

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: March 11, 2014
Time: 1:00 p.m.
Location: President's
Conference Room**

Members:

Cheryl Marshall – Chair
Denise Allen
Patrick Dorsey = **A**
Colleen Gamboa
Jessica McCambly

Bryan Reece
Scott Rippy = **A**
Mike Strong
Michelle Tinoco
Rebecca Warren-Marlatt
Keith Wurtz

A=ABSENT

TOPIC	DISCUSSION	Further Action
Review and Approval of Minutes of February 25, 2014 meeting	The minutes were approved as corrected.	
GE Addendum - Denise	<p>The Academic Senate approved a resolution that would allow students to use any one of three requirements (Crafton GE, CSUGE or IGETC) to get their degree conferred. In order to apply policy to this graduating class, the 2013-2014 catalog needs an addendum. Academic Senate drafted an addendum. They will also extend the graduation deadlines to accommodate the affected students. An email will go out to all students, twitter feed and Facebook to inform the students. In addition, there will be a post on the website.</p> <p>By consensus, Crafton Council approved the addendum to the 2013-2014 catalog that allows current students to use any one of the three requirements (Crafton GE, CSUGE or IGETC) to get their degree conferred.</p>	<p>Rebecca will work with Admissions and Records</p> <p>Cheryl will work with Donna to get information on website</p>
Advancement in Rank - Denise	<p>Crafton has had the Advancement in Rank policy for the past eleven years. Administrative Procedure 7210, Academic Employees, was updated to include the process that had previously been approved by the Academic Senate.</p> <p>Colleen requested that "certificated personnel" be replaced by "academic personnel" in the draft.</p> <p>Crafton Council is in support of the Advancement in Rank procedure as outlined in the updated draft of AP 7210 and Academic Senate forward Administrative Procedure 7120 to District Assembly for approval.</p>	

<p>ARCC CHC Description – Keith</p>	<p>The ARCC CHC Description was reviewed, updated and changes were made. The final description submitted is:</p> <p>Crafton Hills College serves over 7,500 students. Located in the foothills of Yucaipa, the campus has a park-like setting with welcoming open spaces. The College’s focus is to help students engage, learn, and advance. With over 40 degrees and 30 certificates, the college offers a diverse catalog of courses and Student Life activities to facilitate learning through career education and academic transfer. The faculty and staff serve students via mentoring relationships, contributing to a rich, balanced college experience.</p>	
<p>Policies and Procedures – All</p>	<p>All Administrative Procedures and Board Policies must go through District Assembly and they will only discuss the ones listed on their agenda each month.</p> <p>We have received three hard copies of the Administrative Procedures and Board Policies in Chapter Six Business and Fiscal Affairs. Cyndie has set up a shared drive for all members of Crafton Council to have an electronic version of Chapter Six. Per Stacey at the Chancellor’s Office we are to use Track Changes on the documents and she has requested all changes be submitted to her by March 31, 2014.</p>	
<p>Student Success Initiative Update – Rebecca</p>	<p>Rebecca spoke about the Update to the Educational Master Plan Committee on Student Success Track Force Initiative Projects. The Task Force is continuing to work on areas strengthening support for entering students including ramping up assessment orientation to include an on-line orientation. We are looking at an on-line Spanish orientation. We have not purchased this yet but our vendor says it is available.</p> <p>Recommendation 2.5 would require students to declare a major early. We don’t require that now. We have assessment tools to help students to decide on a major.</p>	

<p>Accreditation Updates</p> <ul style="list-style-type: none"> • Report Progress- Rebecca 	<p>Rebecca reported the self-evaluation report is proceeding. We have completed substantial portions of Standard 1 and 2; it is going more slowly and not much progress on Standard 3; and assignments have been made on Standard 4. Need to lean on Standard Chairs. Rebecca is meeting with Glen Kuck, Amalia Perez, Tim Oliver and Haragewen Kinde to go over Human Resources, Student Services and Facilities information. Keith Wurtz, Jose Torres and Rebecca will submit the annual report to ACCJC by the end of the month.</p> <p>One of the things holding up writers is they need to attach their narrative to evidence. Please make sure that committees post minutes online. This will help with the documentation process.</p> <p>Rebecca participated in a mock accreditation site visit at RCC last month. She felt it was very helpful. She would like to do one here in August.</p> <p>There will be a Study Session on Accreditation and Board related Accreditation Standards and Final Draft Self Study on April 24, 2014.</p>	
<p>Partnerships Update – Cheryl & Rebecca</p> <ul style="list-style-type: none"> • Middle College High School • Cal Baptist 	<p>The Brandman University partnership is moving forward. We have been approached by Cal Baptist and have a meeting scheduled later this month. We are talking to multiple K-12 partners regarding middle high school or high school students taking college level courses early either here or we teach at their location. We have been talking with Inland Leaders and the Yucaipa/Calimesa Joint Unified School District. Redlands Unified School District has Redlands eAcademy online school and currently are looking at more classes.</p> <p>Bryan Reece met with Sherman Indian High School in Riverside. Looking at concurrent enrollment classes. We could get credit for the FTE. This could get more high school students enrolled in college.</p>	
<p>Budget Update - Mike</p>	<p>The Statewide budget will fund us for actual generated FTEs last year. We budgeted for 12,644 FTEs and they funded 13,600 FTEs which gave us an additional 1.2 million dollars. We will utilize this to balance our deficit due to additional staffing and new buildings.</p> <p>Preliminary budget will be brought to Board in June with final budget to be approved in September.</p>	

<p>Announcements</p>	<p>Jessica McCambly reported that applications for a booth at the Art and Music festival in Yucaipa are available.</p> <p>Denise Allen reported that invitations have been sent out for the Aquatics Center celebration on July 11-12th.</p>	
<p>Next Regular Meeting: Tuesday, March 25, 2014 1:00 p.m.</p>	<p>Future topics: Regional Workforce Development; Construction priorities; Coop Title V Grant; Accreditation; Program Review lists; Policies and Procedures; Partnerships</p> <p>Meeting adjourned at 2:38 p.m.</p>	
<p>Mission Statement The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.</p>	<p>Vision Statement The vision of Crafton Hills College is to be the premier community college for public safety and health services careers and transfer preparation.</p>	<p>Institutional Values Our institutional values are creativity, inclusiveness, excellence, and learning centeredness.</p>