

# Crafton Hills College Educational Master Plan Minutes

**Date: December 13, 2011**  
**Location: LRC Multipurpose Room**  
**Time: 3:00 p.m.**

**Members Present:**  
 Daniel Bahner  
 Debbie Bogh  
 Karen Childers  
 Janine Ledoux  
 Cheryl Marshall  
 Michelle Riggs  
 Rebecca Warren-Marlatt  
 Miriam Williams  
 Sherri Wilson

**Members Absent:**  
 Ruth Greyraven  
 Rick Hogrefe  
 Leanne Perrault  
 Mike Strong  
 Keith Wurtz

TOPIC	DISCUSSION	FURTHER ACTION
Review and Approval of Nov 8, 2011 Minutes (5 min)	Minutes approved with no changes	
Update: Feedback on New Programs Process Draft (20 min)	Debbie and Cheryl presented their notes on the feedback from the Academic Senate meeting. The comments included: <ol style="list-style-type: none"> <li>1. New Program Origination Points               <ol style="list-style-type: none"> <li>a. Add "Industry" to the list</li> </ol> </li> <li>2. Discussion/Approval Process               <ol style="list-style-type: none"> <li>a. Step 1                   <ol style="list-style-type: none"> <li>i. Under "Data/Environmental Scan"                       <ol style="list-style-type: none"> <li>1. Sometimes data may not yet exist (ex., HIV/AIDS)</li> <li>2. What drives it?</li> <li>3. Internal/External Needs</li> </ol> </li> <li>ii. Under "Input and review of appropriate constituencies"                       <ol style="list-style-type: none"> <li>1. Do not provide a list of possible constituents</li> <li>2. Academic Senate has statutory responsibilities that other Senates do not</li> </ol> </li> </ol> </li> </ol> </li> <li>3. Implementation               <ol style="list-style-type: none"> <li>a. Funding Source(s) secured                   <ol style="list-style-type: none"> <li>i. Make sure the funding source does not displace an existing program</li> </ol> </li> <li>b. Resources identified and secured                   <ol style="list-style-type: none"> <li>i. Again, make sure it does not displace an existing program</li> </ol> </li> </ol> </li> <li>4. Other               <ol style="list-style-type: none"> <li>a. Make sure the process does not become prescriptive                   <ol style="list-style-type: none"> <li>i. Let it be a framework</li> </ol> </li> <li>b. Would like a definition of a "Comprehensive College"</li> </ol> </li> </ol>	<p><b>Michelle is presenting the model to the Classified Senate on 12-16-11.</b></p>

<p>Ideas for Employee Recognition (15 min)</p>	<p>Committee members brainstormed a list of possible ways to recognize employees:</p> <ul style="list-style-type: none"> <li>• Recognize entire departments</li> <li>• Used to give the GEM award for going the extra mile</li> <li>• Recognize everyone’s hard work in January</li> <li>• Provide mugs and other meaningful items such as Starbucks cards</li> <li>• Have a nomination process</li> <li>• Change “Professor of the Year” to “Faculty Recognition” for outstanding contributions</li> <li>• It’s okay to have a “hero” element to recognition</li> </ul>	
<p>Small Work Groups: Operational Definitions (30 min)</p> <ul style="list-style-type: none"> <li>• Collaboration &amp; Transparency – Rebecca, Mike, Leanne, Michelle</li> <li>• Evidence Based Decision Making and Effectiveness – Keith, Cheryl, and Debbie</li> <li>• Efficiency and Inclusiveness – Janine, Rick, Sherri</li> </ul>	<p>Small groups worked on first drafts of operational definitions.</p> <p><u>Efficiency</u> – Adaptively and innovatively using available resources to maximize potential outcomes and productivity.</p> <p><u>Inclusiveness</u> – Assuring everyone has the opportunity to be involved and each person’s input is equally valued.</p> <p><u>Evidence Based Decision Making</u> – Draw conclusions by analyzing a balance of reliable and objective evidence with collective wisdom.</p> <p><u>Collaboration</u> – People across departments, divisions, and job classifications are working together to share knowledge and build consensus toward a common purpose.</p> <p><u>Transparent</u> – People are open and honest about how and why decisions are made, appropriate information is readily accessible and is shared in a timely manner, and there is opportunity for input and feedback.</p>	<p><b>Work will continue at future meetings.</b></p>
<p>Other Business</p> <ul style="list-style-type: none"> <li>• Next Meeting: February 14</li> </ul>		
<p>Adjournment</p>		
<p><b>Mission Statement</b> The mission of Crafton hills College is to advance the education and success of students in a quality learning environment.</p>	<p><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.</p>	<p><b>Institutional Values</b> Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.</p>