

# Crafton Hills College

## Education Master Plan Committee Minutes

October 28, 2014  
3:00-4:20 pm  
LRC 135

### Committee Members

- Co-Chair: Bryan Reece - Present
- Co-Chair: Debbie Bogh - Present
- Denise Allen-Hoyt - Absent
- Jane Beitscher - Absent
- Ben Gamboa - Absent
- Cyndi Gundersen - Present
- Donna Hoffmann - Present
- Janine Ledoux - Absent
- Gary Reese - Present
- Michelle Riggs - Present
- Ernesto Rivera - Present
- Mike Strong - Absent
- Crystal Sultzbaugh - Present
- Esmeralda Vazquez - Absent
- Rebecca Warren-Marlatt - Present
- Keith Wurtz - Present

### Committee Charge

The EMPC develops, reviews and monitors progress on the Education Master Plan with input from appropriate constituencies.

#### 14-15 Goals

##### Fall '14 Goals

- ~~Rewrite/Reaffirm EMP Definitions~~
- ~~Revise Charge~~
- Oversee EMP Approval Process
- Write Goals
- Write Objectives
- Write/Assess and QELs
- Develop EMP Review Strategy
- Revise Committee Website (Phase 2)
- ~~Develop Training for New Members~~
- Maintain Engage-Learn-Advance Campaign

##### Spring '15 Goals

- Secure Campus Approval of New EMP
- Start Reviewing 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									
<b>1.0 Approve of Minutes from 10/14/2014 (B Reece; C Gundersen)</b> <ul style="list-style-type: none"> <li>• See Minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Approved minutes from October 14, 2014 with minor changes.</li> </ul>										
<b>2.0 New Members/General Committee Training</b> <ul style="list-style-type: none"> <li>• Today's Topic: "Strategic Directions, Goals and Objectives"</li> <li>• Topic for Next Time: "The EMP and Planning Connection"</li> </ul>	<ul style="list-style-type: none"> <li>• Michelle Riggs and Crystal Sultzbaugh are new members to the committee. Bryan explained the difference of strategic direction, goals, and objectives. Keith reminded members that actions are what we do to achieve the objectives.</li> </ul>										
<b>3.0 EMP Approval Process (Debbie)</b> <ul style="list-style-type: none"> <li>• Updates</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #d9ead3;">Activity</th> </tr> <tr> <td>Discuss SDs and Goals in Academic Senate</td> </tr> <tr> <td>Discuss SDs and Goals in Classified Senate</td> </tr> <tr> <td>Discuss SDs and Goals in Student Senate</td> </tr> <tr> <td>Revise SDs and Goals Based on Senates' Comments</td> </tr> <tr> <td>Build Comprehensive EMP (Intro, Objectives, etc.)</td> </tr> <tr> <td>Present EMP to Campus for Comments</td> </tr> <tr> <td>Revise EMP Based on Campus Comments</td> </tr> <tr> <td>Present EMP Recommendation to Crafton Council</td> </tr> </table>	Activity	Discuss SDs and Goals in Academic Senate	Discuss SDs and Goals in Classified Senate	Discuss SDs and Goals in Student Senate	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"> <li>• Debbie Bogh discussed the approval process. Student Senate and Classified Senate have been approached with input. The EMP committee still needs to reach out to the Academic Senate for input.</li> </ul>	
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<p><b>4.0 Develop Objectives (Bryan)</b></p> <ul style="list-style-type: none"> <li>• See Handout</li> </ul>	<ul style="list-style-type: none"> <li>• Bryan reviewed the adopted goals under each strategic direction. Members reviewed and categorized each goal.</li> <li>• Ernesto asked about the catalog changes being made at certain times. Rebecca informed members of the publication dates. Once it has been published it cannot be changed.</li> </ul>										
<p><b>5.0 Discuss Assessment and QEIs (Keith)</b></p> <ul style="list-style-type: none"> <li>• How should we proceed?</li> </ul>	<ul style="list-style-type: none"> <li>• Keith discussed the Quantitative Effectiveness Indicators. The first complete year is 13-14. He would like to start doing this annually in hopes to compare to other colleges. Bryan would like to add some measures to the annual data.</li> <li>• Keith explained that QEIs are data points. Course retention, persistence, transfer degrees and those types of things. Crafton should meet the targets that are set. Course success retention/completion should increase. Course success equals A,B, C in a specific class. Keith will be working on how to measure all the data.</li> </ul>										
<p><b>6.0 Phase 1 of Committee Website (C Gundersen)</b></p> <table border="1" data-bbox="167 1213 662 1503"> <thead> <tr> <th>Phase 1 Changes</th> </tr> </thead> <tbody> <tr> <td>Home Page [Add New Charge]</td> </tr> <tr> <td>Mission, Vision and Values</td> </tr> <tr> <td>Three Peaks Challenge</td> </tr> <tr> <td>EMP Outcomes and Results</td> </tr> <tr> <td>Agendas and Minutes</td> </tr> <tr> <td>Committee Membership [Update]</td> </tr> <tr> <td>Formative Evaluations</td> </tr> <tr> <td>Archive Page</td> </tr> </tbody> </table>	Phase 1 Changes	Home Page [Add New Charge]	Mission, Vision and Values	Three Peaks Challenge	EMP Outcomes and Results	Agendas and Minutes	Committee Membership [Update]	Formative Evaluations	Archive Page	<ul style="list-style-type: none"> <li>• Bryan requested changes to the membership page. Take off Yasmeen, Karen, Rick, and Janine. Add Esmeralda, Michelle, and Crystal. Michelle and Esmeralda will bring in a new blurb. Please email Kristi with committee charge update.</li> </ul>	
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<p><b>7.0 Phase 2 of Committee Website (C Gundersen)</b></p> <table border="1" data-bbox="167 1644 662 1801"> <thead> <tr> <th>Phase 2 Changes</th> </tr> </thead> <tbody> <tr> <td>Revise Committee Membership Page</td> </tr> <tr> <td>Education Master Plan</td> </tr> <tr> <td>Engage-Learn-Advance Definitions</td> </tr> <tr> <td>State of Education Address</td> </tr> </tbody> </table>	Phase 2 Changes	Revise Committee Membership Page	Education Master Plan	Engage-Learn-Advance Definitions	State of Education Address	<ul style="list-style-type: none"> <li>• This was not discussed</li> </ul>					
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<p><b>8.0 Wrap Up (All)</b></p> <ul style="list-style-type: none"> <li>• Questions/Comments/Items from Floor</li> <li>• Future Agenda Items?</li> <li>• Next Meeting (2<sup>nd</sup> and 4<sup>th</sup> Tu) = Nov 25 (Nov 11 is Holiday)</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 4:23 p.m.</li> </ul>	
<p><b>CHC Mission:</b> 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>CHC Vision:</b> 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>CHC Values:</b> Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>		