

Crafton Hills College

Educational Master Planning Committee Minutes

Date: September 10, 2013

Time: 3:00-4:40 pm

Location: LRC 226

Members and Guests

- P-Denise Allen-Hoyt
- A-Jane Beitscher
- P-Debbie Bogh (Co-Chair)
- A-Sharen Chavira
- A-Karen Childers
- P-Rick Hogrefe
- P-Janine Ledoux
- P-Bryan Reece (Co-Chair)
- A-Gary Reese
- A-Michelle Riggs
- P-Ernesto Rivera
- A-Mike Strong
- P-Rebecca Warren-Marlatt
- P-Keith Wurtz

| TOPIC | DISCUSSION | FURTHER ACTION |
|--|---|----------------|
| <p>1.0 Discuss Committee Organization</p> <ul style="list-style-type: none"> • Review committee structure, charge and protocols • Discuss management co-chair appointment • Discuss faculty co-chair selection | <ul style="list-style-type: none"> • Bryan Reece led introduction and had members go around the room and introduce themselves. • Co-chair selection procedure was discussed. • Bryan discussed the Educational Master Plan for Crafton Hills College. Discussed the overall quality of the document. Talked about it being an inspiring document; a comprehensive document. • Discussed tying the Educational Master Plan with the accreditation writing this year (visitation team will be at Crafton in Fall 2014). | |
| <p>2.0 Review EMP</p> <ul style="list-style-type: none"> • Impressions • Last year's close-out discussions • Implementation | <ul style="list-style-type: none"> • Discussed implementation. • Talked about the coming year's focus on continuing the implementation and picking up on some of those things from last year. • Bryan let members know that the Educational Master Plan will never have a deadline. | |
| <p>3.0 ID Big Goal</p> <ul style="list-style-type: none"> • President's goal is 85% completion rate • Create sense of urgency with deadline. "85% Completion Rate by 2016" | <ul style="list-style-type: none"> • Bryan Reece let members know that the Educational Master Plan is a living document. • The president has been talking about getting students at 85% completion rate by 2016. | |

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| <p>4.0 Develop Big Picture</p> <ul style="list-style-type: none"> • Explains what we do to reach the goal • Simple enough to explain; complex enough organize work • Ties big goal with institutional and unit-level planning • See example model in Appendix | <ul style="list-style-type: none"> • Bryan Reece discussed the need to get students to reach their own goal. Most students come with a goal to transfer. • Some students come to take certain courses for their current job. The smallest group is the lifelong learners. Currently Crafton has over 70% of course completion. • The place that Crafton is weak is program completion. • Members discussed tracking the students specific goal to show completion of their goal. • Tracking of students goal will help with funding. Bryan feels it would be important to track and have good data that will help the college. | |
| <p>5.0 Launch Campaign</p> <ul style="list-style-type: none"> • Re-introduce EMP to the campus community in a compelling package • Develop a metaphor or theme for the campaign. Metaphor should have local significance. See Appendix for example. • Organize in concert with accreditation visit • Launch at State of Education Address (Spring) • Organize signature activity | <ul style="list-style-type: none"> • Bryan Reece discussed the big picture for the Educational Master Plan. • He wants the committee to come up with a metaphor or theme that students can relate to. • There is an urgency to re-introduce the Educational Master Plan. Add some added energy by wrapping it around some compelling package. • Debbie Bogh suggested we come up with a slogan that students can relate to. • Members discussed getting the students to buy into the metaphor or slogan. Rebecca Warren-Marlatt suggested maybe chaining the logo to 3 peaks to go with the mountains that are around Crafton. • Bryan explained to members once they come up with their metaphor – organize a campaign and roll it out in the spring. | |

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| <p>6.0 Build Capacity for Improvement Systems</p> <ul style="list-style-type: none"> Track work (units and institution) Track improvements relative to engage-learning-advance (student, unit & institution) Track big goal in comparison to CHC history, IECCs, CACCs and USCCs. Revisit directions, goals, objectives and QEIs. <p><u>Processes</u></p> <ul style="list-style-type: none"> Planning (unit and institution) Decision-making (shared gov, collective bargaining, faculty discretion/academic freedom, management discretion). <p><u>Skills</u></p> <ul style="list-style-type: none"> Leaders help team implement EMP changes AND elevate the sense of community Everyone participate in vigorous debate AND protect sense of community Everyone understands how changes are connected to student success. | <ul style="list-style-type: none"> Bryan Reece discussed the capacity to get all of this work done falling into 3 categories: <ul style="list-style-type: none"> The first would be tracking work The second would be tracking improvements. The third, track big goal in comparison to Crafton's History. The goal is to get a strong educational plan. He is looking at progress in a public way. The college needs to make sure that there is a high skill level on campus with regards to implementing improvement relating to projects. Debbie Bogh commented that Denise Allen-Hoyt has a great ability to speak to people and get them to listen, even when it is not an easy situation. Members discussed maybe there could be some training in leadership where they can learn better communication skills. | |
| <p>7.0 Discuss Flex Day Activity (see handout)</p> | <ul style="list-style-type: none"> Bryan Reece explained his appendix that showed the activity that was done on the flex day. This was an example of the Big Picture Model and example of a metaphor. | |

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| <p>8.0 Assign Homework</p> <ul style="list-style-type: none"> • Work on developing your skills as a leader. Teach your folks positive criticism. The kind of criticism that solves problems AND brings us together. • Submit ideas to me. What do we need to consider or do in the four areas discussed above (big goal, big picture, campaign and capacity)? | <ul style="list-style-type: none"> • Bryan Reece assigned homework to all members. The questions presented to members: • “What do you think of the items presented? On the capacity issues. The skill to tackle that. What are your ideas there? What do we do with leadership and professional development?” • He let members know to get their ideas to him and he will bring them to the next meeting. This will all be connected to the Educational Master Plan. | <p>Members are to email their answers to Bryan Reece by September 24th.</p> |
| <p>9.0 Wrap Up</p> <ul style="list-style-type: none"> • Questions/Comments/Announcements • Next Meeting = <ul style="list-style-type: none"> ✓ Look at details around big goal, big picture, campaign and capacity ✓ Look at committee evaluation ✓ Other? • Adjourn | <ul style="list-style-type: none"> • Committee members offered Janine to Co-chair? Bryan stated that the committee did not have to make a decision now because some members are not present today. • Keith Wurtz did an update for fall 2013 with the snapshot and Crafton has unduplicated head count of 5666. There also is an increase in enrollment by 7%. The hispanic students have been the highest increase. This is the first time that hispanics, African American, Asian, Native American and Other are 51% of Crafton’s total population. • Bryan let members know to have their ideas to him by September 24th. • Debbie offered to be co-chair of committee. • Meeting adjourned at 4:30 p.m. | |
| <p>Mission: To advance the education and success of students in a quality learning environment. Vision: To be the premier community college for public safety and health services careers and transfer preparation. Values: creativity, inclusiveness, excellence, and learning-centeredness.</p> | | |