

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: October 10, 2017
Time: 1:00 p.m.
Location: LRC 226**

Members:	Georgina Nunez	A=ABSENT
Wei Zhou, Chair	Kevin Palkki	
Denise Allen	Mike Strong	
Kathy Bakhit	Rebecca Warren-Marlatt	
Ben Gamboa	Keith Wurtz	
Mark McConnell	CTA Representative	
Patricia Menchaca		

TOPIC	DISCUSSION	Further Action
Approval of Minutes for September 26, 2017	The minutes for September 26, 2017, were approved as written.	
Crafton Council Goals 2017/2018	Dr. Zhou indicated that the goals should come from the Educational Master Plan Committee. We will review the goals once we receive them.	
Budget - Mike	<p>Crafton sent a letter of intent requesting assistance from an IEPI team. It will be reviewed at their next board meeting on 10-26-17. We are requesting that they help us with the budget allocation model and enrollment management.</p> <p>The Budget committee is contacting 12 community college districts that each have two colleges in their district to discuss their allocation models, what works, what they would change, etc. In addition, they are reviewing the Brain Trust recommendations/suggestions and surveys regarding the budget allocation model and enrollment management.</p> <p>A hot topic right now is managing spaces with available budget for custodians to clean those spaces. We actually need three additional custodians, the District gave us one custodian and we are asking for one more. We are awaiting their response. Mike distributed analysis showing the amount of instructional spaces and restrooms on campus from Pre-2010 vs. Fall 2017.</p>	
Physical Therapy Assistant Program Viability Proposal - Denise	<p>Academic Senate approved a viability proposal for a Physical Therapy Assistant Program. Institutional Effectiveness, Research and Planning put together a needs assessment document.</p> <p>Strong Workforce money has been secured to write the curriculum and determine the faculty, facility and funding needs of this program. The closest community college that offers this program is Cerritos. Loma Linda has a program but it costs \$26,000.</p>	

Physical Therapy Assistant Program Viability Proposal (continued)	<p>Once the curriculum is written, a Substantive Change Proposal will need to be completed and sent to the Accrediting Commission for Community and Junior Colleges, Western Association of School and Colleges.</p> <p>By consensus, Crafton Council approves the Physical Therapy Assistant Program Viability Proposal.</p>	
Crisis Education and Advisory Committee Dissolution - Rebecca	<p>The dissolution of the Crisis Intervention committee was due to lack of attendance and participation by faculty committee members. They voted to dissolve and in lieu they formed the Behavioral Intervention Team (BIT). Rebecca would like to make this a functional committee. We will add to the next agenda so they can submit a committee charge and membership list.</p> <p>By consensus, Crafton Council approves the dissolution of the crisis Education and Advisory committee.</p>	Put on agenda for 10-24-17
Guided Pathways Self-Assessment - Rebecca	<p>Rebecca provided a draft of the Guided Pathways self-assessment. The final document is due 12-23-17 (has been extended from 11-15-17). There is a workshop on 10-20-17 that we must attend and the complete work plan is due in March 2018.</p> <p>Kevin Palkki indicated that an active CSEA member needs to be added to the workshop. Karen Peterson was added to the roster.</p>	
Planning and Program Review Cycle and Recommended Changes – Patricia Menchaca	<p>Patricia indicated the Planning and Program Review Committee and Academic Senate have each reviewed the recommended changes. It fits with the assessment calendar model and aligns with CTE programs requirement to conduct a review every two years. The PPR Committee will decide when to make this effective.</p> <p>By consensus, Crafton Council approves the Planning and Program Review cycle and recommended changes.</p>	
College Hour – Wei	<p>The Student Senate, Classified Senate, Counselors, Faculty Chairs and Academic Senate have all had discussions regarding College Hour. The Academic Senate would like to de-couple college house completely from class schedule. A student survey would take time with anticipated low participation.</p> <p>By consensus, Crafton Council approves continuing college hour and the de-coupling of College Hour from the class schedule (so it does not impact the scheduling of classes) effective Fall 2018.</p>	
CHC Budget Committee Charge and Purpose Revised – Mike	<p>Mike indicated the current charge includes a list of committee tasks and they wish to delete those. The committee composition will remain the same.</p> <p>After discussion, Mike will bring back Charge and Purpose to next meeting.</p>	Put on agenda for 10-24-17

<p>CHC Safety Committee Charge and Membership Revised – Mike</p>	<p>Mike indicated the committee wanted to change the specific faculty divisions and indicate three faculty to make it easier to obtain faculty committee members.</p> <p>After discussion, Mike will bring back Charge and Membership list to next meeting.</p>	<p>Put on agenda for 10-24-17</p>
<p>Homeless Students Resource Advisory committee: Rebecca</p>	<p>Rebecca would like to add the Homeless Students Resource Advisory Committee as a functional committee. In the past it was an ad hoc work group. A draft of the charge and membership presented. Need to add CSEA Rep and Classified Rep. Janine Ledoux is the Co-Chair. Also need the meeting day, location and time. Will include on the next Crafton Council agenda.</p> <p>By consensus, Crafton Council approves the formation of the Homeless Students Resource Advisory Committee.</p>	<p>Put on agenda for 10-24-17</p>
<p>Town Hall Meetings – Wei</p>	<p>Wei indicated he would like to add monthly open forums, during college hour and at least one in the evening. Collect questions ahead of time and have both the Academic Senate and Classified Senate review the questions submitted. Possibly a link on the website to collect the questions. The President and the three Vice Presidents along with the Academic Senate President and the Classified Senate President would be the members of the panel.</p>	
<p>Announcements - All</p>	<p>Denise has updated the Online programs and certificates page of Online Classes on the website. Everyone should take a look.</p> <p>Denise indicated the Autumn Festival for the City of Yucaipa will be this Friday and Saturday.</p> <p>Mark stated our Professional Development is holding a workshop entitled Supporting the LGBT Community tomorrow (10-11-17) at 1:00 in LRC 226.</p> <p>Mike announced the Great American Shake-Out will be next Tuesday, 10-19-17 at 10:19 a.m.</p> <p>Mike also announced the Three Peaks food drive at the Redlands Family Services will be on Saturday, November 11, 2017.</p>	
<p>Next meeting will be October 24, 2017 at 1:00 p.m. in CCR 233</p>	<p>Meeting adjourned at 3:08 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>

