

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: September 14, 2021
Time: 1:30 p.m.
Location: ZOOM Meeting**

Members:

A=ABSENT

Kevin Horan, Chair	Meridyth McLaren, CTA
Brandi Bailes, AS Pres	Delmy Spencer, VPSS
Madeleine Boone,	Gio Sosa, Dean IERP
Student Senate Pres	Dave Stevenson, CSEA Rep
Alex Jaco, Classified	Mike Strong, VPAS
President	Keith Wurtz, VPI
Julie McKee, AS VP	Vacant, President Elect/Past President, Academic Senate

TOPIC	DISCUSSION	Further Action
Approval of minutes for August 24, 2021	The minutes for 8-24-21 were approved as written. Motion by Keith, seconded by Brandi. No abstentions. Unanimous approval.	
Update from District Institutional Effectiveness Committee regarding the Ed Master Plan Process – Christopher Crew and Gio	<p>Christopher Crew from the District Office of Research and Planning presented an overview of the process to update to the Educational Master Plan. Over the summer EMSI worked on the feedback they received from all three district sites for the environmental scan. That updated document was released last week.</p> <p>The next step is moving forward to find a consultant to work on the Educational Master Plan and the RFP went out on August 26, 2021. Proposals are due 10-8-21. According to the timeline, consultant applications will be reviewed, the top three will be forwarded for interviews and hoping to get cabinet approval in November and Board approval in December. That gives the selected consultant six months to get the Educational Master Plan document complete.</p> <p>The consultant will work with the colleges to finish their college plan and then will pull together the data into one plan for the District.</p>	
AP/BP Standards of Student Conduct AP 5500 Student Conduct – Joe Cabrales	<p>Academic Senate requested review of AP 5500 Student Conduct to include more descriptive detail and examples when possible. Joe reviewed their feedback and agreed that some of the procedures were antiquated and needed updating. Joe looked at other colleges and legal language and drafted some updated language which he presented today.</p> <p>Academic Senate requested that the BP be written in order of severity instead of alphabetically by type.</p> <p>Academic Senate requested to address the zoom situations as this is a new platform since the AP/BP was originally written.</p>	

<p>AP/BP Standards of Student Conduct AP 5500 Student Conduct (continued)</p>	<p>After the discussion today, Joe will fine tune his draft and send it to Academic Senate for another review. Once this is completed, Joe needs to review the drafted changes with SBVC and then it needs to go to District Assembly for approval.</p>	
<p>Finalization of Institutional Set Standards - Keith</p>	<p>Last spring, Crafton Council reviewed the Institutional Set Standards recommended changes, it went to all the senates in April and Keith is bringing it back to Crafton Council for final approval.</p> <p>Keith reviewed the changes: Approximately 5-6 years ago ACCJC required colleges to set standards. If we fell below those standards, we need to define resources to correct. The IEAOC defined those standards initially. The IEAOC is now recommending changes to two of these standards:</p> <p>Transfers. Our current standard is 163 and we have exceeded that number significantly in the past several years. They would like to increase that number to 338.</p> <p>Degrees. Our current standard is 250 and we have exceeded that number significantly in the past several years. They would like to increase that number to 428.</p> <p>Motion to approve the revision to the Institutional Set Standards was made by Mike. Seconded by Meridyth. No abstentions. Unanimous approval.</p>	
<p>Professional Development Charge – Keith</p>	<p>Last spring Crafton Council made some suggested changes to the Professional Development charge. The Professional Development committee reviewed the suggestions and revised their charge. They are submitting their revised charge for approval by Crafton Council.</p> <p>The Professional Development charge:</p> <p>The Professional Development Committee reports to the Crafton Council and relies on research and evidence based decision making to inform professional development activities that encourage collaboration and conversations to promote equity driven inclusive practices. The PDC completes this work by focusing on:</p> <ul style="list-style-type: none"> Working with campus group representatives, such as unions, Senates, special projects, and other participatory governance committees, to create and foster a broad array of Professional Development activities that focus on equity driven inclusive practices 	

Professional Development Charge (continued)	<ul style="list-style-type: none"> • Engaging with faculty and staff from all areas to support professional development that addresses student needs (e.g.: career and academic pathways, educational planning, instructional support, etc.) • Collaborating with research to develop, collect, and review data from a variety of surveys and assessments • Developing, planning, scheduling, promoting, and facilitating Flex and In-Service activities • Building activities that help people to realize their individual and collective aspirations, raise the quality of their reflection and conversation, and hone their conceptualizations of the larger system in which their work is situated • Promoting learning opportunities with other institutions, organizations, and professional networks that fulfill our mission as a community college • Reviewing and recommending approval of funding requests for professional development materials, workshops, and conferences <p>Members of the committee also serve as the college's Flex Advisory Committee, which views flex reports submitted by flex-eligible full-time faculty. The Professional Development Committee meets twice per month.</p> <p>Motion to accept the Professional Development charge as written by Brandi. Seconded by Julie. No abstentions. Unanimous approval.</p>	
Governance Training Revisions – Gio and Brandi	Gio and Brandi have been working on revising the governance training and the Org handbook. After Keith and Gio reviewed the drafted changes, it was determined that this falls under the IEAOC and they need to first review the edits and changes before we can bring them to Crafton Council. We are tabling discussion of this item until after IEAOC has time to review and approve.	Add to 9-28-21 agenda
Planned Org Handbook Revisions – Gio and Brandi	This item is also being tabled until next meeting.	Add to 9-28-21 agenda
Faculty representation on committees – Brandi	In reviewing the membership requirements in the college committees and the district committees, Brandi had concerns there are more faculty seats that need filled than we have faculty to cover. She would like to review the committee membership for the committees that report to Crafton Council. Academic Senate will provide some feedback to start this discussion.	Add to 9-28-21 agenda

Reorganizing Crafton Council agenda, minutes, formalizing a communication plan and committee membership needs, committee schedules - Brandi	<p>Brandi indicated that we have had the same agenda and minute template for many years and would like to revisit this. She would like to experiment with this committee to look at:</p> <ul style="list-style-type: none"> • Minutes • Agendas • Membership composition • Committee schedules (to increase participation) <p>Brandi asked for a large chart that shows the meeting times and the committee membership and wants brown act committees identified. Gio and Cyndie to work on this.</p> <p>After discussion it was agreed that we would take one item at a time to discuss. We will work on agenda and minutes format at our next meeting.</p> <p>Cyndie to consult with other notetakers at CHC to get their agenda and minutes format and bring to next meeting.</p>	Gio and Cyndie to work on the large chart. Add to 9-28-21 agenda
Facility Master Plan Addendum First Read - Mike	Mike met with all three senates to review the Facility Master Plan Addendum and answer questions. He will meet tomorrow with the architect to go over the addendum and is not ready for first read today. He asked that we table first read until next meeting.	Add to 9-28-21 agenda
COMMITTEE REPORTS		
IRB – Gio	No report.	
PPR – Gio	The reporting timeline has been shifted to the fall to better support programs. We are ramping up coaching to help in the process.	
Professional Development – Keith	Working on the faculty handbook, finalized the new charge and new faculty orientation is under way.	
Safety – Mike	Committee met on Monday. They are active in the reopening plan and providing feedback to the reopening task force. The Great California Shake Out will occur on 10-21-21 at 10:21 a.m.	
Student Equity and Achievement – Delmy	Keith reported that Ivan facilitated a fun and challenging ice breaker to start action planning.	
Technology Planning – Mike	No report.	
Public Comments	None	
Announcements – All	Brandi indicated her name has been forwarded to the governor's office to serve as a faculty representative to the Board of Governors.	
Next meeting is 9-28-21 at 1:30 p.m.	Adjourned 2:59 p.m.	

<p>Mission Statement</p> <p>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>Vision Statement</p> <p>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>Institutional Values</p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>
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