

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: September 12, 2017
Time: 1:00 p.m.
Location: LRC 226**

Members:

Wei Zhou, Chair
Denise Allen
Kathy Bakhit
Ben Gamboa
Mark McConnell
Marcus McInerney=**A**
Patricia Menchaca
Kevin Palkki
Mike Strong=**A**

A=ABSENT

TOPIC	DISCUSSION	Further Action
Approval of Minutes for August 22, 2017	The minutes for August 22, 2017, were approved as written.	
Additional agenda items	It was agreed to add Pathways and Partnerships Committee to the agenda.	
Crafton Council Goals 2017/2018	<p>There was discussion about adding questions to the committee Self-Evaluation form that pertained to accreditation standards and how each committee addressed the standards. However, the self-evaluation occurs at the end of the academic year. What structural way can we make sure the standards are imbedded in the committee charges?</p> <p>After discussion, it was agreed that Crafton Council needs to review and determine what accreditation standards are pertinent to each committee so they can keep that in mind during the year and report on it at the end of the year. Rebecca has already done some of this work. She will send out the information to Crafton Council members in advance of our next meeting to review for discussion at the meeting.</p> <p>Keith will provide Crafton Council with the aggregated results from the Committee Self-Evaluation to help inform the discussion of goals for the year. Wei will put together a list of possible goals for Crafton Council to prioritize and select the top three. We will add to the agenda for next meeting.</p>	<p>Rebecca to send document illustrating relationship between ACCJC standards and CHC committees. Keith will provide aggregated committee self-evaluation from Spring 2017. Wei to put together a list of goals Add to 09-26-17 agenda</p>
Committee List	Academic Senate has added the Non-Credit Committee. Denise will send Cyndie the charge and committee membership. Once received, Cyndie will add to the committee list and post the list on the website.	Denise to provide charge and committee membership for Non-Credit Committee

Grants Calendar – Keith	<p>Keith provided a list of potential grants that CHC can apply for. There is a lot of interest in the Zero Textbook Cost Degree Grant Program. He indicated that there is money in the budget for a grant writer. We applied for this grant last year and Crafton was not selected. The grant writer will take that proposal and update it and will submit by the 09-28-17 deadline if it is possible to do within the short time frame.</p> <p>The Guided Pathways Self-Assessment deadline is November 15, 2017. We will need to start conversations now and not wait until the presentation by IEPI on 10-20-17. Crafton Council felt the Enrollment Strategies Committee would be the proper group to continue these conversations. There are 3 items that need to be completed in order to apply for the guided pathways grant:</p> <ul style="list-style-type: none"> • Attend workshop on 10-20-17 • Complete Self-Assessment due 11-15-17 • Complete the work plan due 2-15-18 <p>Keith also wanted to submit one big grant which is contingent on finding money to pay for a grant writer.</p>	
IEPI Targets - Keith	<p>Keith stated we need to set targets in outcomes area annually. To date, Crafton has only set targets for the required outcomes. Rather than having to go through the process of setting targets each year, Keith recommended that campus agree on a methodology for setting targets for all of the outcomes this year. Keith will work with IEAOC to develop methodology and targets for the IEPIE outcome measures and work with the campus community to finalize methodology and targets for the year.</p>	
Outcomes Assessments - Keith	<p>Keith updated the committee on setting up the tool for the disaggregation of student outcomes. Keith worked with TESS and SBVC over the summer and had some challenges in moving the changes to the SLO Cloud forward. Keith is working on getting a pilot up and running for the Spring semester. Keith also updated the committee on the percent of courses assessed at 78% and stated that we need to reach 95% or higher. The committee discussed strategies for increasing the course outcomes assessment rate. Keith will send out an email to faculty and deans identifying what courses need to be assessed to increase the course assessment rate.</p>	
Self-Evaluation outcome for Crafton Council - Ben	<p>Ben provided us a summary of the committee self-evaluation outcomes for Crafton Council. The responses were discussed.</p>	
Second and Final Read of Midterm Report to ACCJC - RWM	<p>Rebecca has completed the draft Midterm Report to ACCJC. She shared it at In-Service Day in August, has taken it to Academic Senate, Classified Senate and Student Senate, and had an open forum earlier today for the campus. It went to the</p>	

<p>Second and Final Read of Midterm Report to ACCJC (Continued)</p>	<p>Board of Trustees for the first reading at the August board meeting and is on the agenda for the second reading at the September board meeting.</p> <p>The report is due to ACCJC on October 15, 2017.</p> <p>By consensus, Crafton Council approves the Mid Term Accreditation Report.</p>	
<p>Budget and Room Closures - Wei</p>	<p>Mike was at jury duty. Discussion of budget was tabled to next meeting. Wei indicated that room closures were talked about at Chairs Council and Academic Senate. A list of proposed locations was presented. They went through each recommendation for room closures with the Chairs. One area for English they still need to close is a portion of the WEST building. This represents .2 of one custodian position. The target is to close enough space to relieve the equivalent of 2.0 custodians.</p>	<p>Add Budget to 09-26-17 agenda</p>
<p>Pathways and Partnerships Committee – Wei</p>	<p>The Pathways and Partnerships committee is an ad hoc committee. After discussion, it was agreed that the committee would be dissolved since all issues discussed by this committee is already discussed at Crafton Council. Wei wanted to make sure that everyone shared these discussions with their constituents for transparency and open communication.</p>	<p>Remove committee from the list</p>
<p>Announcements - All</p>	<p>Denise provided an update on the Business Incubator/Makerspace Strong Workforce Grant that was awarded to CHC in the amount of \$145,000.00.</p> <p>The Business and CIS faculty have met to determine the outcomes for the grant. This will include the development of a feasibility plan for the Maker Space portion of the grant. A consultant is being retained to conduct the research and develop a plan for a digital maker space to include: proposed digital makerspace equipment and software, tools, etc. Who would we serve? What would be the initial costs as well as the ongoing costs?</p> <p>The business incubator is a planned partnership with the City of Yucaipa. There is space at the City of Yucaipa’s business incubator center that could be used as classroom space. Possibly include a small computer lab with 5-6 computers, white boards, etc. Working on drafting curriculum for entrepreneur courses and certificates. Initially could be fee based (not for credit) and possibly credit or non-credit once the curriculum is developed and approved.</p>	
<p>Next meeting will be September 26, 2017 at 1:00 p.m. in CCR 233</p>	<p>Meeting adjourned at 3:03 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>
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