

Crafton Hills College

Educational Master Plan Minutes

Date: November 13th, 2012

Name	P	Name	P	Name	P	Name	P	Name	P	
Mat Adams	N	Karen Childers	Y	Janine Ledoux	Y	Kyle Hundley	Y	Margaret Yau	Y	
Debbie Bogh	Y	Rick Hogrefe	N	Michelle Riggs	N	Keith Wurtz	Y	Gary Reese	Y	
Sharen Chavira	Y	Liz Langenfeld	N	Michael Strong	N	Rebecca Warren-Marlatt	N	Raju Hegde	Y	
Kathleen Gibson	N									
TOPIC				DISCUSSION				FURTHER ACTION		
Minutes, October 9 th , 2012 (5 minutes)				Approved as written.						
Develop process for revisiting mission, vision, and values. Survey? In-Service? Open Forums? Flex Day on April 9 th , 2013 (20 minutes)				Communicated that the President is supportive of the idea of distributing a survey to illicit feedback on whether or not we need to keep, revise, or replace the mission, vision, and values. Committee agreed that will evaluate results from survey and decide whether to revise mission, vision, or values. If it is decided to revise the mission, vision, or values this will occur on Flex Day, April 9 th , 2013 and the activity will be communicated through Professional Development Committee.				Keith will design survey, provide to committee for feedback, and distribute to campus. The survey will include open-ended options and ask if respondent thinks the mission, vision, and values are still appropriate.		
Process for creating new programs Review SRJC process and process developed by SSEEM (Raju will provide) (20 minutes)				<p>The EMPC discussed the formal process for starting a new certificate or degree program and that it is submitted to the curriculum committee. Questions raised included the following: Where do we go for establishing a program – Department, Division, Dean, ect? Does curriculum committee already have a process for creating new academic programs?</p> <p>Also discussed the need for discussing the creation of new programs during the process of applying for grants and how timelines for submitting grants are often very short.</p> <p>The EMPC also discussed the need to define a new program and creating a guide for establishing a new program.</p> <p>The process for creating a new program at Santa Rosa Junior College (SRJC) was also reviewed. Comments included that the process was clean but the document wasn't clear. Important that at Crafton develop a process that is flexible.</p>				Keith will talk to Dr. Marshall about attending an EMPC meeting and providing direction on creating a process for creating new programs.		
Small group activity: Review QEIs and decide whether to keep, change, or add new QEIs. <ul style="list-style-type: none"> QEIs 1 and 2: success & completion QEI 3 (fall to fall retention being discontinued by ARCC 2.0) and QEI 4 (degrees and certificates) 				Gary and Raju reviewed QEIs 1 and 2: success & completion <ul style="list-style-type: none"> EMPC discussed creating an additional measure, pass rate, that excludes "W" grades in the denominator 				QEIs 1 and 2 <ul style="list-style-type: none"> Keith will generate draft QEI to replace course completion rate with course pass 		

<ul style="list-style-type: none"> • QEIs 5 and 6: transfer rate and transfer readiness rate • QEIs 8 and 11: Job placement rate and employee satisfaction • QEIs 9 and 10: instructional productivity and outcomes assessment <p>(30 minutes)</p>	<ul style="list-style-type: none"> • Also discussed the CTE course success rates and the percent of students who took and passed national certifications. • EMPC discussed QEI 2 and did not see a need to collect since most of the effort is spent on increasing the course success rate • Also discussed the percent of first-time CHC students who successfully complete all proscribed developmental courses within three primary terms. <p>Debbie and Janine reviewed QEI 3 (fall to fall retention being discontinued by ARCC 2.0) and QEI 4 (degrees and certificates)</p> <ul style="list-style-type: none"> • Suggest that use first-time CHC students with a minimum of 30 units instead of first-time college students and do same measure as ARCC 1.0. Also, eliminate those who complete a degree or certificate from the cohort and see if can control for swirl. • No changes were suggested for QEI 4 <p>Kyle and Keith reviewed QEIs 5 and 6: transfer rate and transfer readiness rate</p> <ul style="list-style-type: none"> • Replace the QEIs with the new ARCC 2.0 transfer and transfer readiness rates. Each will be broken out into two separate cohorts a cohort of students who started at college level and a cohort of students who started below college level <p>Margaret and Karen reviewed QEIs 8 and 11: Job placement rate and employee satisfaction</p> <ul style="list-style-type: none"> • EMPC acknowledged limitations of QEI 8, job placement rate, but decided to keep • EMPC felt that measure provides good feedback and also decided to keep. Continue to provide CHC with opportunities to contribute suggestions for the survey <p>Sharon and Keith reviewed QEIs 9 and 10: instructional productivity and outcomes assessment</p> <ul style="list-style-type: none"> • EMPC decided to keep QEI 9 • The EMPC decided to revised QEI 10 in order to better reflect the information required by ACCJC in the annual reports 	<p>rate (i.e. exclude "W" grades in denominator. This will replace QEI 2.</p> <ul style="list-style-type: none"> • Gary Reese will put list together of programs that can provide the % of students who took and passed national certifications. • Keith will generate draft QEI that identifies the percent of first-time CHC students who successfully complete all proscribed developmental courses within three primary terms. <p>QEIs 3 and 4</p> <ul style="list-style-type: none"> • Keith will generate draft QEI that identifies first-time CHC persistence rate modeled after QEI 3 • Keith will also review ARCC 2.0 persistence rate as a possible QEI <p>Keith will also develop drafts and provide data for all suggested QEI changes.</p>
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<p>Develop list of committees and groups to present on EMP and who and when from the EMP will present the update. (10 minutes)</p>	<p>SSEEM – Keith Wurtz Faculty Chairs – Keith Wurtz IEAOC – Rebecca Warren Marlatt Matriculation – Raju Hegde PPRC – Keith Wurtz Technology Planning – Title V Steering – Debbie Bogh STEM – Michelle Riggs Student Senate – Kyle Hundley</p>	
<p>Committee Self-Evaluations (5 minutes)</p>	<p>Briefly reviewed the results from the self-evaluation survey. The results were very positive.</p>	
<p>Other Business</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>

DRAFT