

CRAFTON COUNCIL

February 17, 2009

Notes

**Present:** Alex Contreras, Rick Hogrefe, Candace Leonard, Cheryl Marshall, Charlie Ng, Catherine Pace-Pequeno, Cidhinnia Torres Campos

**I. Overview & Charge**

1. Address findings of Accreditation Team (top priority)
2. Look at integration of all Plans

**II. Time Line / Project Activities**

- Charlie Ng distributed the attached timeline which was agreed to by all Council members.
- At the March 3<sup>rd</sup> meeting, leads will report on their plan and recommendations

**III. Lead Person for Findings**

- The following Lead assignments were made

Recommendation #1/Integration of Plans – Ted Phillips

Recommendation #2/Reliable Data – Cidhinnia Torres Campos

Recommendation #3/SLO's – Area Vice Presidents

Recommendation #4/Governance, Structure – Gloria Harrison, Rick Hogrefe, Candace Leonard,  
Catherine Pace-Pequeno

Recommendation #8/Program Review – Cheryl Marshall & Catherine Pace-Pequeno

Recommendation #10/Long Term Fiscal Plans – Gloria Harrison & Charlie Ng

Cheryl Marshall will be the writing lead. The template used for the Self Study will be used.

**IV. Expectations of Leads and Ad Hoc Committees**

- Recommendation Leads will pull together staff needed for input to complete their plan
- Because of time-lines, we need to start NOW
- Leads will report on plans and timelines at the next Crafton Council meeting
- To obtain input from the entire campus, CHC campus groups will be consulted. To do so, the following assignments were made:

Chairs Council – Rick Hogrefe

Deans & Directors – Cidhinnia Torres Campos

Division Councils – Area Vice Presidents

Classified Senate – Candace Leonard

Associated Students – Ericka Paddock

Club Council – Ericka Paddock

Title V – Ted Phillips

Academic Senate – Rick Hogrefe

The following Check Lists and Evidence Lists were established for each recommendation:

### **Recommendation 1 – Integration of Plans**

#### **Check List**

- Create Plan
- Integration process
- Identify Key Performance Indicators
- Revise Educational Master Plan
- Connection to resource allocation

#### **Evidence**

- Institutional Long-Range Plan
- Meeting minutes & agendas
- Modified Plans/Timeline/Processes
- Key Performance Indicators
- Actual Allocation

### **Recommendation 2 – Reliable Data**

(Note: Should have an end user focus)

#### **Checklist**

- Reliable Data
- Easy access
- Training
- Data Entry meetings
- End User meetings

#### **Evidence**

- Training materials/Rosters/Schedules
- Procedures for access
- Reports/Plans/PR
- ERIS/Reports
- Data Dictionary(s)
- Meeting minutes
- Standards for data entry

### **Recommendation 3 – SLO's**

#### **SLO's - Instruction**

#### **Checklist**

- Having program level SLO's
- Having course level SLO's
- Having rubrics
- Conduct assessment
- Discuss results
- Make improvements as needed

**Evidence**

- Program level SLO's
- Course level SLO's
- Rubrics
- Assessment Data
- Discussions
- Improvement

**SLO's - Student Services****Checklist**

- Having Student Services Plan
- Having goals
- Having benchmarks
- Having measurement

**Evidence**

- Student Services Plan
- Goals
- Benchmarks
- Measurement
- And/or SLO's

**SLO's - Administrative Services****Checklist**

- Having goals
- Having Key Performance Indicators
- Having meetings
- Having Plans/Program Review

**Evidence**

- Goals
- Key Performance Indicators
- Meetings
- Plans/Program Review

**Recommendation 4 – Program Review for Governance****Checklist**

- Process of evaluation
- Identify groups in survey
- Process for participation/inclusion

**Evidence**

- Collegial Consultation document
- Survey results

- Minutes
- Memos/Presentations
- Rosters/Attendance

### **Recommendation 8 – Program Review and Plans**

#### **Checklist**

- Finish Program Review for all units
- Distributed Education Evaluation

#### **Evidence**

- Program Reviews
- Revised schedules
- Feedback/Memos
- Allocations
- Persistence/Retention/Success for Distributed Education courses
- Evidence of distance learning approval process
- Compare face-to-face with on-line
- Tools Committee products/minutes
- ETC minutes/documents
- Training schedules

### **Recommendation 10 – Long-Term Fiscal Plans**

#### **Checklist**

- Funding needs
- Budget forecasts
- Financial statements
- Financial analysis
- Access to information

#### **Evidence**

- Training schedule/Rosters
- Plan
- Minutes
- Process documentation reports
- Access list/procedures

**Recap** – Two weeks from now the council will have:

Schedule of activities

Corresponding due dates

Each lead person will report at next meeting