

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: February 28, 2018
Time: 1:00 p.m.
Location: CCR 233**

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

TOPIC	DISCUSSION	Further Action
Approval of Minutes for January 23, 2018	The minutes for January 23, 2018 were approved as corrected.	
Addition of Agenda items	<p>Mark McConnell requested to add three items to the agenda:</p> <ul style="list-style-type: none"> • Guided Pathways • NSF Grant • Resolution on DE Course Caps <p>The committee agreed to add these items to today's agenda.</p>	
Proposed Approach for Documenting Prioritization Changes at the Division and Area Levels - Keith	<p>Patricia reported that faculty had concerns regarding transparency and Academic Senate asked for some revisions to the Planning and Program Review cycle process. This information was given to the PPR committee and based on their analysis they recommended the following:</p> <p>Provide an explanation or summary of any changes for the top 15 objectives. If any of the top 15 objectives moved down and/or added new objective, please explain why. If priorities greater than 15 were moved up to the top 15, please explain why.</p> <p>By consensus, Crafton Council approves adding the above to the PPR process.</p>	
Non-Credit Plan - Denise	<p>Denise reported that Academic Senate appointed a standing committee that worked through the fall term to put together a Non-Credit Plan. The plan addresses the program, specifies the non-credit apportionment is limited to ten categories, suggested implementation guidelines including staffing, courses, minimum qualifications, catalog, etc. After a lengthy conversation, it was agreed upon to include the word "Recommendations" to the heading of the document and change their recommendation that the college will hire 1 additional FT faculty member for every 50 FTES generated by the noncredit program.</p> <p>By consensus, Crafton Council approves the Non-Credit Plan. The next step will to take it to the Enrollment Strategies Committee.</p>	

Planning Retreat - Wei	Wei would like a one day college wide planning retreat. He would like to make this an annual event. He wants to make sure that all constituency groups are represented at this meeting. He wants to hold the retreat on Friday, April 27, 2018 after the second IEPI visit. The goal of this retreat will be to prioritize 3-6 things for 2018-2019. Denise will look at the Community Center at the City of Yucaipa as the venue. We will provide continental breakfast and lunch for all the participants.	
Tess Update - Mike	Mike reported that the District is still discussing the possibility of moving TESS to Crafton. Their concern is the space we are providing is a little small. Mike is working with them for a solution. Their current lease ends in March 2018 and the District is in negotiations with the property owner to try to extend the lease 6-12 months.	
Online Course Caps – Mark	Mark presented Academic Senate Resolution S18.01 regarding online course caps. It was discussed that the class size at census needs to be 35, not at the beginning of the course to be sustainable. Mike asked how do we incentivize growth for Crafton?	
NSF Grant - Mark	Academic Senate is okay with the grant application as long as no major changes or modifications.	
Guided Pathways – Mark	Per Keith our submission for the Guided Pathways is due on March 30, 2018. Mark indicated that Academic Senate has several volunteers to review the document and it will go to Academic Senate for approval at their 03-21-18 meeting.	
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>	
Announcements - All	Accidentally skipped.	
Next meeting will be March 27, 2018 at 1:00 p.m. in CCR 233	Meeting adjourned at 3:04 p.m.	
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.	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.	Institutional Values Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.