

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: August 25, 2015
Time: 3:00 p.m.
Location: LRC 135**

Members: Cheryl Marshall – Chair Denise Allen Daniel Bahner Aaron Burgess Jessica McCambly	Bryan Reece Mike Strong Ginger Sutphin Michelle Tinoco Rebecca Warren-Marlatt Keith Wurtz	A=ABSENT
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TOPIC	DISCUSSION	Further Action
Review and Approval of Minutes of May 18, 2015	The minutes for May 18, 2015 meeting were approved as corrected.	
Committees – All	<p>Cheryl Marshall introduced the three new committee members and indicated that she could provide a mentor or buddy to answer questions if they were interested.</p> <p>The Crafton Council Charge was reviewed both in the Organizational Handbook and the website. Minor changes to be made to make both identical.</p> <p>All senate representatives to provide their committee assignments to President’s Office by the end of the week. Cyndie to send out draft list next week and once we the list is finalized, Cheryl will call for an email vote for approval.</p> <p>The committee reviewed the Crafton Council Self-Evaluation findings for 2014-2015. Cheryl asked for ideas or suggestions for information flow from constituency groups and communication with the campus.</p> <p>Mike suggested that Crafton Council ask each committee to discuss at their first meeting what their major areas of focus will be for 2015-2016 and share this with Crafton Council .</p>	<p>Cheryl to send out an email to committee chairs regarding major areas of focus for 2015-2016</p> <p>All senate reps to follow up at all Senate meetings.</p>
Staffing Update – Hiring Priorities – Cheryl	Keith Wurtz is going to the District as the Interim Executive Director of Research, Planning and Institutional Effectiveness. He will be supporting both campuses and working on District strategic planning and research. Crafton will hire an Interim Dean of Institutional Effectiveness, Research and Planning.	

<p>Staffing Update - Hiring Priorities - Cheryl</p>	<p>Michelle Tinoco has been hired as an Admissions and Records Evaluator.</p> <p>AN EOPS Counselor has been selected and will be going to September board.</p> <p>The DSPS Interim coordinator position will be going to September board.</p> <p>Over the summer a few critical positions were vacated and they include: Schedule/Catalog Data Specialist; Aquatics pool attendant; and Financial Aid Clerical Assistant I (19 hr. position) which is soft funded. The President authorized moving forward on hiring and the process is underway.</p> <p>Current budgeted vacancies Not in Process and PPR list were discussed.</p> <p>Cheryl wants a procedure/process for dealing with vacancies that happen after the PPR list is finalized. Cheryl asked all Crafton Council members to send in their ideas and Cyndie will send out to Crafton Council members for review and we will discuss at the next Crafton Council meeting.</p>	<p>Committee members to send in ideas for procedure/process for dealing with vacancies that happen after the PPR list is finalized.</p>
<p>New CHC Logo - Cheryl</p>	<p>Donna hosted a Branding Workshop last Spring. From that workshop, ideas for a new logo emerged. She solicited several graphic designers to provide logo ideas and these were vetted by many campus groups including the All Secretaries Group, Management group (twice), CHC Foundation, Academic Senate, Psych 101 summer class and a workshop at In-Service Day on 08-17-15. The new logo has been selected. Next steps include style sheet, rules and regulations for consistency. We will replace existing materials over time.</p>	<p>Cyndie to send new logo as information item to October board</p>
<p>Accreditation Update - All</p>	<p>Denise reported that Academic Senate has integrated SLOs into course outline of record in CurricUNET.</p>	

<p>Accreditation Update - All (continued)</p>	<p>Keith summarized the progress Crafton has made on outcomes assessment in the last year and where we need to go for this year. Some of the areas that we need to focus on this year include:</p> <ul style="list-style-type: none"> • developing an approach for addressing Standard I.B.6 • implementing action plan to improve ILO and GEO results based on campus-wide dialogue • implementing the SLO Cloud for Student Services • deciding on how and when to make the outcomes assessment results available to public • updating the denominator for percent of courses assessed • faculty taking more of a lead in the facilitation of assessment. <p>In addition, Keith also suggested reviewing the ILO and GEO assessment results at the start of each meeting this year. Denise supported this idea.</p> <p>Rebecca indicated that by the end of the year we need to agree on:</p> <ul style="list-style-type: none"> • Approach to I.B.6 which states that “the institution disaggregates and analyzes learning outcomes and achievement for subpopulations of students. When the institution identifies performance gaps, it implements strategies, which may include allocation or reallocation of human, fiscal and other resources, to mitigate those gaps and evaluates the efficacy of those strategies”. • Refining the Cloud <p>The percentage of courses assessed is 96%. However, because of new course offerings and a moving denominator we need to work with two different percentages of courses assessed. The first percentage is the percent of courses assessed in the prior year and is used for reporting purposes. The second percentage is the percent of courses assessed in the current year with the rolling denominator (i.e. courses that have been offered to students in the last two years). Also discussed that the denominator needs to control for cross listed courses and independent study courses.</p>	<p>At the Committee Chairs meeting, emphasize the need to review the ILO/GEO assessment results at each committee’s first meeting</p>
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	<p>Need to review ILO and GEO results at start of year. All available in reports on-line.</p> <p>Denise stated the Distance Education plan has been drafted. Rebeccah working on the Student Services portion of the plan. The goal is to take the draft plan to the first ETC meeting in September.</p> <p>Rebeccah is working on the status report due to the ACCJC in March. The narrative is based on evidence and steps completed. Glen Kuck has also drafted a response based on the ACCJC task committee. Rebeccah will present a preliminary board report at the October board meeting. We need to finish report in December, board presentation in January, get board approval in February and submit to ACCJC in March, 2016.</p>	
Enrollment Management – All	<p>Bryan stated we need to achieve our FTEs to meet our budget numbers. This will include increasing fill rates, significant high school outreach to increase dual enrollment. We need an additional 150 FTEs this semester and we will add a second 9-week session starting on 10-18-15 which will include 50 new sections. Should know which classes next Tuesday.</p>	<p>Bryan to send out announcement for 2nd 9 week session to all students currently on a wait list.</p>
BPs & APs Schedule – Denise	<p>Denise stated in reviewing the 6 year plan to review Business Policies and Administrative Policies, the number of items identified to be “in queue” and to review during 2015-2016 is over 130. There will be further discussion in District Assembly if this is feasible.</p>	
Goals/Priorities for 2015/2016 – All	<ul style="list-style-type: none"> • Hiring priorities • Identify and improve communication across campus • Establish process for integrating vacancies after PPR list established. • PPR – Keith leaving • Helping students who are here to be successful – don’t lose that focus. • Break out Enrollment Management from SSEEM. • Recruitment strategy, retirement and growth. Pools are thin, need to be aggressive in getting quality faculty. Include posting in October for next year. 	

Goals/Priorities for 2015-2016 – All (Continued)	<ul style="list-style-type: none"> • Marketing and community outreach to push athletics at CHC – banner across the boulevard. • Partner with K-12 and Adult Ed to fill buildings if we have space available. • Support the District’s Educational Master Plan and Facilities Master Planning process. • Smooth transition into the new buildings • Consistently moving toward and following growth plan. 	
Announcements - All	<p>Mike reported the bookstore discounts issue has been resolved and approved by the Chancellor. They will offer a 5% discount to students with an ASB sticker for one week prior to school starting and for 3 weeks after school starts.</p> <p>Need signage in the bookstore informing students.</p> <p>Need to form an ad hoc committee regarding the posting policy on campus (flyers and tape issues).</p> <p>New building names will be unveiled as the new buildings are completed.</p>	Mike will send out information to the campus.
Next Regular Meeting: Tuesday, September 22, 2015 1:00 p.m.	Meeting adjourned at 2:44 p.m. Note: No meeting 09-08-15 due to Board Study Session on 2015-2016 Budget	
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.	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.	Institutional Values Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.