

**Crafton Hills College  
Crafton Council  
Committee Minutes**

**Date: October 11, 2016  
Time: 1:00 p.m.  
Location: CCR 233**

<b>Members:</b>	Bryan Reece	<b>A=ABSENT</b>
Wei Zhou, Chair	Mike Strong	
Denise Allen	Amber Snow	
Ben Gamboa	Rebecca Warren-Marlatt	
Patricia Menchaca	Keith Wurtz	
Kevin Palkki= <b>A</b>	CTA Representative	

TOPIC	DISCUSSION	Further Action
Review and Approval of Minutes of 09-27-16	The minutes for the meeting on September 27, 2016, were approved as presented.	
Non-Credit Program - Denise	<p>The power point presentation was distributed and Denise gave an overview of the research project prepared by Sheri Wilson and Jodi Hanley. This was presented to Academic Senate at their last meeting. Academic Senate approved and forwarded it to Crafton Council.</p> <p>Richard Galope is working on non-credit through workforce development. The courses he is proposing already have students waiting to take. He will be working with SBVC and CHC and migrating the programs to the colleges.</p> <p><b>By consensus</b>, Crafton Council approves the non-credit research prepared by Jodi Hanley and Sherri Wilson.</p> <p>Next steps are putting together a comprehensive analysis.</p>	
International Program - Denise	<p>The power point presentation was distributed and Denise gave an overview of the research project prepared by Gary Williams. This was presented to Academic Senate at their last meeting. Academic Senate approved and forwarded it to Crafton Council.</p> <p>Jeremiah Gilbert is doing the same thing at SBVC. CHC already has some international students attending. Mark Matsumoto is working on a pilot program for Spring 2017.</p> <p><b>By consensus</b>, Crafton Council approves the International program research prepared by Gary Williams.</p>	

<p>Committee Classification – Denise</p>	<p>Crafton Council reviewed list of committees under Shared Governance and Ad Hoc. Since we have so many committees and have added several more this year, Denise asked if some of the Ad Hoc committees could be considered “work group” instead. After discussion, it was suggested that Tech Planning may be rolled into the Facilities Committee. Also Rebeccah indicated that possibly Equity, Basic Skills and SSEEM could be rolled into one committee.</p> <p>Mike and Rebeccah will speak with committee members and bring back results of these conversations to our next Crafton Council meeting.</p>	<p>Place on 11-08-16 agenda.</p>
<p>Crafton Council Charge</p>	<p>Back in November 2013, the committee had discussed adding the President Elect/Past President of Academic Senate to the membership list. However, it was never formalized.</p> <p>After discussion, the updated membership list is:</p> <p><b>Membership:</b> President; President, Academic Senate; Vice President, Academic Senate; President Elect/Past President, Academic Senate; President, Classified Senate; CSEA representative; CTA representative; President, Student Senate; Vice President of Student Services; Vice President of Instruction; Vice President of Administrative Services. The Dean of Institutional Effectiveness, Research &amp; Planning serves as a resource person as needed.</p> <p><b>Term:</b> Assignments are made by institutional role, hence there is no specific term.</p> <p><b>By consensus,</b> Crafton Council approves the revised Crafton Council membership list.</p>	
<p>Enrollment Strategies Committee - Bryan</p>	<p>This committee will meet within the next week. They will discuss the Charge and meeting dates. We will place this on the next Crafton Council agenda.</p>	<p>Place on 11-08-16 agenda</p>
<p>Grants Process – Wei</p>	<p>In November 2013, Crafton Council approved the CHC Grant Submission Process. Since this function has been moved from Resource Development to Institutional Effectiveness, Research and Planning, the process needs to be revisited. Keith would like to add a grants person at Crafton. However, there is no budget nor position at this time. He will review the process and make some revisions and present at the next Crafton Council meeting.</p>	<p>Place on 11-08-16 agenda</p>

<p>FTE Target Status Report – Bryan</p>	<p>Fall 2016 we are down a little in FTEs. We need to add approximately 400-500 FTEs in Spring 2017 and approximately 100 FTEs in Summer 2017. The District gave us a target of 5029 FTEs. Last Fall CHC had 2143 FTEs. Our budget was built around projected growth. If we don't hit these numbers we will end the year in a deficit without the ability to add faculty positions.</p> <p>Per Bryan we are working to expand Distance Ed, Educational partnerships, early registration (ability to register for Fall during Spring semester) and restarting cooperative work experience.</p>	
<p>Staffing Update &amp; Hiring Priorities</p>	<p>No new information to report.</p>	
<p>EMP/FMP – Mike</p>	<p>On Friday, October 7, 2016, there was an all day workshop to discuss the Educational Master Plan and Educational Master Plan. They finalized some priorities, reviewed the comments and will have a draft of the responses out in the next couple of weeks. The target is 10-23-16 for an updated draft to be distributed. Our next EMP/FMP meeting for final review is scheduled for Friday November 4, 2016, at 1:30-3:30 p.m. in CCR 233.</p>	
<p>Announcements – All</p>	<p>Wei polled the committee about meeting on the 4<sup>th</sup> Tuesday in November (Tuesday before Thanksgiving) and the committee agreed to cancel that meeting.</p>	
<p>Next meeting will be November 8, 2016 at 1:00 p.m. in CCR 233</p>	<p>Meeting adjourned at 3:03 p.m.</p>	
<p><b>Mission Statement</b> 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><b>Vision Statement</b> 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><b>Institutional Values</b> Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>