

CRAFTON COUNCIL

March 17, 2009

Notes

Present: Alex Contreras, Gloria Harrison, Rick Hogrefe, Candace Leonard, Cheryl Marshall, Charlie Ng, Catherine Pace-Pequeno, Ted Phillips, Cidhinnia Torres Campos, Moises Valencia

1. Activity Updates

- Recommendation #1/Integration of Plans

Ted reported that his first meeting will be held on Friday, March 20.

- Recommendation #2/Reliable Data

Cidhinnia reported that because of schedule conflicts, she has not been to schedule any meetings. In order to get participation from everyone, she will set up telephone meetings.

The first training workshop on accessing and understanding data will be held today.

The Research & Planning Office is in the process of setting up reports. ERIS will be moving to CHC's platform June or July. Hopefully, we will have more control over ERIS this coming summer. CHC needs to decide levels of access to data. Cidhinnia stressed again the importance of inputting correct data to get reliable information.

- Recommendation #3/SLO's - Administrative Services

Charlie Ng reported that he has met with most of his departments and will develop statements by the end of this month. Program implementation and assessment will take place in April.

- Recommendation #3/SLO's Instruction

Cheryl Marshall reported that about 85% of program SLOs have been written and 26% of course SLOs have been written. A master list of every course has been made and they will be developing a plan for every course. The goal is to get to proficiency level by next fall. Assessment should be completed next fall.

- Recommendation #3/SLO's - Student Services

Alex Contreras reported that he has held brainstorming sessions with his departments to determine SLOs and Unit Outcomes. The Student Services Department should be ready to write their report in late April or May.

- Recommendation #4/Governance

Rick Hogrefe and Catherine Pace Pequeno are working on the governance document. Rick will meet with Cidhinnia to look at previous climate surveys.

Rick pointed out that we need to identify where we are lacking in Classified and Student Senate participation. Candace Leonard stated that in order to get greater participation, managers need to be more accommodating. Gloria agreed to discuss this issue with managers during one of their meetings. She suggested that committee participation be spread around among the classified staff. Managers feel that the same employees are assigned to committees.

- Recommendation #8/Program Review

It was pointed out that we need to evaluate the effectiveness of distributed education courses at CHC. Program effectiveness and evaluation will be discussed at the ETC meeting.

- Recommendation #10/Long Term Fiscal Plans

Charlie reported that he had a preliminary meeting with Bob Temple and he will be meeting with the Academic Senate. He will also conduct training for managers, the Academic Senate and Classified Senate. Long-term fiscal plans will be developed which will integrate with Board Imperatives and the CHC's Educational Master Plan.

Discussion took place regarding the allocation of 1300 funds. For planning purposes, it would be helpful to know where the 1300 funds were spent. Figures from the last two years will be provided.

2. Meeting Schedules

It was requested that information on scheduled meetings be sent to Cheryl Cox and she so that she can keep a master calendar.

3. Other

Ted Phillips reported that he is in the process of setting up a webpage for the Crafton Council on the CHC website. He will attach an Input Form to solicit input from the CHC campus.

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I. Overview & Charge

1. Address findings of Accreditation Team (top priority)
2. Look at integration of all Plans

II. Time Line / Project Activities

- Charlie Ng distributed the attached timeline which was agreed to by all Council members.
- At the March 3rd meeting, leads will report on their plan and recommendations

III. Lead Person for Findings

- The following Lead assignments were made

Recommendation #1/Integration of Plans – Ted Phillips

Recommendation #2/Reliable Data – Cidhinnia Torres Campos

Recommendation #3/SLO's – Area Vice Presidents

Recommendation #4/Governance, Structure – Gloria Harrison, Rick Hogrefe, Candace Leonard,
Catherine Pace-Pequeno

Recommendation #8/Program Review – Cheryl Marshall & Catherine Pace-Pequeno

Recommendation #10/Long Term Fiscal Plans – Gloria Harrison & Charlie Ng

Cheryl Marshall will be the writing lead. The template used for the Self Study will be used.

IV. Expectations of Leads and Ad Hoc Committees

- Recommendation Leads will pull together staff needed for input to complete their plan
- Because of time-lines, we need to start NOW
- Leads will report on plans and timelines at the next Crafton Council meeting
- To obtain input from the entire campus, CHC campus groups will be consulted. To do so, the following assignments were made:
 - Chairs Council – Rick Hogrefe
 - Deans & Directors – Cidhinnia Torres Campos
 - Division Councils – Area Vice Presidents
 - Classified Senate – Candace Leonard
 - Associated Students – Ericka Paddock
 - Club Council – Ericka Paddock
 - Title V – Ted Phillips

The following Check Lists and Evidence Lists were established for each recommendation:

Recommendation 1 – Integration of Plans

Check List

- Create Plan
- Integration process
- Identify Key Performance Indicators
- Revise Educational Master Plan
- Connection to resource allocation

Evidence

- Institutional Long-Range Plan
- Meeting minutes & agendas
- Modified Plans/Timeline/Processes
- Key Performance Indicators
- Actual Allocation

Recommendation 2 – Reliable Data

(Note: Should have an end user focus)

Checklist

- Reliable Data
- Easy access
- Training
- Data Entry meetings
- End User meetings

Evidence

- Training materials/Rosters/Schedules
- Procedures for access
- Reports/Plans/PR
- ERIS/Reports
- Data Dictionary(s)
- Meeting minutes
- Standards for data entry

Recommendation 3 – SLO's

SLO's - Instruction

Checklist

- Having program level SLO's

- Having course level SLO's
- Having rubrics
- Conduct assessment
- Discuss results
- Make improvements as needed

Evidence

- Program level SLO's
- Course level SLO's
- Rubrics
- Assessment Data
- Discussions
- Improvement

SLO's - Student Services

Checklist

- Having Student Services Plan
- Having goals
- Having benchmarks
- Having measurement

Evidence

- Student Services Plan
- Goals
- Benchmarks
- Measurement
- And/or SLO/s

SLO's - Administrative Services

Checklist

- Having goals
- Having key performance indicators
- Having meetings
- Having Plans/Program Review

Evidence

- Goals
- Key performance indicators
- Meetings
- Plans/Program Review

Recommendation 4 – Program Review for Governance

Checklist

- Process of evaluation
- Identify groups in survey

- Process for participation/inclusion

Evidence

- Collegial Consultation document
- Survey results
- Minutes
- Memos/Presentations
- Rosters/Attendance

Recommendation 8 – Program Review and Plans

Checklist

- Finish Program Review for all units
- Distributed Education Evaluation

Evidence

- Program reviews
- Revised schedules
- Feedback/Memo
- Allocations
- Persistence/Retention/Success for Distributed Education courses
- Evidence of distance learning approval process
- Compare face-to-face with on-line
- Tools Committee products/minutes
- ETC minutes/documents
- Training schedules

Recommendation 10 – Long-Term Fiscal Plans

Checklist

- Funding needs
- Budget forecasts
- Financial statements
- Financial analysis
- Access to information

Evidence

- Training schedule/rosters
- Plan
- Minutes
- Process documentation reports
- Access list/procedures

Recap – Two weeks from now the council will have:

Schedule of activities

Corresponding due dates

Each lead person will report at next meeting

CRAFTON COUNCIL
February 3, 2009
Notes

1. Charge

1. The integration of all college plans
2. Guide follow-through on accreditation findings

2. Crafton Council Composition

Vice President of Administrative Services

Vice President of Instruction

Vice President of Student Services

Classified Senate President

Student Senate President

Academic Senate President

Co-Chair, Planning & Budget

Director of Research & Planning

Ex-Officio Members: President-elect of Academic, Classified & Student Senates

3. Meeting Dates

1st & 3rd Tuesday of each month, 1:00 p.m., LADM 302

4. Plans/Look for Themes

- Plans were identified and each member of the council is to read them, identify themes and identify gaps in order to establish college-wide goals for the next three years.
- Each vice president is to review planning in their division and identify themes.
- By May, the Council should have identified major themes, priorities, alignment and connections.
- Glen Kuck will be contacted regarding posting plans on the Web. Every active plan should be archived and available on the Web.

Plans in Place

Technology Plan

Educational Master Plan

Facilities Plan

BSI

Enrollment Management Plan

Professional Development Plan

Distributed Education Plan

Annual Planning Document

Program Review

Board Imperatives

Title V Activities

Research Plan

To Do

Financial Plan

Marketing/Outreach Plan

HR Development Plan

Research Agenda?

District Plans?