

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: March 24, 2015
Time: 1:00 p.m.
Location: LRC 135**

<p>Members: Cheryl Marshall – Chair Denise Allen Grayling Eaton=A Jessica McCambly=A Bryan Reece Scott Rippy Mike Strong Crystal Sultzbaugh</p>	<p>Michelle Tinoco Rebecca Warren-Marlatt Keith Wurtz</p> <p>Guests: Daniel Bahner Dr. Glen Kuck Dean Papas Cassandra Thomas</p>	<p>A=ABSENT</p>
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TOPIC	DISCUSSION	Further Action
Review and Approval of Minutes of March 10, 2015	The minutes for March 10, 2015 meeting were approved as written.	
Professional Development Charge – Dean and Keith	<p>Dean and Keith presented the draft of the Professional Development charge. After discussion, it was suggested to change (changes highlighted in red) it to:</p> <p>The Professional Development Committee seeks to involve the entire campus in learning activities characteristic of the very best teaching and learning organizations. The Committee places the highest value on activities that help people to realize their individual and collective aspirations, raise the quality of their reflection and conversation, and hone their conceptualizations of the larger system in which their work is situated. In addition, the Committee actively seeks to help people to take advantage of learning opportunities with other institutions, organizations, and professional networks that fulfill our mission as a community college.</p> <p>The Professional Development Committee relies on research, evidence-based decision making, and the results of the learning assessments to inform professional development activities. Faculty on the committee also serve as the college’s Flex Advisory Committee, which views flex reports submitted by flex-eligible full-time faculty. The Professional Development Committee meets twice per month.</p> <p>Dean and Keith will take the suggestion back to the PDC for review. The PDC can make any additional changes or edits and will send it back to Crafton Council for approval.</p>	<p>To be placed on the Crafton Council agenda for 04-14-15.</p>

<p>SSEEMM Committee Charge - Keith</p>	<p>The SSEEMM Committee voted to change their charge to include the consideration of institutional and general education learning outcomes in planning (changes highlighted in red). Crafton Council additionally suggested to change the charge (red strikethrough):</p> <p>The Student Success, Engagement Enrollment Management and Matriculation Committee is charged with developing and overseeing a comprehensive Enrollment Management Plan, Basic Skills Initiative Plan, the Student Success Plan and the Student Equity Plan for the college. Specifically the Enrollment Management, Student Success, and Engagement Committee rely on research, evidence-based decision making, and the results from the learning assessments to address the recruitment, admission, retention, and success of all students, including the development of student support services and curriculum for transitioning basic skills students to higher levels of learning. The Enrollment Management, Student Success, and Engagement Committee meets twice per month.</p> <p>Keith and Rebeccah will take the suggestion back to SSEEMM for review. SSEEMM can make any additional changes or edits and will send it back to Crafton Council for approval.</p> <p>Rebeccah asked about the status of the Enrollment Management Plan at the District level and about updating Crafton’s Enrollment Management Plan. Cheryl stated the District Enrollment Management Plan needs to be completed first before we tackle Crafton’s plan. The SSEEMM committee is responsible for several very large plans i.e. Enrollment Management, Student Success and Student Equity. Should Enrollment Management be moved out of SSEEMM committee? Keith will talk with SSEEMM about moving Enrollment Management or possibly including some task forces like Budget Committee and Crafton Council.</p>	<p>To be placed on the Crafton Council agenda for April 14, 2015.</p>
<p>Crafton Council Charge - Keith</p>	<p>Cheryl stated in Fall we will invite Chairs to come and speak with Crafton Council on their accomplishments. It was also suggested that we add a question on the committee evaluation regarding ILOs.</p>	<p>To be placed on the Crafton Council agenda for April 14, 2015.</p>

Keith stated to help meet the ACCJC's College Recommendation 1 that states in part "Demonstrate the use of student learning assessment results in college-wide planning", we should revise the Crafton Council charge:

The Crafton Council is the central deliberative collegial consultation body at Crafton Hills College. Its fundamental purposes are providing information, facilitating communication, and solving problems related to shared governance. The primary functions of the Crafton Council are as follows:

1. Function as a clearinghouse for potential or actual shared-governance issues.
2. Provide information to and model best practices for shared-governance committees.
3. Serve as a forum for discussion of the progress of identified shared-governance committees that report to it.
4. Assume oversight and maintenance of the CHC Organizational Handbook.
5. Monitor Policies and Administrative Regulations related to shared governance, and recommend modifications thereof, or new Policies or Administrative Regulations, as needed.
6. Coordinate the systematic evaluation of governance and administrative structures, processes, and services.
7. Recommend resolutions of or guidelines on larger shared-governance questions as CHC.
8. Coordinate campus training in shared-governance principles and practice.
9. Promote integration of plans by monitoring alignment among them, and recommending corrective action when necessary.
10. ~~Ensure that the appropriate Crafton Council committees are reviewing learning assessment results at the wstart of each primary term and using the results to inform the activities of each committee.~~

The update was discussed and it was further edited to reflect the following change:

10. Crafton Council relies on research, evidence-based decision making and the results of learning assessments to inform planning and decision-making.

<p>Using Student Learning Assessment Results for Planning – Keith</p>	<p>Keith stated that he had reviewed this in the previous items. Cheryl emphasized how Keith was working with committees to revise charges and facilitate the use of learning assessment data to inform planning and decision-making.</p>	
<p>CHC Planning Calendar – Keith</p>	<p>Keith distributed a draft of a planning calendar to help keep track of lifespans of different plans, due dates and the AP/BP associated with them to use as a planning tool. After discussion, it was suggested that Keith develop a checklist, guidelines or best practices planning template to help with the writing of plans.</p> <p>The Facilities Master Plan is Ad Hoc at this time. After discussion, it was suggested by Denise Allen that the CHC Technology Plan should be merged with the Facilities Master Plan as technology is like a utility both deal with building/space issues including wiring, cables, etc. The Tech Plan needs to support all the other plans so they can provide all the necessary technology.</p>	<p>Crafton Council needs to review the committees for next year and institute any changes for 2015-2016 and re-prioritize as needed.</p>
<p>International Program Update – Dr. Glen Kuck</p>	<p>SBCCD does not have an International Program at this time. Currently there are 9 international students at Crafton and 30 at SBVC. The largest group is from Vietnam and they are majoring in all subjects. We are not currently providing additional services for these students. CSUSB has 1,100 international students.</p> <p>The State Chancellor and universities have started a 2+2 model to incorporate community colleges as a pathway. Some countries limit the money given to students and this enables them to complete their degree within that allotment. They achieve more support, smaller classes, assimilate, and have higher success rates. Here the average is \$6,000 per year and at CSU it is \$15,500.00 and at UC it is \$37,700 approximately.</p> <p>This is Contract Ed (not apportioned revenue). It allows us to buy additional sections and pay for instructors and if the classes are not full, we can offer to all students.</p> <p>The model discussed was Butte College in Oroville, CA. It took five years to grow their program. They currently have 200 international students. They</p>	

	<p>started small and focused on quality education. They stated the break-even point is 100-150 students.</p> <p>Glen indicated the next steps include a collective committee district wide to decide if we want to pursue this. Possibly start at the District since not enough students to establish a program. Once large enough, transition to the colleges. We need compliance with SEEVIS by incorporating an orientation program and support structures. Glen asked for feedback and is going out to both campuses to share this background information.</p>	
<p>Title V Grant Proposal – Daniel Bahner and Keith</p>	<p>The Title V proposal is due May 19, 2015. The first draft needs to be completed by April 6, 2015 to allow the readers a chance to edit. After going to a Title V Best Practices Conference, it was determined that we cannot include Left Lane in our grant proposal. Two program officers stated that Title V would not fund the Left Lane Program.</p> <p>Our proposal includes two parts:</p> <ul style="list-style-type: none"> • Getting to college • Getting through college <p>The title of our Grant is Double MPAC, Marking Pathways to Access College and Mentoring Program, and Academic Coaching.</p> <p>Double MPAC will increase the access, persistence, and graduation rates of Hispanic and other underrepresented students <i>by improving the college readiness</i> of San Bernardino County's future college students ("getting to") <u>and</u> <i>increasing the academic success of CHC students</i> ("getting through").</p> <p>Daniel Bahner will be the Project Director.</p> <p>Will include outreach programs for Hispanic students in high school, junior high and elementary schools; parent outreach activities; and mentoring and academic coaching program by possibly incorporating Summer Bridge, Master Students, First-Year Experience and Learning Communities.</p> <p>There will be an open forum on Monday 03-30-15.</p>	

	<p>Denise suggested including an ESL component since some of the students may not be English proficient.</p> <p>Cheryl stated the budget needs to include line items for family oriented events and supplies.</p> <p>Give any information you wish to include to Daniel, Karen Childers or Keith if you think of something.</p>	
Key Policy - Mike	<p>The Key Policy was updated with the suggested changes and it was presented to Crafton Council.</p> <p>By consensus, Crafton Council approves the CHC Key Policy.</p>	
Building Names – Cheryl and Mike	<p>Cheryl reviewed the building names and wanted to finalize all changes.</p> <p>Student Center/Cafeteria to Crafton Hall SSA to Faculty-Bridge Clock Tower Building Classroom Bldg. – West Complex Crafton Center SSB to SSA – SSB (Student Support Building) CHS and LADM to Science Annex and Central – to be combined as one building and called Central Complex (CNTL). Facilities to renumber the rooms. New science building – Canyon Hall OE1 to Visual Arts (ARTS) BC to East Complex OE2 to Public Safety & Allied Health Complex (PSAH) MSA to North Complex Aquatics Center – KHA</p> <p>By consensus, Crafton Council approves the CHC building names and acronyms.</p>	
Chancellor’s Evaluation - All	<p>Suggestions for external partners to be included to receive the Chancellor’s evaluation were provided to members of the Evaluation Committee.</p>	
Announcements - All	<p>None.</p>	
Next Regular Meeting: Tuesday, April 14, 2015 1:00 p.m.	<p>Meeting adjourned at 3:10 p.m.</p>	
<p>Mission Statement The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.</p>	<p>Vision Statement Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.</p>	<p>Institutional Values Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>