

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: January 24, 2017
Time: 1:00 p.m.
Location: CCR 233**

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| Members: | Beverly Rapouw | A=ABSENT |
| Wei Zhou, Chair | Mike Strong | |
| Denise Allen | Amber Snow= A | |
| Kathy Bakhit | Rebeccah Warren-Marlatt | |
| Ben Gamboa | Keith Wurtz | |
| Patricia Menchaca= A | CTA Representative | |
| Kevin Palkki= A | | |

| TOPIC | DISCUSSION | Further Action |
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| Welcome and Introductions | Self-Introductions were made. | |
| Review and Approval of Minutes of 12-13-16 | The minutes for the meeting on December 13, 2016, were approved as presented. | |
| Non-Credit Program - Denise | <p>The Program Viability Plan for the Non-Credit Program was approved as presented at the last Academic Senate meeting. The plan is being forwarded to Crafton Council for approval. The viability plan was prepared by Sheri Wilson and Jodi Hanley.</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>A draft table was created to align courses to the ten departments. This will be forwarded to Chairs and the Curriculum Committee and then will go back to Academic Senate and Crafton Council for approval.</p> <p>By consensus, Crafton Council approves the non-credit Program, Viability Plan prepared by Jodi Hanley and Sheri Wilson.</p> <p>Next steps are Wei bringing to Chancellor’s Cabinet and including as an information item on a future board agenda.</p> | <p>Wei to send thank you to Sheri and Jodi</p> <p>Wei to take to Chancellor’s Cabinet</p> <p>Cyndie to put on future board as an information item.</p> |

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| <p>International Program - Denise</p> | <p>The International Student Program was approved as presented to the Academic Senate. The program is being forwarded to Crafton Council for approval. The plan was prepared by Gary Williams and includes support infrastructure and support structure pieces so we can have a fully supported program,. It is considered a cultural initiative (not financial) as it supports campus diversity.</p> <p>By consensus, Crafton Council approves the International program prepared by Gary Williams.</p> <p>Next steps are Wei bringing to Chancellor’s Cabinet and including as an information item on a future board agenda.</p> | <p>Wei to send thank you to Gary</p> <p>Wei to take to Chancellor’s Cabinet</p> <p>Cyndie to put on future board as an information item</p> |
| <p>Budget Update - Mike</p> | <p>Mike indicated we are 50% through the academic year and we have spent approximately 51% of our budget. Most items are tracking well but the areas of concern are:</p> <ul style="list-style-type: none"> • Spent 53% on Classified Salaries so far • Need to stay within budget allocations for adjunct for spring and summer <p>The governor’s January proposed budget including cutting back on some one time funding to community colleges. There are always more changes that will occur during the May revise. The governor’s budget has a constitutional approval deadline of June 15th.</p> | |
| <p>Grants - Keith</p> | <p>We are working on two grants at this time:</p> <ul style="list-style-type: none"> • Innovation Grant is due 02-03-07 and it will be going to all the senates for approval prior to 02-03-17. The focus is on developing subject specific pathways, and on developing a co-requisite math program approach. • College Promise Grant also due 02-03-17. Cannot submit two separate proposals within a district so we must submit with Valley and split the money. The amount that can be received by Crafton would not change. We are working with a grant writing consultant. We are utilizing the last dollar model which pays for any remaining costs (including tuition and books) after all other aid has been exhausted in the first year and offering employment to students in the second year through the ISEEK program. | |
| <p>Grants Process – Keith</p> | <p>The Grant Submission Process flowchart was presented at a prior Crafton Council meeting and changes were made per discussion. It will be taken to the Classified and Academic Senates for review.</p> <p>By consensus, Crafton Council approved the CHC Grant Submission Process flowchart.</p> | |
| <p>Standard IB6 – Disaggregating Outcomes Assessment Data - Keith</p> | <p>Standard IB6 requires that colleges collect outcomes assessment data by demographics. The IEAOC will start to review models and we will collect feedback from the campus this spring.</p> | |

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| Standard IB3 – Institutional Set Standards – Keith | We need to review the minimum standards in Crafton Council and get feedback from the Campus and the Senates. | |
| IEPI Target Setting – Keith | The IEPI has developed new measures for this year and Crafton will also need to set new targets. The IEAOC will review and then college input and feedback from the campus. This is due by June. | |
| Catalog Decision Making Process – Denise | <p>Denise indicated that historically we only have a few course updates during Spring. The majority happens during the Fall. In the past catalog decisions were made by a catalog committee/work group that met 2-3 times a year. Since we have moved to the Smart Catalog, these work groups have not met.</p> <p>Rebecca indicated she and Joe are working to come up with a schedule production calendar.</p> <p>We have moved some personnel and have a vacant Schedule/Catalog Data Specialist position. Kathy and Rebecca will be working together regarding coverage for both Support Services and Instruction. Employees in these positions need to attend the curriculum monthly meetings.</p> <p>In the past once the catalog is in place, we didn't do addendums but we did corrections. Discussion regarding addendums occurred.</p> <p>By consensus, Crafton Council recommends addendums be included in college catalogs as soon as possible which include course revisions, new courses and programs.</p> | |
| Announcements – All | Denise announced that the City of Yucaipa presented Crafton Hills College Foundation with the donation of another fire truck last night at their board meeting. | |
| Next meeting will be February 14, 2017, at 1:00 p.m. in CCR 233 | Meeting adjourned at 2:04 p.m. | |
| <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> |