

# Crafton Hills College Educational Master Plan Minutes

**Date: October 11, 2011**  
**Location: LRC Multipurpose Room**  
**Time: 3:00 p.m.**

**Members Present:**

Daniel Bahner  
 Debbie Bogh  
 Janine Ledoux  
 Cheryl Marshall  
 Michelle Riggs  
 Rebecca Warren-Marlatt  
 Miriam Williams  
 Sherri Wilson  
 Keith Wurtz

**Members Absent**

Ruth Greyraven  
 Rick Hogrefe  
 Leanne Perrault  
 Mike Strong

Guest: Karen Childers

TOPIC	DISCUSSION	FURTHER ACTION
Review and Approval of September 13, 2011 Minutes  (5 min)	Minutes approved with corrections	
Review Final Plan  (5 min)	Copies of the Final revised EMP were distributed to committee members. The EMP will also be available to other committees and will be distributed to Board of Trustees and District personnel.	
Review Charge and Membership  (10 min)	Members reviewed the committee's charge and membership. The following changes were agreed to: <ul style="list-style-type: none"> <li>• Meets <b>once</b> or twice per month</li> <li>• <b>Faculty Co-Chair, Planning and Program Review Committee or designee</b></li> <li>• <b>Add:</b> Director Grant Development and Management</li> </ul>	<b>Cheryl will take changes to Crafton Council</b>
Review Committee Evaluation Results  (20 min)	Members reviewed the self-evaluation results from last Spring. It was agreed that training for members and communication with constituencies could improve. To gain more input from constituencies, it was agreed that "working" sessions would be conducted as needed with constituency groups. To improve the training issue, new members will receive a mentor for 6 months.	

<p>Discuss Tasks and Timeline for 2011-2012</p> <ul style="list-style-type: none"> <li>• QEI Review</li> <li>• Progress Report(s)</li> <li>• Process for New Programs</li> <li>• Alignment with DSP</li> <li>• Alignment with other campus plans</li> </ul> <p>(45 min)</p>	<p>Suggestions were given for a timeline:</p> <ul style="list-style-type: none"> <li>• QEI review in Spring</li> <li>• Progress report reminders in Nov and Feb with a due date in Mar</li> <li>• Members will review progress in Mar and Apr and report to the campus in May</li> <li>• The “New Programs Process” Draft will be reviewed with the Senates beginning in Nov</li> <li>• Alignment with the DSP will begin in Nov</li> <li>• Alignment with other plans will begin in Nov with a template distributed to Plan Chairs and a due date of Feb proposed</li> <li>• Members will review other plans in Feb and Mar</li> <li>• Drafts of definitions for items in objectives 2.1.3 and 6.1.5 will be reviewed in Nov and Dec</li> <li>• Committee Self-eval will be done in Mar</li> </ul>	<p>Cheryl will draft a timeline for review at the next meeting Reminders will be sent to Plan Chairs Cheryl will distribute Draft of New Program Process to committee members</p>
<p>Other Business</p> <ul style="list-style-type: none"> <li>• Next Meeting: November 8</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>