

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: April 14, 2015
Time: 1:30 p.m.
Location: LRC 135**

<p>Members: Cheryl Marshall – Chair Denise Allen Jessica McCambly=A Bryan Reece=A Scott Rippy Mike Strong Crystal Sultzbaugh=A Cassandra Thomas</p>	<p>Michelle Tinoco Rebecca Warren-Marlatt Keith Wurtz</p> <p>Guests: Larry Aycock</p>	<p>A=ABSENT</p>
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TOPIC	DISCUSSION	Further Action
Review and Approval of Minutes of March 24, 2015	The minutes for March 24, 2015 meeting were approved as written.	
Priority Registration Criteria and Process – Larry Aycock	The Priority Registration sub-committee of SSEEMM put together a Priority Registration Rubric Sheet and a Program Application for Priority Registration so there is a process in place for requests. A group can only request levels B-F priority registration. Level A is mandated groups only. Every few years each application to be re-evaluated to see if still necessary. Once an application is received, the SSEEMM committee will score it utilizing the Priority Registration Rubric Sheet and then forward the request to Crafton Council for approval. Denise Allen indicated that Academic Senate might want to be included in the approval process. She will add the Priority Registration process to the next Academic Senate agenda for approval. Once approved, we will add to the next Crafton Council agenda.	<p>Denise to place on the Academic Senate agenda for 04-29-15</p> <p>Add to Crafton Council agenda for approval on May 12, 2015</p>
Committees - All	<p>Keith presented the final draft of the Crafton Council Charge:</p> <p>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:</p> <ol style="list-style-type: none"> 1. Function as a clearing house for potential or actual shared-governance issues. 2. Provide information to and model best practices for shared-governance committees. 	<p>Update Crafton Council charge on website</p>

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

By consensus, Crafton Council approves the Crafton Council Charge.

Keith presented the final draft of the Education Master Plan Committee Charge:

The Educational Master Planning Committee relies on evidence (e.g.: quantitative and qualitative research, learning assessment results, etc.) to develop, review, and revise the Educational master Plan with input from appropriate constituencies. It meets twice per month.

By consensus, Crafton Council approves the Educational Master Plan Committee Charge.

Keith presented the Student Success, Engagement, Enrollment Management, and Matriculation (SSEEMM Committee) Charge:

[Update Educational Master Plan Committee Charge on website](#)

	<p>Keith presented the Technology Planning Committee Charge:</p> <p>The Technology Planning Committee is charged with relying on research and evidence-based decision making to develop and oversee a comprehensive technology plan for the college. The Technology Planning Committee meets quarterly.</p> <p>By consensus, Crafton Council approves the Technology Planning Committee charge.</p> <p>Crafton will be adding a Facilities Committee. Mike Strong will draft the charge and membership for Crafton Council review.</p>	<p>Update the Technology Development Committee Charge on the website</p>
<p>Copy Center Update- Cheryl</p>	<p>Dr. Marshall met with the Chairs committee, a number of individual discussions including all the high volume users to discuss the Copy Center. They will be adding more copy machines including several that are color and removing the large copier in the Copy Center at the end of its lease. Technology Services anticipates a \$20,000.00 cost savings per year.</p> <p>Next step is forming an implementation plan. A committee needs to be formed to draft up the plan. Need to address how to support part-timers at night. Cheryl to speak with Academic Senate on Wednesday, April 15, 2015.</p>	
<p>Adam Diaz and Amanda Markey</p>	<p>We lost two students in the last five days. Rebecca Warren-Marlatt to draft up a protocol checklist to follow when a similar tragedy which will include Admissions/Records, Financial Aid and letters from the President to the families of the students. Adam Diaz and Amanda Markey were both Master Students and graduating this year. Admissions and Records will insure diplomas will be issued for both students. Adam will receive History Student of the Year at the Student Recognition Dinner. Both will have pictures and bios in the Scholar's Convocation program.</p>	
<p>Guidelines for Selecting Coordinators - Bryan</p>	<p>The Guidelines for Selecting Coordinators has been reviewed by the CTA union and they have approved an MOU for release time with the District.</p>	

<p>CHC Bookstore – Cheryl & Mike</p>	<p>Initially the District was looking at outsourcing the Bookstores. However, Mike Strong and Scott Stark submitted a 3 year plan to make the bookstores self-supporting (profitable) and Bruce approved the plan. Our goal is to meet student needs including affordability. The plan includes adding promotional items, increasing sales due to increase in FTES, a new POS (point of sale) system, and expanding the book rental program. We need to reduce costs of goods sold, reduce inventory of books, reduce freight costs, reduce ratio of costs of sales vs net sales.</p> <p>Part of the plan includes eliminating the 5% student discount on books. This may be an issue. Cheryl spoke with Crystal Sultzbaugh, Student Senate President and she indicated the biggest draw for students to purchase an AS Sticker for the 5% book discount. The monies raised from the sale of the AS Sticker funds the Associated Student Government activities including scholarships. Mike to try to find another way to raise profits or maybe keep the discount but reducing it to a lower percentage.</p> <p>Chancellor Baron will be purchasing the POS system from Capital Outlay Fund but the bookstore will reimburse. The plan utilizes an increase of 1% FTE per year (very conservative).</p>	
<p>Institutional Effectiveness Framework and Target Setting – Keith and Rebeccah</p>	<p>Rebeccah indicated a statewide effort to provide community colleges with technical assistance. Crafton had applied for this grant and did not receive the grant. A few information sessions have occurred. The Inland Empire group looked at 18 indicators. Colleges are required to set and report targets on the four areas identified by the Institutional Effectiveness Partnership Initiative: Accreditation, Student Success, Fiscal Accounting and Compliance.</p> <p>The targets that are set need to be ambitious, but achievable. One option is to set the success rate target at 77%. However, a 77% course success rate target may not be reasonable. This needs to be put on the agenda for Academic Senate (April 29, 2015), Classified Senate and Student Senate., Once approved by all, put on Crafton Council agenda for final approval.</p>	
<p>Churn Plan – Mike</p>	<p>Mike distributed copies of the signage site plan. To be discussed at next meeting</p>	<p>Put on agenda for 04-28-15 meeting</p>

<p>Announcements - All</p>	<p>Denise Allen said the Academic Senate wants to have a non-credit short-term task force to look at the feasibility and they want representation from different groups.</p> <p>Denise also reported that the end of year celebration will be held at the Yucaipa Valley Golf Club immediately following the conclusion of commencement on Friday, May 22, 2015.</p>	
<p>Next Regular Meeting: Tuesday, April 28, 2015 1:00 p.m.</p>	<p>Meeting adjourned at 3:00 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>