

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: April 28, 2020
Time: 1:30 p.m.
Location: ZOOM Meeting**

Members:

A=ABSENT

Kevin Horan, Chair
Mark McConnell
Julie McKee
Meridyth McLaren
Brandi Mello=**A**
Delmy Spencer
Kevin Palkki
Tyrone Ross=**A**
Gio Sosa
Mike Strong
Keith Wurtz
Elijah Gerard=**A**
Laura Van Genderen
Alex Jaco

| TOPIC | DISCUSSION | Further Action |
|--|--|---|
| Approval of minutes for April 14, 2020 | The minutes of April 14, 2020 were approved as written. Motion by Keith, seconded by Delmy. Unanimous approval. | |
| Corvid-19 Update – Kevin | Still in a holding pattern regarding Fall semester. We should know something close to the middle of June. Working on three scenarios: <ul style="list-style-type: none"> In person classes Hybrid meeting format with labs in person and lectures on-line Status Quo (same as now) | |
| Accreditation Update ISER – Keith | The Accreditation Institutional Self-Assessment Report (ISER) has been sent to all senates for a first read and we have had several open forums and it has gone out to the campus. Gio aligned all the sub-standards to each committee on campus and Keith gathered input from all the committees as well. Any additional information needs to be sent to Keith by 4-30-20. Final reads will go to the senates at the end of the week. First and second reads by the Board of Trustees in July and August and submitted to ACCJC on 4-14-20. | Place on agenda for 5-12-20 for second read |
| Institutional Set Standards - Keith | ACCJC requires each college to set a baseline in four achievement areas. Crafton identified four standards and set the minimums. The college should not fall below the number or rate that was set. If it goes below, we need to engage in strategies to improve. Crafton is well above each of the minimum standards for all four institutional standards. However, when you disaggregate the data it shows that under Successful Course Completion Rates by Ethnicity that we have fallen below the minimum standard we set of 63.6% for African American students. The rate for 2018/2019 is 62%. The Enrollment Strategies Committee is developing an action plan to increase the African American course success rate. If you have any ideas, please let Keith know and we will include it in an action plan. | |

| | | |
|--|---|--|
| Guide to Prioritizing Sections – Keith | <p>The Enrollment Strategies Committee developed institutional set standards and it has been vetted by Academic Senate. This resulted in some changes in prioritization. Considerations for prioritizing course offerings included 8 items (not in any particular order). After discussion, it was determined that we would eliminate number 8:</p> <p>8. Closely scrutinize classes that have a very low success rate.</p> <p>Mark indicated that some classes have a low success rate but have to be offered for various certificates or degrees.</p> | |
| Committee Assignments for 2020/2021 | Cyndie reported that she has received the committee assignments from faculty. | |
| Student Needs Survey - Gio | <p>Crafton sent out a Student Needs survey. We received 1100 submissions. Some were blank but as of today 827 are valid. This is a high response rate so Gio is confident the extrapolated data is accurate. We reviewed the data. Students self-reported the pandemic impact on their families and 62% of respondents responded that someone in their household had reduced employment or loss of hours. If they included their contact information on the survey, we will connect them to resources to help however we can.</p> <p>The data will be finalized tomorrow and Gio will post it on their webpage.</p> | |
| Personnel Survey – Gio | <p>Gio shared some preliminary findings. The final report should be completed by the end of the week. So far we have reviewed 123 responses and it may go as high as 140. 20% said they had no barriers but the rest indicated some challenge to working from home. Questions included if they needed technical support or personal support. If they included their contact information and need assistance, they will be contacted directly.</p> <p>Mike reported that staff can pick up their office chairs if they want. An email went out with the procedure to pick up their chairs. We ordered newer faster laptops and wireless headphones and additional external monitors to help employees.</p> <p>Kevin Horan reported that Evan Sternard and TL Brink are putting together a support group ZOOM meeting on Fridays to connect with people. An email will be going out to all employees.</p> | |
| Committee Self Evaluations – Gio | Gio provided a link so that committee members can complete their evaluation during the meeting. | |
| Commencement – Kevin | <p>We will hold a virtual commencement on 5-22-20. We are reviewing software, met with the vendor and our counterparts at SBVC so the same messaging comes from both colleges. Delmy stated the commencement committee has reviewed the agenda and some sections will be prerecorded and some will be live. There will be a singer and a student speaker.</p> | |

| | | |
|---|---|---|
| Announcements - All | <p>Kevin Palkki stated the theater department is presenting one act plays theater program on Saturday, May 9th from 2:00-10:00 p.m. There will be several shows: 2:00-4:00, 4:00-6:00, 6:00-8:00 and 8:00-10:00. All will be presented in a ZOOM platform.</p> <p>Mike asked who should be included in the user group for the Central Complex 2 construction project. For physics it should be Matt Adams and Van Muse. For downstairs which is math classes, it should be Kay Weiss and the math chairs (Brandi Bailes and Danielle McCoy).</p> | |
| Next meeting is 05-12-20, 1:30 p.m., ZOOM | Meeting adjourned at 2:29 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. |