

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: March 26, 2013
Time: 1:30 p.m.
Location: President's Conference Room**

Members Present:

Cheryl Marshall-Chair
Denise Allen-Hoyt
Colleen Gamboa
Kyle Hundley
Jessica McCambly

Michelle Tinoco
Michael Strong
Rebecca Warren-Marlatt
Keith Wurtz

Guest:

Karen Childers

TOPIC	DISCUSSION	FURTHER ACTION
<p>Review and Approval of Minutes</p>	<ul style="list-style-type: none"> The Minutes of the February 12, 2013 meeting were corrected as follows: <i>Denise also reported that faculty membership on site based and district safety committees is a union right defined by the CTA Agreement, Article 20 G which states: "The District shall allow for Association representation on any District-wide committee or any college-wide committee appointed by the Board or Chancellor or College President for the purpose of developing and promulgating safety rules or safety programs which may significantly affect unit members."</i> The Minutes of the March 12, 2013 meeting were approved as submitted. 	
<p>ACCJC Annual Report – Keith Wurtz</p>	<p>Keith reported that this year ACCJC has added the requirement of setting a minimum standard on the Student Achievement Data. The "standard" refers to a minimum standard that the college should not fall below. To determine the minimum standard, Keith used the five year average to calculate the standard deviation and then subtracted the standard deviation from the lowest rate in the five year range.</p> <p>Council reviewed the data & approved Keith's methodology for setting the minimum standard.</p>	

Building Naming Update – Mike Strong

Mike researched and reported on criteria other institutions are using for naming facilities that can be used to help guide us through the process. The CHC Foundation and the District Board of Trustees already have policies in place for approving building names. For monetary contributions, the recommendation would go through the Foundation as the first filter, then to the Chancellor for Board approval.

Criteria for consideration

- Must designate the function of the facility or property.
- Must reflect natural or geographic features.
- Must reflect a traditional theme of the university or college.
- Must honor an individual.
- Must honor a person who has achieved unique distinction in higher education or other significant areas of public service.
- Must honor a person who has served in an academic capacity and has earned a national or international reputation of a scholar or made extraordinary contribution to the campus.
- Must honor a person who has served in an administrative capacity and made extraordinary contributions to the campus or system to warrant the special recognition.
- When a proposal for naming in honor of an individual involves service to an individual in an academic or administrative capacity, the proposal should not be made until the person is retired or deceased.
- No name will be approved that will cause serious question to the public's respect of the college.

Local historical figures for consideration

- Ruben & Lester Finkelstein (Donated property for CHC; PAC is currently named after the Finkelsteins)
- Myron H Crafts & George H Crafts (Once owned the land & the Crafton Hills are named after them)
- Serrano Tribe
- Cahuilla Tribe
- Chief Juan San Antonio
- Jose Carmen del Lugo, Rancho San Bernardino
- Roadrunner – CHC's mascot

Move forward on a campus survey for naming suggestions.

Mike, Karen and Cheryl meet to discuss fundraising possibilities.

<p>Vice President of Instruction Hiring Process – Cheryl Marshall</p>	<p>Cheryl reported that the VPI position opened on 4/8/12 and will close on 4/25/2013. Because the process is beginning so late in the semester, there will not be enough time to complete the process before the end of the term. Faculty serving on the screening committee will receive a stipend for non-contract days. There probably will not be time for open forums, but we could consider a “Meet & Greet” event during the summer. Screening Committee members: Ben Mudgett and Kelly Bingham will represent classified employees; Rebeccah Warren-Marlatt and Rick Hogrefe will represent managers; four faculty and one student to be assigned.</p>	
<p>New Programs and Grant Approval Processes – Cheryl, Keith & Karen</p>	<p>Cheryl Marshall distributed and discussed drafts of the “<i>New Program Proposal Process and Guide</i>” and the previously approved “<i>Grant Approval Process.</i>” A process for new programs is being recommended because concerns have been raised over the process for developing new programs, the process for approving grants that require positions to be institutionalized, and communication regarding new programs and grants. Cheryl noted that the process should not be too beaucratic or bogged-down because sometimes we have a short turn-around time to submit grant applications.</p> <p>Denise reported that the Senate is working with Kim Salt to improve the communication piece of the curriculum process. AS is considering adding a consent agenda item that will include new program certificates, new degrees, and deletions to programs. Kim would prepare a list of curriculum items being submitted to the committee and would also give Denise a consolidated list at the end of the year with details on what happened during the year and the status of where items are in the approval process. Denise also reported that the senate has been discussing the grant approval process and suggest that a standing committee of the academic senate be included at step three or four in the process.</p> <p>Committee members discussed the advantages and disadvantages of possible solutions. Cheryl and Karen will revise the process outline to include the development of a list of parameters for seeking grants. Further discussion will take place on this issue.</p>	<p>Keith will take the proposal to the Educational Master Planning Committee for input.</p>

Next Regular Meeting: April 23, 2013		
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Mission Statement

The mission of Crafton hills College is to advance the education and success of students in a quality learning environment.

Institutional Values

Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.