## Crafton Hills College Crafton Council Committee Minutes

## Date: May 14, 2013 Time: 1:00 p.m. Location: President's Conference Room

Committee Minutes			
Members Present: Cheryl Marshall Denise Allen Colleen Gamboa Kyle Hundley Jessica McCambly Michelle Tinoco Rebeccah Warren-Marlatt Keith Wurtz	Members Absent:       Guests:         Mike Strong       Larry Aycoc         Raju Hegde       Debbie Bog         Kirsten Colv	h	
ТОРІС	DISCUSSION	FURTHER ACTION	
Review and Approval of the April 23, 2013 Minutes	The Minutes were approved as submitted.		
Program Review Cycle-Keith	<ul> <li>Keith reported that the Planning and Program Review Committee has been examining the workload of PPRC and the length and effectiveness of the three-year planning cycle. In addition, the committee collected information about planning cycles from other community colleges and conducted a survey at Crafton. The most common planning cycle from the 18 community colleges that responded to a request for information was a three-year planning cycle. However, 56% of the colleges had a 4 or 6 year planning cycle. The survey administered at Crafton received 55 responses. Fifty-six percent of the respondents feel that the length of the three year program review cycle is effective for program improvement. Of the 44% who felt that a three-year cycle was not effective, 38% felt a four-year cycle would be effective and 58% felt a five- year cycle would be effective. Based on the above findings, the PPRC would like to recommend that Crafton move from a three- to a four-year planning cycle.</li> <li>By consensus, Crafton Council approved the recommendation to move to a four-year planning cycle.</li> </ul>	Keith will send out a communication to the campus with a list of program review due dates.	
Committees <ul> <li>Changes for 2013-2014</li> </ul>	Members of the SSEEMS committee were present to give input on the committee's membership and to address concerns regarding the size of the committee. The committee looked at membership roles in context to the committee's charge as well as the level of input needed campus-wide. It was noted that three committees have been combined into one committee.	SSEEMS will define the committee membership by division, position, and title and return next fall with a recommendation.	

	<ul> <li>By consensus, it was agreed the SSEEMS Committee will have 26 committee members to include the following representatives:</li> <li>Student Services – 9</li> <li>Math, English, Reading and Instructional Support – 9</li> <li>Arts &amp; Sciences - 2</li> <li>CTE – 3</li> <li>Management – 2</li> <li>Students – 1</li> </ul> Discussion took place regarding the voting structure of the committee.	SSEEMS will develop a formal voting plan and return next fall with a recommendation.
Other Committee Recommendations	<b>Crafton Council</b> - Denise reported that the academic senate is recommending the AS President and President-Elect serve on Crafton Council. Currently, the President and Vice President serve on Crafton Council. It was pointed out the VP serve on Crafton Council because of their role on Planning & Program Review.	This item was tabled for further discussion in the fall.
SSA Implementation <ul> <li>SSEEM Committee Recommendations</li> </ul> <li>Other Committee Recommendations</li>	<ul> <li>Raju discussed the Student Success Act and Title 5 changes. He is confident CHC will meet the Fall 2015 mandated deadlines.</li> <li>Larry Aycock discussed the Priority Registration Plan developed by SSEEM. The Student Success Act mandates the plan be implemented by Fall 2014 registration. The committee's goal is to have it implemented by Spring 2014 so the kinks can be worked out for full implement in the Fall.</li> <li>By consensus, Crafton Council approved moving forward on implementation of the Priority Registration Plan.</li> </ul>	
VPI and Other Openings Update - Cheryl	<ul> <li>Cheryl gave an update on the selection process for the VPI and other openings.</li> <li>VPI - the position has closed and the screening committee is getting ready to meet. Cheryl suggested hosting a "Meet &amp; Greet" for the finalists. Denise will talk to the Academic Senate regarding the format.</li> <li>Aquatics Director – Position has closed.</li> </ul>	

	<ul> <li>Research Analyst – The position is being filled with an internal transfer.</li> <li>Counseling – In process</li> <li>Philosophy – In process</li> <li>PE – In process</li> <li>Public Safety Secretary – To be posted</li> <li>Child Development Center Director – To be posted</li> <li>Director of Marketing – Donna Hoffman will be transferring from SBVC</li> </ul>	
Growth Proposal Update	Cheryl reported that the District Budget Committee started working on a process for dialogue regarding the 70-30 split and will resume the conversation in the fall. The committee hopes to define the process, look at data, look at the environmental scan and then make a recommendation to the Chancellor by February. The final recommendation will be made in Chancellor's Cabinet in time for the Developmental Budget in March. In the meantime, the allocation model has returned to the 70-30 split. Because the decision had been made previously to go forward with the Growth Proposal, CHC will receive a one-time \$300,000 allocation out of the reserves to cover our increased budget for 2013-14.	
Other • Wait List	Denise asked about the status of implementing CHC's Wait List. Larry Aycock reported that SBVC completed their first full implementation this spring with very few problems. This item will be taken to the appropriate groups for discussion in the Fall	Larry will submit a program request to implement the Wait List.
Committee Evaluation	The Committee Evaluation form was distributed.	
Nest Regular Meeting: August 27, 2013		
<b>Mission Statement</b> The mission of Crafton hills College is to advance the education and success of students in a quality learning environment.	<b>Vision Statement</b> The vision of Crafton hills College is to be the premier community college for public safety and health services careers and transfer preparation.	Institutional Values Our institutional values are creativity, inclusiveness, excellence, and learning- centeredness.