

# Crafton Hills College

## Crafton Council

### Minutes

**Date: January 23, 2018**  
**Time: 1:00 p.m. – 3:00 p.m.**  
**Location: CCR 233**

**Members:**

Wei Zhou – Chair =absent  
 Denise Allen  
 Kathy Bakhit  
 Ben Gamboa =absent

Patricia Menchaca  
 Georgina Nunez  
 Kevin Palkki  
 Mike Strong

Rebecca Warren-Marlatt  
 Keith Wurtz  
 Mark McConnell

TOPIC	DISCUSSION & FURTHER ACTION
Review and Approval of Minutes of 12-12-17	The minutes for December 12, 2017, approved as written.
Student Satisfaction Survey for Spring 2018 - Keith	Keith reviewed the draft version of the survey. There were a few minor requested changes: Add: “groups, events, activities” to the Student Life section; revised the athletics question to “Should CHC expand the athletics program?” or something like, “Are students aware of CHC’s athletics programs.” Demographic section: The committee discussed the benefit of knowing how many CHC students are in a homeless situation. Keith will work on a way to appropriately formulate a question on this with Rebecca. Keith will work on developing a question about whether or not students use the Health and Wellness Center usage. The survey is intended to be distributed immediately after census.
IEPI Update - Keith	The documents are prepared for the team, the lead, Brock is onboard with questions to follow for Crafton Council. Not yet scheduled.
Guided Pathways One-Day training/constituent group - Keith	Keith is working on the work plan from data collected on in-service. He’s collected suggestions from staff and will include those in the work plan. We need a work group for planning and anyone can participate. Action items should generate who should be included in the work group. Keith will have them compiled for Crafton Council. Kathy stated we should have many projects and that they should align with the Master Plan. This is a multi-year project and we should have many teams with a variety of focus. We need to identify what projects fit and prioritize those and look to see what other campuses did. Mark: We should offer release time for a point person, ie., someone from a high school for example. Perhaps instructional faculty leads for construction and clarification of the pathways. Projects, we need to prioritize and determine goals. Also we should create a faculty work group for some projects to determine Pathways.
Grants Update – Keith	Keith and Hannah Sandy are working on a Mental Health grant that has a 1 to 1 match. Keith and Patricia are working on a Stem grant and will send . abstracts to the Academic Senate.

<p>Open Forum – All</p>	<p>Thursday, 2-15-18, 1:00 p.m., LRC 226  Mike: We request the senates capture questions from those in their group or come up with questions they would like discussed at the open forum. Keith will send the link to committee chairs. The deadline for question submission is Tuesday, 2/13. The Open Forum was held in LRC 226 and it was full last time. Mike will work with Cyndie to set up the seating differently or find a larger room. Mark: Do an analysis to see what we are getting out of it. Keith stated he can create an evaluation and we can ask on the campus climate survey.</p>
<p>Standard IA Mission – Rebeccah</p>	<p>We are looking at standards on committees. I will be asking the committee to review, reflect, and inform our mission: Keith: do we have a schedule of regularly reviewing the mission? Rebeccah: yes, we review it annually unless there are changes to address and get the board to approve. Mission changes go directly to the board from this body for approval to reduce chances for errors or omissions. Committees should do a gap analysis to see where the committee charge may not be aligned with the mission. Committees should review and use them to guide their work. We have not structured assessment to see if we have gaps with complying with the standard and to find any problems. We are scrambling and layering a lot of work at the end. We can reduce panic and produce effective accreditation data ready sooner. Denise: Refresh signs on campus prior to visits. Give chairs standards to focus on with committee work to get it on their radar. Train and focus to get understanding. Mike: Suggested the committee chairs bring their respective committee’s charge with them and do an exercise as part of the training to see how they align with the strategic plan. Do this when we review committee charges at the beginning. Rebeccah: Maybe we build meetings around the integration of our goals, missions, and all that stuff. Could committees look at the body of their work and list how they help us address the standard. Denise: If we can keep it simple and educate chairs and committee members, perhaps with a template or the like. Kathy: add something on the evaluations for committees.</p>
<p>ALO Transition – Rebeccah</p>	<p>IAOC recommended that Keith should be the ALO. We should transition as soon as possible to get Keith access to training and support. By consensus, the Crafton Council supports the recommendation to appoint Keith Wurtz as the ALO.</p>
<p>Overview of Summer Renovation Projects – Mike</p>	<p>TESS/Printshop: We are still working through some concerns about the space not meeting their needs. The cost estimate for the renovation is \$2.2 million. We are still in discussion due to the current budget, the needed space expansion and the space is smaller than what TESS currently occupies. We are meeting this Friday to discuss the issues and find a resolution with an on campus meeting to see if we can make it work. We are concerned with the limited time for summer remodels.  Block Grant Projects: We are waiting for the details on the amount of the block grant from the state.  PAC: There are several summer projects scheduled in the PAC—carpet replacement, elevator modernization, back stage improvements, HVAC upgrades, and a storage facility.</p>

Developmental Budget – Mike	<p>Mike: February is developmental budget month. Mike reviewed the approach we will be taking to developmental budget. It will include itemization of all our expenses and identifying what service level they will be. The Budget Committee is creating a definition for each service level and managers will be asked to categorize each expense into a service level. Considerations will be made to establish productivity targets and FTES targets. The purpose for adding “service levels” is to help tell our story to the district about what things would be reduced should we be asked to cut our budget.</p> <p>Denise: Add unfunded requests for items and other things that we could add to show unfunded student success and support for growth, such as faculty positions in the priority list for 8 years along with other department requests. We should identify the objectives that have requested resources for many years. Keith will assist Mike in determining such resource requests following the completion of developmental budget.</p>
6 Prioritized Strategic Objectives for this Year - Kathy	<p>Strategic plan has 9 directions, and under each direction are objectives (28). Prioritized the top 6 strategic objectives including DE goals, expand enrollment, and align course offerings. Expand access to programs. Refine and revise RAM. Ensure institutional planning to inform the allocation of resources. All that we focus on should align with these directions.</p>
ESL Plan – Mark	<p>Dual enrollment, STEM and Non-credit:  ESL: Program viability submitted by Gary Williams. Gary has put together a research brief. ESL needs a plan written to be prioritized within the PPR. Academic Senate wants a fulltime faculty on the prioritized request for ESL faculty to run the program. Rebecca: We need a substantive change as soon as possible, new program etc. Credit ESL requires it to happen.</p>
Dual Enrollment Resolution - Mark	<p>Resolution for concurrent enrollment. We are trying to clean up the process on how we get courses to the high schools. Documentation, success rates, a plan, and assessments, what’s working, what isn’t. CC needs to look at it and decide whether to support or not. Move to next meeting for discussion. Council members are to read and come prepared to discuss at our next meeting.</p>
STEM Resolution – Mark	<p>Modified by Academic Senate and will be moved to next meeting for discussion</p>
Noncredit Plan – Mark	<p>The Academic Senate thinks it’s a good plan, it has had lots of eyes on it. The Senate will have a session at plenary on how to transition a college from no non-credit to non-credit. Rebecca will take it to student services council. Denise stated that after helping someone apply, CCC apply is too difficult to navigate and is a barrier to access for non-credit students. Read and moved to next meeting for discussion.</p>

<p>Announcements – All</p>	<p>Three Peaks Challenge, There is a hike on feb 3rd. Harrison mountain, 3.5 mile round trip, then meeting at IHOP near the 330.</p> <p>PD is featuring Black History Month talks and visitors will be on campus. Flyers are posted, the opening reception is coming soon with a jazz band playing and will include a break and a small history on jazz</p> <p>The Gala is being held on March 24<sup>th</sup> this year.</p> <p>Rush Week is the 21<sup>st</sup> of February...</p> <p>Mark's student, Brian Wright, has earned his PhD. and is a tenure track professor at Fairmont State University.</p>
<p>Next Meeting: <b>Tuesday, February 13, 2018 at 1:00 CCR 233</b></p>	<p>Meeting adjourned at 2:45</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>	