

**Crafton Hills College  
Crafton Council  
Committee Minutes**

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

<b>Members:</b>	Georgina Nunez Kevin Palkki=A Mike Strong Rebeccah Warren-Marlatt Keith Wurtz CTA Representative (Denise Allen) Ginger Sutphin Heather Chittenden	<b>A=ABSENT</b>
Wei Zhou, Chair		
Denise Allen		
Kathy Bakhit		
Ben Gamboa		
Mark McConnell		
Patricia Menchaca		

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>Further Action</b>
Approval of Minutes for November 14, 2017	The minutes for November 14, 2017, were approved as written.	
Athletics Update – Mark and Heather	We will offer swimming in Spring 2018 and water polo in Fall 2019. Need to hire a water polo coach by the end of next semester to recruit for the water polo team for a full year prior to the start of the season. The water polo coach will receive the head coach stipend only of \$7,000 for the first year and starting in Fall 2019 will have classes (.47 in season and .34 off season) and the head coach stipend. All athletic students must be enrolled full time. Heather will work with the new dean and the VPI to create the job description.	
BSI/SE/SSSP Integrated Plan – Mark and Rebeccah	Mark stated the Academic Senate moved to approve the BSI/SE/SSSP Integrated Plan with small corrections. Classified Senate also approved. It also went out to the entire campus for review. It is on the December 14, 2017 board agenda for a first read.	
Dual Enrollment – Mark	<p>Mark presented a new form approved by Academic Senate to help Department Chairs plan courses they will offer to high schools. After much discussion it was agreed that this was an internal document developed by Academic Senate for faculty that does not need to be approved by Crafton Council. It does not reflect policy decisions for CHC.</p> <p>Dual Enrollment is an Enrollment Strategies work group. When they put together a process they need to submit it to the Enrollment Strategies Committee (shared governance committee) for review and submission to the Crafton Council. The final document/process will be brought to Crafton Council for approval.</p> <p>Denise stated we need a Dual Enrollment plan and asked who is responsible for writing it and what funding is available. It will be discussed at the President’s Cabinet meeting.</p>	

Finalized IEPI Scorecard Process and Methodology – Keith	<p>Keith took this document to all the senates and all senates recommended approval. At the request of the Academic Senate, Keith added a statement to reflect the possibility that the current approach for setting targets may reach a ceiling. Crafton Council will pay special attention to this when setting targets.</p> <p><b>By consensus</b>, Crafton Council approves the Finalized IEPI Scorecard Process and Methodology.</p>	
Finalized Guided Self-Assessment for Submission – Keith	<p>Keith presented the finalized Guided Self-Assessment which is due December 23, 2017. This is part of the Guided Pathways grant that we are applying for. There was discussion as some items fall in the “early adoption” phase and some items fall under the “scaling in process” phase. It was decided that overall we would indicate we are in the early adoption phase to better show our growth.</p> <p><b>By consensus</b>, Crafton Council approves the finalized Guided Pathways Self-Assessment report.</p>	Put on next board agenda as information item
Finalized Comprehensive Master Plan Scorecard - Keith	<p>Keith took this document to all the senates and all senates recommended approval. This committee reviewed the Comprehensive Master Plan Scorecard.</p> <p><b>By consensus</b>, Crafton Council approves the Comprehensive Master Plan Scorecard.</p>	
Draft IEPI Detailed Treatment of Focus Areas - Keith	<p>Keith was selected as then logistics contact person for our upcoming IEPI visit. Per their request, Keith has put together a draft of the detailed treatment of focus for their team. We need to provide this document to them by 01-12-18. Mark will add to the Academic Senate Executive Committee agenda to discuss and let Keith know if there are any changes by Friday, December 15, 2017.</p>	
Draft IEPI PRT Calendar - Keith	<p>Keith put together a draft of the IEPI team visit schedule. After discussion, it was decided to combine some groups and eliminate others. Keith will send out another draft for review.</p>	
Prioritization of the Comprehensive Master Plan Strategic Directions - Keith	<p>Keith presented the analysis of the comprehensive master Plan Strategic Direction Alignment with Objectives to look at the objectives and prioritize them. It shows that Expand Access had the highest priorities of all strategic directions.</p> <p>After discussion, it was agreed that in addition that we would include 7.2.1 and all objectives that received a total score across of 4 or higher because they promote student success. Accordingly, the following objectives were identified as the priorities for 2017-2018: 1.1.4, 4.2.3, 7.2.1, 7.2.6, 9.1.3, and 9.1.5. This will be discussed at the Spring In-Service Day workshop.</p>	
Student Satisfaction Survey for Spring 2018 - Keith	<p>The Student Satisfaction Survey will go out the beginning of February. We can suggest changes but Keith will need those changes before our next meeting so we can approve the survey.</p>	Put on agenda for next meeting

<p>Open Forum - Wei</p>	<p>We have one more open forum scheduled:</p> <ul style="list-style-type: none"> <li>• Thursday, February 15 2018, at 1:00-2:00, LRC 226</li> </ul> <p>We only received three questions in advance of the first open forum on December 5<sup>th</sup>. Keith sent out an email to all the managers and gave them a link to provide questions for the next open forum. He asked that all the managers put this on their agendas for the meetings that they chair at their first meeting in the Spring. Hopefully this will generate more questions.</p> <p>The panel will consist of Dr. Zhou, Mike Strong, Dr. Rebeccah Warren-Marlatt, Dr. Kathy Bakhit, Mark McConnell, Denise Allen, Ben Gamboa, and Kevin Palkki.</p>	
<p>Crafton Council and Accreditation Standards - Rebeccah</p>	<p>Crafton Council received an email from the Institutional Effectiveness, Accreditation and Outcomes Committee (IEAOC) indicating which accreditation standards they believe align with our charge and/or purpose. They asked that we consider designating some time on our agenda to discuss how these relate to this committee.</p> <p>After discussion, it was agreed that we would add one standard to each agenda to begin this discussion.</p>	<p>Put on next meeting agenda the Standard IA Mission</p>
<p>Homeless Students Resource Advisory committee: Rebeccah</p>	<p>Rebecca provided the updated charge of the Homeless Student Resources Advisory committee as follows:</p> <p><b><i>The Homeless Student Resources Advisory Committee Charge:</i></b> Advisory to the Vice President of Student Services, the committee ensures the college meets the needs and addresses the problems of homeless students, and develops policies and procedures to:</p> <ul style="list-style-type: none"> <li>• Seek out, identify and support CHC's homeless population</li> <li>• Promote college and community services and resources</li> <li>• Establish relationships with community and K-12 resources</li> <li>• Build awareness and advocacy within the college community</li> <li>• Promote the development and maintenance of an effective, current resource list for homeless students</li> </ul> <p><b>Membership:</b></p> <ul style="list-style-type: none"> <li>• Single point(s) of contact for homeless students</li> <li>• Financial Aid, Admissions and records, and EOPS/CARE/CalWORKS/Guardian Scholars liaisons</li> <li>• Deans of Student Services</li> <li>• Athletics Director</li> <li>• Health and Wellness Coordinator</li> <li>• Vice President of Student Services</li> </ul>	

<p>Homeless Students Resource Advisory committee: Rebecca (Continued)</p>	<ul style="list-style-type: none"> <li>• Three (3) faculty, including the leader of the COACH Cupboard</li> <li>• Veterans Resources Coordinator</li> <li>• District Police</li> <li>• Students</li> </ul> <p><b>Term:</b> One year</p> <p><b>By consensus,</b> Crafton Council approves the Charge and Membership for the Homeless Students Resources Advisory Committee.</p>	
<p>Change in Planning and Program Review Cycle – Mark</p>	<p>Academic Senate has suggested a change in the Planning and Program Review Cycle. They would like rationale for any changes in priority at Area and Division levels for more transparency.</p> <p><b>By consensus,</b> Crafton Council agreed to the change and will forward this to the PPR committee to work on.</p>	
<p>Announcements - All</p>	<p>Mark reported that we have had 26 composer concerts and we have the longest standing composer concert series in all community colleges in California. Mark will provide Donna with the information so she can put it on the website.</p> <p>Denise reported that after reviewing many options, the District has picked the PPR Web tool that Keith created for District Program Reviews. Keith has gone to the District and trained their staff. Kudos to Keith.</p> <p>Denise has been selected as the President of District Assembly effective in January 2018.</p> <p>There was a ground breaking ceremony on 12-11-17 at the southwest corner of Yucaipa Boulevard and 18<sup>th</sup> street which Wei and Mike attended. This is the kickoff of a widening project where there will be three lanes on Yucaipa Boulevard and a center median. 14<sup>th</sup> Street to the freeway at Oak Glen Road will be considered the college gateway and we will have banners for the college all along this street.</p>	
<p>Next meeting will be January 23, 2018 at 1:00 p.m. in CCR 233</p>	<p>Meeting adjourned at 3:16 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>