	<p>Organizational Handbook Updates for 2013-2014:</p> <p>Cheryl will schedule a Chairs meeting during college hour to review the following:</p> <ul style="list-style-type: none"> • Expectations of Committee Membership • Explain Committee’s Charge and Role • Code of Conduct • Operational Rules • Template for Agendas and Minutes <ul style="list-style-type: none"> • Add: Under each committee, list Charge, Membership, Term, and Chair(s). Cheryl will come up with the wording for the next meeting. • Page 10: Convener/Chair: Add: During the first meeting, the Chair should cover the expectations of committee membership, explain the committee’s “charge” and role in decision-making and discuss the Code of Conduct. • Page 15: Under Crafton Council, change to Institutional Effectiveness, Outcomes and Assessment; Add: Institutional Review Board. • Page 17: Membership: Add: President Elect, Academic Senate or Immediate Past President, Academic Senate. • Page 18: Denise will send updates to Rebeccah for Academic Senate. Patrick will send updates to Rebeccah for Student Senate. • Page 19: Keith will send information to Rebeccah to add Institutional Review Board. The committee is a Crafton Council Committee. • Page 20: Student Success, Engagement, Enrollment Management, and Matriculation (SSEEMM) Committee needs to address membership. • Page 21: Professional Development/Flex Advisory Committee. Membership: Add: Ten faculty, two classified staff, and one manager are represented on the committee. . • Page 21: Safety Committee: Membership: Add: One representative appointed from CSEA and SBCCTA. • Page 22: Delete President’s Council. Add: STEM Steering Committee. Cheryl will ask Rick Hogrefe about student representation. • Page 24: Student Services Functional Committees: Updates will be sent to Rebeccah. • Page 24: Academic Exceptions Committee: Membership: Add: Faculty are appointed by the Academic Senate. 	<p>Committee Chairs will send their changes to Rebeccah.</p> <p>Language is needed regarding the process for the selection of Co-Chairs.</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------

	<ul style="list-style-type: none"> Page 26: Constituency Committees: Denise will send updates to Rebeccah. 	
<p>Clarification of the CHC Safety Committee's Function and Purpose in Relation to the District Safety Committee – Jessica</p> <p>(5 min)</p>	<p>The campus Safety Committee issues are specific to the campus and arise from campus policies and procedures.</p>	
<p>Establishment of Code of Conduct for Committee Members – Jessica</p> <p>(5 min)</p>	<p>It was suggested that the Code of Conduct be included under Committee Responsibilities in the Organizational Handbook.</p>	
<p>Committee Membership 2013-2014 – Cheryl</p> <p>(15 min)</p>	<p>Michelle Tinoco will send us the Classified memberships.</p> <p>Jessica will send an updated list of Committee Assignments for 2013-2014.</p> <p>Updates:</p> <p>Curriculum:</p> <ul style="list-style-type: none"> Add: Bryan Reece as Manager Delete: Rebeccah Warren-Marlatt as Manager <p>Educational Master Plan:</p> <ul style="list-style-type: none"> 2nd and 4th Tuesday Delete: Keith Wurtz as Chair Add: Bryan Reece as Chair Need a Faculty Co-Chair Add: Keith Wurtz as Manager. <p>SSEEM</p> <ul style="list-style-type: none"> Need to confirm days. Currently listed at 1st and 3rd Friday Need a Faculty Co-Chair Add: Bryan Reece as Manager <p>Institutional Effectiveness, Accreditation, and Outcomes</p> <ul style="list-style-type: none"> 1st and 3rd Tuesday <p>Technology Planning</p> <ul style="list-style-type: none"> Need to confirm days. Currently listed as 2nd and 4th Thursday Need an ETC Representative from the Academic Senate <p>District Budget</p> <ul style="list-style-type: none"> Add: Cheryl Marshall and Mike Strong as Managers <p>District Strategic Planning</p> <ul style="list-style-type: none"> Need to confirm days Delete: Charlie Ng as Chair Add: Tim Oliver as Chair <p>EDCC</p> <ul style="list-style-type: none"> 3rd Thursday 	<p>Michelle will send the Classified memberships.</p> <p>Jessica will send the updates to Kelly.</p> <p>Kelly will make the changes to the managers.</p> <p>The Committee Assignments will be sent out to the campus once it is finalized.</p>

<p>Instructional Spaces for Meetings – Jessica (10 min)</p>	<p>Academic classes will receive the first priority for classroom space. Meetings will have to work around the academic schedule of classes.</p>	
<p>Proposed Building Names – Cheryl (5 min)</p>	<p>Cheryl asked the Council to review the proposed Building Names as options to be discussed at a future Council meeting.</p> <p>Cheryl will bring the board policy for naming buildings to the next meeting.</p>	<p>Cheryl will bring Board Policy for naming building to the next meeting.</p>
<p>Management Values – Cheryl (5 min)</p>	<p>The Management Values were distributed and reviewed by the Council. The Code of Conduct has been completed by Management, Faculty, and Classified Staff.</p>	
<p>Alignment and Partnerships Update – Cheryl (10 min)</p>	<p>Cheryl distributed the Long-term Alignments and Partnerships and asked the Council to begin thinking about alignment opportunities to streamline how a student gets through college. Cheryl made a presentation last week to the Academic Senate.</p> <p>Consideration of Partnership opportunities:</p> <ul style="list-style-type: none"> • Brandman University • National University • YCJUSD • Inland Leaders Academy <p>It was suggested that we look into the method used at Long Beach City College for placement. Student transcripts from high school place students into college courses. Studies have shown that the results are better than placement tests.</p>	<p>Denise plans to discuss “Cal Pass” with the Executive Committee of Academic Senate.</p>
<p>Goals and Topics for 2013-2014 – Cheryl</p> <ul style="list-style-type: none"> • What goals do we want to set as a committee? What topics/issues do we want to address? • From 2012-2013: SSEEM Committee, Grant Process, Resource 25, Accreditation, Allocation Model/Growth, Student Success Act and Initiatives • New: Hiring Prioritization, Construction Budgets, Ed Master Plan, Open Ed Resources/Online, Alignment and Partnerships <p>(10 min)</p>	<p>New Goals for 2013-2014:</p> <ul style="list-style-type: none"> • Priorization List for Hiring. Provides a more transparent way of hiring and for making long-term plans. Cheryl started working on this with Faculty Chairs in 2011-2012. • Long-term Human Resources Hiring Plan • Construction Budget – Over budget, may have to revisit what we can afford <p>By consensus, Crafton Council approved the recommendation to move ahead on “Wait Lists” for Spring 2014 semester. Keith will notify Larry Aycock.</p>	<p>Keith will notify Larry Aycock that the college will begin using “Wait Lists” for Spring 2014 semester.</p>
<p>Next Meeting: September 10, 1:00 p.m.</p>		
<p>Mission Statement The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.</p>	<p>Vision Statement The vision of Crafton Hills College is to be the premier community college for public safety and health services careers and transfer</p>	<p>Institutional Values Our institutional values are creativity, inclusiveness, excellence, and learning-</p>

preparation.

centeredness.