

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: December 8, 2015
Time: 3:00 p.m.
Location: CCR 233**

Members:	Bryan Reece	A=ABSENT
Cheryl Marshall – Chair	Giovanni Sosa	
Denise Allen	Mike Strong	
Daniel Bahner= A	Ginger Sutphin	
Aaron Burgess	Michelle Tinoco	
Jessica McCambly= A	Rebecca Warren-Marlatt	
	Guest: Ben Gamboa	

TOPIC	DISCUSSION	Further Action
Review and Approval of Minutes of November 10, 2015	The minutes for November 10, 2015 meeting were approved as written.	
Spring 2016 Student Satisfaction Survey – Ben Gamboa	Every Spring in even numbered years, we have students complete the Student Satisfaction Survey. They are distributed in randomly selected classes. We use the survey to inform how the students feel and the information is used for trend analysis.	
Hiring – Cheryl	<p>Cheryl distributed the most current hiring status update. The Child Development Teacher is part time, the Lab Tech – Geology is for Environmental Science vacancy (Tom Crane) and is 19 hours per week.</p> <p>The plan is for Administrative Secretaries in Instruction will provide committee support (taking minutes) for Chairs Council, Academic Senate, Curriculum, and Honors beginning in Spring.</p> <p>The Faculty Obligation Number is a State calculated number given to the District (not individual colleges). For several years we have been above this number of full time faculty (interims do not count). Right now we are about 5 above the FON. If we receive additional growth money, this number will increase. If we get additional retirements or resignations, we risk falling below the number. If we fall below the number, we will be fined.</p> <p>The Hiring Prioritization Process draft was reviewed by the PPR Committee and made significant changes. As previously discussed, Mike wants a budget statement included. He will take to the budget committee this month. Classified Senate will review at their next meeting.</p> <p>Denise has taken faculty reassign time to the District for funding for Basic Skills, Non-Credit, International and Middle College High School.</p>	

Lessons Learned on Planning - Cheryl	<p>Alma Strategies has been contracted by the District to provide a Facilities/Educational Master Plan for the District. It has been indicated that the District was not inclusive in their broad planning before someone was retained. That was certainly not the intent. We are working with the consultants and our first workshop for both Crafton Council and Educational Master Plan is Friday 12-11-15. We need to make sure the consultants are fulfilling their scope of work but we will make our own decisions.</p> <p>They have proposed a 3 day block with 45 minute interviews in each discipline in the end of January. They will be gathering quantitative data to help them determine the facilities plan.</p>	
Distance Education Plan - Denise	<p>Denise distributed the comment sheet if anyone had comments to the DE Plan and related documents. They can be found at https://drive.google.com/folderview?id=0Bz5Q8icspBPifmItbVd1YXBYZEIIQjZRdjREMVdsa1IJOFUxd05KQnJdFYxWU9JVVBqcEU&usp=sharing</p> <p>Academic Senate is forwarding to Crafton Council and then will forward to the District. They support migration to Canvas. Ginger suggested a survey to faculty. Instead maybe we include something on flex day or In-service day to talk about Canvas and participation in the OEI. Denise to talk to Dean Papas. We will put this on the next agenda.</p>	<p>Denise to talk to Dean Papas about including in Flex Day or In-Service Day</p> <p>Put on next agenda</p>
International Student Program – Cheryl	<p>A pilot program is now being planned for Fall 2016 with possibly up to 25 students.</p>	
Accreditation Update – Rebecca	<p>Rebecca gave the following updates:</p> <ul style="list-style-type: none"> • CHC, SBVC, Vice Chancellors and Chancellor timelines have been established to make sure we are on track. • Follow-up reports due on 01-20-16 for the 02-04-16 Board Study Session. • Themes and concerns • Recommendation 1 – may still have problems • Recommendation 2 – feeling good. Fiscal is providing heightened communication by having open forums to discuss resource allocations. • Lisa Norman to come talk at In-Service Day • SBVC sending out multiple surveys to see trend regarding ACCJC recommendation understanding. 	
Enrollment Management Update - Bryan and Rebecca	<p>Still working on the Enrollment Management Strategy for 2015-2016 to add 600 more FTES to Spring 2016. The short term plan includes adding a second 9 week session. The list will be sent to Academic Senate and Chairs. Phone calls are being made by master students to all students who applied but did not enroll.</p>	
Educational and Facilities Master Planning Debrief - Cheryl	<p>The consultants would like to schedule a three hour workshop for Crafton Council. We cannot do it during our regular 2 hour meeting. We are looking at Monday 11-30-15 or Friday 12-11-15. We will let you know what the consultants decide.</p>	

<p>Announcements – All</p>	<ul style="list-style-type: none"> • The Facilities and Educational Master Plan workshop is scheduled for Friday 12-11-15 from 8:00-11:00 for both Crafton Council and Educational Master Plan Committee members. • CHC Holiday luncheon is Wednesday 12-9-15 in the Roadrunner Café. • CHC and the CHC Foundation will be participating in the Yucaipa parade on Saturday 12-12-15. • We are planning a Grand Opening for the new buildings on Friday 02-05-16. 	
<p>Next Regular Meeting: Tuesday, January 26, 2016 at 1:00 p.m. in CCR 233</p>	<p>Meeting adjourned at 2:55 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>