

**Crafton Hills College  
Crafton Council  
Committee Minutes**

**Date: October 27, 2020  
Time: 1:30 p.m.  
Location: ZOOM Meeting**

**Members:**

**A=ABSENT**

|                                |   |
|--------------------------------|---|
| Kevin Horan, Chair             | Kevin Palkki, CSEA Rep                                  |
| Brandi Bailes, AS Pres         | Gio Sosa, Dean IERP                                     |
| Jake Fuller, SS Pres= <b>A</b> | Mike Strong, VPAS                                       |
| Alex Jaco, Classified Rep      | Keith Wurtz, VPI  |
| Julie McKee, AS VP             | Vacant, President Elect/Past President, Academic Senate |
| Meridyth McLaren, CTA          |   |
| Delmy Spencer, VPSS            |   |

| TOPIC                                    | DISCUSSION   | Further Action |
|--|--|----------------|
| Approval of minutes for October 13, 2020 | This item was tabled until next meeting.   |                |
| Crafton Council Charge – all             | <p>Crafton Council discussed that the Mission, Vision and Values are not part of the Charge. The council made a minor edit to the Charge. The revised charge is:</p> <p>The Crafton Council is the central deliberative collegial body at Crafton Hills College. The primary shared governance committees report to Crafton Council. The fundamental purpose is to provide information and facilitate communication and governance. The Crafton Council:</p> <ol style="list-style-type: none"> <li>1. Serves as the primary committee to <b>address participatory</b> governance issues.</li> <li>2. Provides information to and models best practices for participatory governance committees.</li> <li>3. Assumes oversight and maintenance of the CHC Organizational Handbook.</li> <li>4. Monitors Policies and Administrative Regulations related to participatory governance, and recommends modifications thereof, or new Policies or Administrative Regulations, as needed.</li> <li>5. Coordinates and <b>facilitates</b> the systematic evaluation of governance and administrative structures <b>and</b> processes. <del>and services.</del></li> <li>6. Promotes plan integration and alignment and recommends corrective action as necessary.</li> <li>7. Relies on research, evidence and learning assessment results to inform <b>participatory governance</b> planning and decision-making.</li> <li>8. <b>Facilitates the revisions and forwards</b> <del>revisions of the college Mission, Vision and Values to the Board of Trustees</del> <b>when applicable.</b> <del>for review and approval.</del></li> </ol> <p>It was moved by Brandi and seconded by Meridyth.</p> <p>By <b>consensus</b>, Crafton Council has approved the Crafton Council Charge.</p> |                |

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| Mission, Vision and Values - Gio             | <p>Gio reviewed the timeline and reviewed the survey for the Mission, Vision and Values. The survey includes a link to explain the difference between mission, vision and values. Suggestion made to add one sentence explanation on introduction to survey with link. Survey is primarily open-ended. Suggested revisions were made to the survey. Suggested that ask to write a mission, vision and values statement. Move the link describing the mission, vision and values to last survey question page.</p> <p>Gio will make changes and distribute survey to constituents.</p> <p><a href="https://www.craftonhills.edu/about-chc/research-and-planning/institutional-effectiveness/documents/missionvisionvalues-overview-oct2020-revised.pdf">https://www.craftonhills.edu/about-chc/research-and-planning/institutional-effectiveness/documents/missionvisionvalues-overview-oct2020-revised.pdf</a></p> |  |
| Committee Reports – All                      | <p>Crafton Council suggested rotating the reports, so that each committee would report once a month. Five committees would report each meeting.</p>  |  |
| Budget Committee-Mike                        | <p>Reviewed the budget guidelines. Adopted all recommendations as is and will go to Crafton Council.</p>   |  |
| Educational Master Plan Committee – Kevin H. | <p>Review at next meeting.</p>   |  |
| Enrollment Strategies - Keith                | <p>Examined data comparing enrollments by demographics for Fall 2019 and Fall 2020. Exploring holding family virtual orientations.</p> <p>Also working on developing the enrollment management objectives. Will bring to Crafton Council.</p> <p>Michelle reviewed Niche, a search engine for students looking to go to colleges. She is working on improving. Top major's students looked at for Crafton were nursing, psychology, and medical assistants and technicians.</p>  |  |
| IEAOC – Keith                                | <p>We are working on revising the ISS. Should be ready to bring to Crafton Council shortly.</p> <p>Committee also reviewed the Outcomes Cloud and will has recommendations for improvements to the cloud. Will bring to Faculty Chairs and Senate. Also, faculty will be piloting the disaggregation assessment of students this semester.</p> <p>Committee is also working on the implementation of the QFE plan. We are already making really good progress on this and will continue moving forward.</p> <p>Committee is also working with Faculty Chairs on checking the accuracy of PLOs in the catalog and the Cloud.</p>  |  |
| IRB – Gio                                    | <p>Review at next meeting.</p>   |  |
| PPR – Gio                                    | <p>Review at next meeting.</p>   |  |

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| Professional Development – Keith  | Review at next meeting.  |   |
| Safety – Mike   | Plan is to review the safety plan for classes on campus with COVID at the next District Assembly. Concern is the mask police. Needs to be more discussion.                                       |   |
| Student Equity and Achievement – Delmy  | Review at next meeting.  |   |
| Technology Planning – Melissa   | Review at next meeting.  |   |
| Announcements – All   | None.  |   |
| Next meeting is 11-10-20 at 1:30 p.m.   |  |   |
| <b>Mission Statement</b><br>The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning. | <b>Vision Statement</b><br>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. | <b>Institutional Values</b><br>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual. |