

Crafton Hills College

Educational Master Plan Committee Minutes

September 23, 2014

3:00-4:20 pm

LRC 135

Committee Members

- Co-Chair: Bryan Reece - P
- Co-Chair: Debbie Bogh - A
- Denise Allen-Hoyt - P
- Jane Beitscher - P
- Ben Gamboa - A
- Cyndi Gundersen - A
- Donna Hoffmann - P
- Rick Hogrefe - A
- Janine Ledoux - A
- Gary Reese - P
- Michelle Riggs - P
- Ernesto Rivera - P
- Mike Strong - P
- Crystal Sultzbaugh - A
- Esmerelda Vazquez - A
- Rebecca Warren-Marlatt - P
- Keith Wurtz - P
- Dean Papas (Guest) - P

Committee Charge

The Education Master Plan Committee develops, reviews, and revises the Education Master Plan with input from appropriate constituencies.

14-15 Goals

Fall '14 Goals

- ~~Rewrite/Reaffirm EMP Definitions~~
- Revise Charge
- Organize EMP Approval Process
- Write Goals and Objectives
- Write Strategy for Assessment and QEIs
- Develop EMP Implementation Strategy
- Revise Committee Website (Phase 2)
- Develop Training for New Members
- Maintain Engage-Learn-Advance Campaign
- Develop Campus Communication Plan

Spring '15 Goals

- Secure Campus Approval of New EMP
- Start Implementing Ed Master Plan
- Revise Educational Philosophy Statement
- Organize Inaugural State of Education Address
- Maintain Engage-Learn-Advance Campaign

Summer '15 Goals

- TBD

TOPIC	DISCUSSION/ACTION	Further Action
1.0 Approve of Minutes from 9/23/14 meeting (B Reece; C Gundersen) <ul style="list-style-type: none"> • See Minutes 	<ul style="list-style-type: none"> • Members reviewed minutes and approved as written. 	
2.0 New Members/General Committee Training <ul style="list-style-type: none"> • Today's Topic: "What is a QEI" • Topic for Next Time? 	<ul style="list-style-type: none"> • Bryan asked what should new EMP members know. <ul style="list-style-type: none"> • Keith defined QEI. • Keith suggested new committee members learn the difference between a goal and an objective. • Mike suggested they understand how EMP is intertwined with the rest of the campus. 	
3.0 Committee Charge Update (Bryan) <ul style="list-style-type: none"> • Recommended Change: "The Education Master Plan Committee develops, reviews, revises and facilitates implementation of the Education Master Plan with input from constituent groups." • Discussion • Submit to Crafton Council 	<ul style="list-style-type: none"> • Denise suggested it revised to read "The Educational Master Plans Committee has the responsibility to develop, revise, and plan..." but questioned who is responsible for implementation. • The committee came to the consensus that the EMP Committee should be responsible for monitoring EMP progress and reporting to the Crafton Council. 	
4.0 Accreditation Visit (Rebecca)	<ul style="list-style-type: none"> • Rebecca reminded members that the accreditation visit would begin on 9/29/14 and that EMP members may be asked to meet with accreditation team. • Members should do their best to make themselves available, be confident with their answers, and give details and examples. 	

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<p>4.0 Accreditation Visit (continued)</p>	<ul style="list-style-type: none"> Per Rebecca, EMP is reflected under Standard 1B – Improve Institutional Effectiveness. Members advised to review EMP’s charge, past minutes to note accomplishments, and the Committee’s information gathering procedures. Under Rebecca’s direction, Committee practiced answering potential accreditation questions. 																			
<p>5.0 EMP Approval Process (Debbie)</p> <p>Once we have the SDs and their corresponding goals, we need to start collecting campus feedback. [Need to fill in facilitators and dates]</p> <table border="1" data-bbox="155 648 712 1041"> <thead> <tr> <th>Activity</th> <th>Facilitator</th> </tr> </thead> <tbody> <tr> <td>Discuss SDs and Goals in Academic Senate</td> <td>Denise</td> </tr> <tr> <td>Discuss SDs and Goals in Classified Senate</td> <td>Ben</td> </tr> <tr> <td>Discuss SDs and Goals in Student Senate</td> <td>Bryan & Rebecca</td> </tr> <tr> <td>Revise SDs and Goals Based on Senates’ Comments</td> <td></td> </tr> <tr> <td>Build Comprehensive EMP (Intro, Objectives, etc.)</td> <td></td> </tr> <tr> <td>Present EMP to Campus for Comments</td> <td></td> </tr> <tr> <td>Revise EMP Based on Campus Comments</td> <td></td> </tr> <tr> <td>Present EMP Recommendation to Crafton Council</td> <td></td> </tr> </tbody> </table>	Activity	Facilitator	Discuss SDs and Goals in Academic Senate	Denise	Discuss SDs and Goals in Classified Senate	Ben	Discuss SDs and Goals in Student Senate	Bryan & Rebecca	Revise SDs and Goals Based on Senates’ Comments		Build Comprehensive EMP (Intro, Objectives, etc.)		Present EMP to Campus for Comments		Revise EMP Based on Campus Comments		Present EMP Recommendation to Crafton Council		<ul style="list-style-type: none"> The EMP Committee set a goal to have the QEI revised and to begin collecting feedback from the campus by the end of Spring 2015. Bryan suggested EMP representative’s present the information to their respective groups (i.e. Academic, Classified, and Student Senates) and illicit feedback from them. <ul style="list-style-type: none"> See table to left for agreed upon assignments to date. 	
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<p>6.0 Discuss EMP Goals (Bryan)</p> <ul style="list-style-type: none"> Re-Affirm Goals under SDs 1, 2, 3, 4 and 8 Affirm Goals under SDs 5 and 6 Discuss Goals under SDs 7 and 9 	<ul style="list-style-type: none"> Rebecca directed a discussion on SD 7 and the members tried to define growth in terms of development vs. expansion. <ul style="list-style-type: none"> Members expressed concern that SD 7 reflects more of a step to a goal rather than a goal in itself. Dean gave a brief presentation on the current aspirations of the Professional Development Committee & their desire to reinvision Professional Development. <ul style="list-style-type: none"> Members agreed a goal to “revitalize & reinvision PD” should be added as 8.03 Committee as a whole felt that 8.01 needs to be humanized. After Dean’s presentation a discussion ensued about revising 8.03 to reflect the desire to create a Learning Organization. Mike lead a discussion on SD 9.0 stressing the importance of rewriting goals to reflect an emphasis on growth with consideration to deficit. <ul style="list-style-type: none"> Members agreed that goals should be built based upon CHC’s plans as to where they are headed and align its resources accordingly. 																			

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6.0 Discuss EMP Goals (continued)	<ul style="list-style-type: none"> A discussion followed regarding 9.07 and the idea of rewording it to read "Maintain a safe, secure, and beautiful collegiate environment." It was suggested by members that a SD be added to express the objective to grow into a comprehensive college and present said SD to the Crafton Council 																												
7.0 Discuss Objectives (Bryan) <ul style="list-style-type: none"> How should we proceed? 	<ul style="list-style-type: none"> Item not discussed 																												
8.0 Discuss Assessment and QEIs (Keith) <ul style="list-style-type: none"> How should we proceed? 	<ul style="list-style-type: none"> Item not discussed 																												
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11.0 Develop Campus Communication Plan <ul style="list-style-type: none"> Conceptual Question: As a committee, what are our obligations for informing the campus? What do we think the campus community's obligations should be to become/remain informed about the EMP? Responses: Website, Agendas, Minutes, Presentations to Senates and Crafton Council, Survey from Campus, Engage-Learn-Advance Campaign, other? 	<ul style="list-style-type: none"> Item not discussed 																												
12.0 Wrap Up (All) <ul style="list-style-type: none"> Questions/Comments/Items from Floor Future Agenda Items? Next Meeting (2nd and 4th Tu) = October 14, 2014 	<ul style="list-style-type: none"> Meeting adjourned at 4:30 p.m. 																												
CHC Mission: The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning. CHC Vision: 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. CHC Values: Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.																													