

CRAFTON HILLS COLLEGE
Crafton Council
Minutes
December 7, 2010

Present: Gloria Harrison, Cheryl Marshall, Karen Peterson, Scott Rippey, Mike Strong, Chris Walsh, Rebecca Warren-Marlatt

Absent: Denis Allen Hoyt, Colleen Gamboa, Chris Walsh

I. Call to Order

Gloria Harrison called the meeting to order at 1:00 p.m.

II. Approval of Minutes

The Minutes of the 11/16/10 meeting were approved.

III. Committee Progress Reports

The following reports were distributed and discussed:

- **Accreditation Committee – Cheryl Marshall**

The Accreditation Committee Report was submitted by Cheryl Marshall and Ralph Rabago. The Accreditation Committee is a new group and began meeting monthly in August 2010. The committee is responsible for overseeing the accreditation process at CHC and monitoring progress on standards and reporting. Overall, attendance has been good with strong participation. The two major things the committee accomplished are training and reaching consensus on seeking an internal report writer. A subcommittee for this position was formed and they hope to meet before Christmas. The position will be announced campus-wide in January. During the spring semester, the committee will select a writer, work on the report, and continue with training. Cheryl Marshall reported that CHC has received the final report from the visiting accreditation team and it is very positive.

- **Educational Master Plan – Cheryl Marshall**

The Educational Master Plan Committee is responsible for monitoring progress on the plan and making updates as needed. Overall, attendance at meetings has been good and members who attend have been participating in discussions. Because of the current heavy workload, the committee has postponed the task of revisiting CHC's Mission, Vision, & Values. QEIs for Student Satisfaction and Employee Satisfaction have been added because we now have measures based on surveys. The committee agreed that the EMP serves as the campus strategic plan, but the name should not be changed.

- **Enrollment Management Committee – Rebecca Warren-Marlatt**

The Enrollment Management Committee is charged with developing and overseeing a comprehensive enrollment management plan for the college. The Enrollment Management Committee meets twice per month. Attendance at meetings has been sporadic. The committee spent Spring 2010 and Fall 2010 reviewing and revising the 2008-2011 plan to align with the EMP and the college's QEIs. The plan will be completed by the end of December or mid-January. The Plan's goals and objectives all align with the Enrollment Management Plan. Title V funds will be used to develop a new Transfer Center.

Gloria stated that we need something in this plan that links CHC to the District and resource development.

It was agreed by consensus that we should have a campus-wide Budget Committee. The committee will fall under the leadership of the Vice President of Administrative Services and the President.

- **Matriculation Advisory Committee – Rebecca Warren-Marlatt**

The report was submitted by Kirsten Colvey. Rebecca reported that the role of the Matriculation Advisory Committee is to direct CHC's matriculation activities. The Committee meets twice a month and has great dialogue. The committee is currently working on drafting a new updated version of the plan. Their goal is to complete the revision and send the plan forward through the shared governance structure for approval in early 2011.

- **Outcomes Committee – Rebecca Warren Marlatt**

The Committee is charged to become experts on SLOs/SAOs; guide the SLO/SAO process for the entire college; provide a forum for on-going dialogue with regard to SLOs/SAOs and their assessment; communicate progress to the Accreditation Committee; report to the Crafton Council. Attendance at committee meetings is not particularly good, but they have good dialogue at the table and progress has been made on EMP goals. Rebecca stated that establishing and assessing institutional student learning outcomes is difficult to do at this point without support from faculty because they are the drivers. Rebecca hopes the Academic Senate will have more discussion about Institutional Learning Outcomes. Scott stated that faculty want justification and are waiting to see how things fall out with the Union. Gloria stated that by 2012 we need to have 100% of our SLOs completed. Scott suggested that we provide faculty with a timeline of deadlines. Rebecca suggested adding more instructional faculty to the committee. Scott and Rebecca will review the membership.

Cheryl Marshall stated that we need to make the dialogue piece work well and suggested that Assessment Day be focused on dialogue. She will share an Outcomes Timeline used in 2008. Cheryl also pointed out that assessment is becoming part of our culture but we don't have it in the EMP.

- **Planning & Program Review – Rebecca Warren-Marlatt**

Rebecca reported that the P&PR Committee meets weekly. Attendance is great and the committee is working hard. The committee is aware that people are uncomfortable with the workload and they are trying to streamline the process so there is not so much narrative.

Scott reported that there have been a couple of complaints regarding the lack of feedback. Feedback should come from the deans for annual plans and some programs have not received any feedback. This topic will be discussed at the management level.

- **Professional Development Committee**

A written report was submitted by Daniel Bahner. Rebecca reported that a mentor group has been formed and they had their first meeting last week. The distribution of name tags for all employees needs to be revisited.

- **Safety Committee – Mike Strong**

The goal of the Safety Committee is to help the SBCCD eliminate workplace injuries and illnesses by involving employees and managers in achieving a safe, healthful workplace and promoting awareness and participation in emergency response program. The committee will assist management in identifying safety hazards and suggesting ways to eliminate them. This committee meets monthly and attendance is sporadic. The 2nd Safety Inspection of the campus has been completed and the committee will give a report to the president. As of Monday, 91% of CHC employees completed safety training. During the summer, CHC received approval of the Safety Plan.

- **BSI**

No report -- BSI is in the process of doing a new plan.

- **Technology**

No report – Wayne is the process of putting a committee together.

- **Title V Steering**

Title V Steering Committee does not exist at this time.

IV. Adjournment

NEXT MEETING: January 18, 2011