

# Crafton Hills College Crafton Council Minutes

Date: October 22, 2013

Time: 1:00 p.m.

Location: President's Conference Room

**Members Present:**  
Cheryl Marshall – Chair  
Denise Allen-Hoyt  
Patrick Dorsey  
Jessica McCambly  
Bryan Reece  
Scott Rippy  
Mike Strong  
Michelle Tinoco  
Rebecca Warren-Marlatt (by speaker phone)  
Keith Wurtz

**Members Absent:**  
Colleen Gamboa

**Guests:**  
Kirsten Colvey  
Raju Hegde

	DISCUSSION	FURTHER ACTION
Review and Approval of Minutes of September 24, 2013 Meeting  (5 min)	The minutes were approved.  The minutes from past meetings will be sent out to the campus.	
Committees  • SSEEM Committee Update – Raju and Kirsten	<p>SSEEM Committee:</p> <p>The Council asked the SSEEM Committee to address the following areas:</p> <p><b>Membership:</b> Based on a meeting with Crafton Council last year it was decided to marry two of the committees, Student Success and Enrollment Management Committee and Matriculation Committee for a broader representation. The members were working on similar tasks with an overlap in responsibilities (enrollment management, student success, and basic skills initiative) and the SSEEM Committee has allowed for conversations about student success.</p> <p><b>Decision making:</b> Currently using a consensus model.</p> <p><b>Chairs:</b> Currently using a Steering Committee model. Kirsten and Raju have been taking turns chairing the committee</p>	<b>The decision regarding the SSEEM Committee will be addressed at the next meeting.</b>

<p>Committees (Continued)</p> <ul style="list-style-type: none"> <li>SSEEM Committee Update – Raju and Kirsten</li> </ul>	<p>The Council emphasized that all academic and professional matters (10+1) need to be reported back to the Executive Academic Senate Committee to be discussed.</p> <p>Cheryl will compare the handout provided by Kirsten to what is listed in the Organizational Handbook. At the next meeting the Council will address whether to approve the SSEEM Committee as a Steering Committee with the Co-Chairs being Managers instead of the current model of one manager and one faculty or classified staff member.</p>	
<p>Committees (Continued)</p> <ul style="list-style-type: none"> <li>Memberships 2013-2014 – Cheryl</li> <li>Chair Meeting – Rebecca and Bryan</li> </ul> <p>(20 min)</p>	<p>Mike Strong reviewed the changes to the "Charge and Purpose" of the CHC Budget Committee. The Council approved the following modifications:</p> <p>Committee Composition:</p> <ul style="list-style-type: none"> <li>Remove Executive Vice President of Instruction &amp; Student Services</li> <li>Add Vice President of Student Services</li> <li>Add Vice President of Instruction</li> <li>Add Director of Grant and Resource Development</li> </ul> <p>Committee Membership:</p> <ul style="list-style-type: none"> <li>Add Student representative to Chairs Council</li> <li>Robert Brown will be the Academic Senate representative on the Classified Senate Committee</li> </ul> <p>The Committee Membership List is on the web and will be updated as needed.</p> <p>The Chair Meeting was not well attended but went well. The Organizational Handbook was discussed as well as the "Charge and Purpose" of the committees. It was suggested to revise the template to include the "Charge" at the top of the agenda as well as identify the strategic goals being addressed. The following committees will be piloting the new format:</p> <ul style="list-style-type: none"> <li>IRB</li> <li>Professional Development</li> <li>Planning and Program Review</li> </ul>	

<p>Update on Grant Process – Cheryl, Karen, and Denise (30 min)</p>	<p>The committee reviewed the grant process. The goal is to be non bureaucratic and improve transparency and communication.</p> <p>Mike suggested that we add an area on the Grant Submission Process Flowchart to address ongoing general fund support. It was also suggested that a representative from the CHC Budget Committee serve on the Grant Writing Committee.</p> <p>The Academic Senate will finalize their discussion. If there are changes/recommendations, they will bring back a modified model to Crafton Council.</p> <p>CHC is interested in applying for a Title V Coop Grant. The grant is for \$775,000 per year for five years. Last year we had a committee working on a grant but decided not to fund it. We plan to use the ideas from last year:</p> <ul style="list-style-type: none"> <li>• Pathway Development</li> <li>• Pathway Alignment</li> <li>• Pathway Support</li> </ul> <p>As soon as the grant is posted, Cheryl will be sending out an email asking for volunteers to work on the grant particularly in the areas of English and Math. The grant is due in March, 2014.</p> <p>Cheryl pointed out she is not willing to institutionalize any grants right now until our budget issues are resolved.</p>	
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<p>College Hour – All</p> <ul style="list-style-type: none"> <li>• Dialogue and Input – How is each group collecting information?</li> <li>• Concerns – What have been expressed so far?</li> <li>• Target Date for Completion – When can we make a decision?</li> </ul> <p>(30 min)</p>	<p>College Hour is continuing to be discussed in Academic Senate, Classified Senate, and Student Senate. A survey was sent out through Chairs Council asking for faculty input.</p> <p>Cheryl will developed a Fact Sheet by the beginning of November to inform faculty and staff about College Hour and to address the concerns and benefits. College Hour will be on the agenda in November. If this is approved, it will be effective for the Fall 2014 semester.</p> <p>Concerns:</p> <ul style="list-style-type: none"> <li>• Will not be offering as many course sections</li> <li>• How do we schedule classes on campus to be more efficient?</li> <li>• Students want to take their classes and leave</li> <li>• Waste of time</li> </ul> <p>Benefits:</p> <ul style="list-style-type: none"> <li>• Student club meetings</li> <li>• Classified Senate meetings</li> <li>• Faculty and Staff Department meetings</li> <li>• Provides an opportunity for student to experience college life.</li> <li>• Provides students with an out of class experience that is inviting where they feel like they are part of campus life which in turn will improve student success.</li> <li>• Workshops</li> <li>• Professional Development activities</li> <li>• Establish relationships</li> </ul>	<p><b>A decision regarding College Hour will be an agenda item in November.</b></p>
<p>District Strategic Plan – Cheryl and Keith</p> <p>(10 min)</p>	<p>Cheryl asked the Council to review the handout titled "Brainstorming of SBCCD Strategic Planning Goals" with their contituents. The District Planning Committee is asking for the percentage of growth in the categories listed. The document will be included in the District Strategic Plan and overlaps with our Educational Master Plan. Send your input to Cheryl Marshall, Keith Wurtz, Robert Brown, or Tina Gimple by November 8<sup>th</sup>.</p>	
<p>Announcements – All</p> <p>(5 min)</p>	<p>Bryan will be working with the Academic Senate, Classified Senate, and Student Senate to gain their support on the Engage, Learn, and Advance framework for the Educational Master Plan.</p> <p>Robert Brown and members of the Professional Development Committee will be on the next agenda to talk about Professional Development support as a college and culture.</p>	

<p>Next Meeting: November 12, 1 p.m.</p>	<p>Future Topics: Professional Development, Resource 25, Accreditation, Allocation Model/Growth, Student Success Act and Initiatives, Hiring Prioritization, Construction Budgets, Ed Master Plan, Open Ed Resources/Online, Alignment and Partnerships</p>	
<p><b>Mission Statement</b> The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.</p>	<p><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.</p>	<p><b>Institutional Values</b> Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.</p>