

CRAFTON HILLS COLLEGE
Crafton Council
Minutes
May 3, 2011

Present: Denise Allen, Gloria Harrison, Cheryl Marshall, Scott Rippey, Mike Strong, Rebeccah Warren-Marlatt, Keith Wurtz

Absent: Karen Peterson, Colleen Gamboa, Chris Walsh

I. Call to Order

Gloria Harrison called the meeting to order at 1:30 p.m.

II. Approval of Minutes

The Minutes of the April 5, 2011 meeting were approved with one correction.

III. Campus Climate Results

Keith reviewed the results of the Campus Climate Survey. The purpose of the survey was to assess employee perceptions of the college's progress toward meeting goals and objectives identified in the Educational Master Plan. The total response rate was 28.2% (Managers 100%, Classified or Confidential Staff 38.9%, Full-time Faculty 50%, Part-time Faculty 0.04%). Keith explained that the low response rate provides a limited level of statistical validity when it comes to analyzing the data. The Council discussed areas with low levels of satisfaction which include inclusiveness and advancement for classified employees. Cheryl Marshall pointed out that we have road blocks regarding classified advancement; for example, we have many talented classified employees with M.A. degrees who are interested in teaching but we can't hire them because of local policy. Communication was another area that got a low satisfaction rating from faculty and classified employees. A suggestion was made to send out a weekly campus message with short bullet points announcing new employees, new campus committees, etc. Denise stated that the e-mail environment we are in is so overwhelming that it is ineffective and not working efficiently. Keith suggested asking staff, "What is the best way to communicate information?" and "What do you want to know?" Communication will be a topic for discussion at the next management meeting and a possible topic for In-Service Day.

IV. Prioritization of Planning Objectives

Copies of *Planning Priorities 2011-12* were distributed and discussed. Gloria commended the Planning and Program Review Committee for their diligence and hard work. The planning priority list was reviewed by President's Cabinet and some minor revisions were made. All assessment related SLO and SAOs were placed on priority 1 status because of the necessary campus-wide push for meeting the accreditation requirement for 2012. Program Review and Planning are now priority 2 because it

requires full participation for program sustainability. Crafton Council's task is to look at the list carefully to see if any changes should be made. Scott Rippy pointed out that the Deans are going to have to become much more involved in communicating with faculty that SLOs have to get done.

By consensus, Crafton Council approved *Planning Priorities 2011-12*.

V. Educational Master Plan

Cheryl Marshall distributed and reviewed the *Overview of the Educational Master Plan*. None of the Strategic Directions or Goals were changed, some of the Objectives were modified, and three new QEIs were added. The Plan will be presented at two open forums--Academic Senate and All Instruction meeting. Feedback and input are due May 9th.

VI. Enrollment Management Plan

Rebeccah distributed and reviewed the *Enrollment Management Plan*. This is a new plan developed to address the recruitment, admission, retention, and success of students. Rebeccah stated that the *Student Equity Plan* has not been collected for 5 years, so student equity and diversity goals and objectives are addressed in the plan to address those concerns. The *Enrollment Management Plan* will be presented to all campus constituencies. Cheryl Marshall pointed out that this plan aligns with the *Educational Master Plan* and next year we will work on getting other plans in alignment with the EMP.

By consensus, Crafton Council accepted the *Enrollment Management Plan*.

VII. Budget Committee

Mike Strong presented a proposal for a campus Budget Committee. The committee will be a shared governance committee reporting to Crafton Council. Gloria had questions regarding some of the proposed tasks of the committee. Mike will revise the proposal and bring it back to Crafton Council for consideration.

VIII. Smoking Committee

Mike is in the process of developing a Smoking Policy Committee.