

## Educational Master Plan Minutes

Name	P	Name	P	Name	P	Name	P	Name	P
Mat Adams		Karen Childers	X	Janine Ledoux	X	Kyle Hundley		Margaret Yau	X
Debbie Bogh	X	Rick Hogrefe		Raju Hegde	X	Keith Wurtz	X	Gary Reese	
Sharen Chavira		Ryan Bartlett		Michael Strong		Rebecca Warren-Marlatt		Ernesto Rivera	X
Kathleen Gibson		Daniel Bahner		Denise Allen	X	Scott Rippy			

TOPIC	DISCUSSION	FURTHER ACTION
Minutes, November 13 <sup>th</sup> , 2012 (5 minutes)	The minutes were approved as written.	
New members joining and/or leaving the committee (5 minutes): Michelle Riggs, Daniel Bahner, Denise Allen, Scott Rippy, Ryan Bartlett	Introduced new committee members.	
Review the EMP 2012-2013 Timeline (5 minutes)	After the EMPC reviews the results of the Mission, Vision, and Values Survey the committee will map out plan for revisiting the Mission, Vision, and Values if it is decided that it is needed. When the committee decides on a plan for the Mission, Vision, and Values the EMPC will adjust the 2012-2013 timeline if needed.	
New meeting schedule for the spring term. Will start meeting twice a month in the Spring (2 <sup>nd</sup> and 4 <sup>th</sup> Tuesdays). The 4 <sup>th</sup> Tuesdays are when the IEAOC meets. Can we switch to the 1 <sup>st</sup> and 3 <sup>rd</sup> Tuesdays from 3PM – 4:30PM? Next meetings would be on March 5 and March 19. Also suggested to meet on the 2 <sup>nd</sup> Tuesday and the 4 <sup>th</sup> Thursday. (10 minutes)	<p>Many suggestions were examined for the best time to hold the second meeting each month.</p> <p>The EMPC agreed to meet on both the second and third Tuesday each month. In addition to meeting on the second Tuesday for the rest of the spring semester, the committee will also meet on the third Tuesday of each month (February 19, April 16, and May 21).</p>	Keith will send out a calendar invitation for the third Tuesday each month from 3PM – 5:00PM
<p>Review draft process for creating new programs (30 minutes)</p> <p>Keith spoke with Dr. Marshall and relayed the concerns of the EMPC. Dr. Marshall is concerned with transparency and dialogue and moving away from something being developed in isolation. Need to have dialogue to discuss concerns and funding. Suggests that the EMPC develop a guide for creating program proposal that is brought to Crafton Council. Crafton Council would bring proposal to constituencies and bring back concerns and decision would be made at Crafton Council. The EMPC needs to draft guide and proposal process and take to Crafton Council. Crafton Council will decide whether it is appropriate for them to adopt.</p> <p>Dr. Marshall would like to develop a separate process for grants through Crafton Council.</p>	<p>The EMPC reviewed the draft of the process for creating new programs. Discussed programs that would fall under the proposed process like Left Lane and Public Safety. It was suggested that the committee needs to define a program.</p> <p>There are lots of programs and courses that work their way through the curriculum committee, similar to the new Computer Science program. New programs need buy in from both faculty and administration.</p> <p>The committee discussed whether all of the programs need to go through this process. For example, the swimming pool program. Does swimming fall under this? We already have a process through curriculum. Which programs would fit under this new process? There needs to be a larger discussion about new programs to determine what programs get priority.</p> <p>One of the problems is transparency. May not need just another process. What problem would it resolve? – Example: There is no place for a plan to be written. Where does a new program get written?</p> <p>Instructional processes for new programs are</p>	Keith will revise New Program Proposal Process by combining the process developed last year by the EMPC and the draft process created this year.

fairly transparent. Process for new programs seems good for student services.

May need process that goes from bottom up and not directly to Crafton Council.

Lack of transparency with curriculum approval process. Hasn't gone to Academic Senate. (e.g.: Computer Science). Need to have a process that includes a wider body of people who review new programs. To help this in the future curriculum course approvals will be presented as part of the Academic Senate agenda. The process is to work through the Curriculum Committee on the instructional side. Suggested that the draft process include the definition of a program.

A committee member suggested that we use an existing program to use as an example, like Computer Science, and draft what the proposal might have looked like.

A question was raised about how we would choose or prioritize programs if they were all proposed at the same time. Why are putting resources in one program and not others?

Process needs to include transparency for Academic Senate. That is the only thing that is missing. Excellent first step is to examine the process in the Curriculum Committee and Academic Senate to include the Senate in the process.

Members suggested that Crafton does not need a new process. Instruction goes through the Curriculum Committee process and Student Services creates new programs in collaboration with staff and managers. However, not having a process doesn't provide students the opportunity to provide input, especially on the Student Services side. Looking for a process that students and anyone could use to create a new program.

We need to define what a "new program" is and apply the process to areas and/or programs that are not covered currently. Need a process that is similar to a grant proposal and that includes the possibility of institutionalizing programs.

What programs would this process include?  
Talked about doing project proposal instead of program.

Discussed combining the process developed by the EMPC last year (i.e. New Program Process) with the New Program Proposal Process drafted

	this year to create a guide for implementing new programs.	
Update progress on feedback from distribution of the Mission, Vision, and Values Survey which was distributed on January 28. (10 minutes) <a href="http://depts.craftonhills.edu/Research/Mission/mission.htm">http://depts.craftonhills.edu/Research/Mission/mission.htm</a>	As of February 12, 2013, there were 18 responses. Dr. Marshall sent out a reminder today to complete the survey. Keith asked that the committee members encourage others to complete survey. It was also suggested that the survey be distributed to students.	Keith will send Kyle a link to the survey so that he can start to get student feedback on the mission, vision, and values. Keith will also send out the email to all currently enrolled students by creating a different link for students to use to complete the survey.
Other Business	The meeting was adjourned at 4:30PM.	
<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.	<b>Institutional Values</b> Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.