

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: September 28, 2021
Time: 1:30 p.m.
Location: ZOOM Meeting**

Members:

A=ABSENT

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

TOPIC	DISCUSSION	Further Action
Approval of minutes for September 14, 2021	The minutes for 9-14-21 were approved as written. Motion by Brandi, seconded by Keith. No abstentions. Unanimous approval.	
Governance Training Revisions – Brandi and Gio	Gio and Brandi have been working on revising the governance training and the Org handbook. IEAOC has put this on their next agenda. We are tabling discussion of this item until after IEAOC has time to review and recommend approval to Crafton Council.	Put on 10-12-21 agenda
Planned Org Handbook Revisions – Brandi and Gio	This item is also being tabled until our next meeting.	Put on 10-12-21 agenda
FMP Addendum-First Read - Mike	Mike visited with all the Senates (Academic, Classified and Student) and shared all the comments received and how they were incorporated into the document. Each senate has given a vote of support for the document. Crafton Council approved FMP Addendum First Read.	Put on 10-12-21 agenda for Second Read
PPR Membership Revision - Gio	The Planning and Program Review Committee met and drafted a revision to the membership list for their committee. Gio is bringing the draft revision to Crafton Council for approval. They are adding one member to the committee. The proposed membership list: Two Vice Presidents (VPAS, VPSS, and/or VPI); Vice President, Academic Senate (co-chair); five additional faculty (at least one from Student Services and one is recommended from each of the instructional divisions); one classified representative; one Student Senate appointee; Dean, Institutional Effectiveness, Research and Planning (co-chair); one member from the Office of Institutional Effectiveness, Research, and Planning.	

PPR Membership Revision – Gio (continued)	Motion to approve the membership change as proposed is made by Keith. Seconded by Brandi. No abstentions. Unanimous approval.	
Crafton Council Sub-Committee Chart – Brandi, Gio and Cyndie	The draft chart shows only those sub-committees that report to Crafton Council and a separate page for each month for Fall semester. Each committee is color coded and noted on the month chart for a visual to see when the committees meet. Only one committee overlapped another but they only meet quarterly. The list below the chart shows the committee membership as reflected in their charge and the names of the committee members as reported by the Senates. This is a work in progress. Gio will be working on another piece to the information which will show the percentage makeup of each constituency group for each committee. It was discussed about the best times for committees to meet. It was agreed that afternoons work best. Kevin said he will work with Gio and Cyndie to look at this more in depth.	Put on 10-12-21 agenda
Committee Self-Evaluation Review- Gio	Gio went over the survey results from last May for all the committees. Instead of a pdf document, they have created a dashboard with drop down menus. You can look at all the committees combined or select specific committees to get to the information. Gio indicated that we need to peak interest across the campus to get participation on committees. One issue is finding time to get away from work schedules to participate on committees. It was suggested that we do a separate survey campus wide to increase participation. However, after discussion it was determined that these types of questions were included in the last Climate survey. Classified staff and non-instructional faculty members need active encouragement from managers to participate so workloads can be covered to allow them to attend committee meetings. Another item discussed was if members on committees understood their role to report information to their constituency group and also to bring questions or issues from their constituency group back to the committee. Gio and Brandi will be including this in the planned committee training they are working on. Madeleine suggested scheduling committees that need attendance at the most convenient times and putting committees where people do attend at less desirable times.	

Committee Self-Evaluation Review- Gio	We have approximately 200 full time or permanent employees and less than 50% participation in committees. We need a goal to increase participation. Gio suggested a quarterly newsletter sent to the college to highlight accomplishments from the shared governance committees. Crafton Council would need to request the information from the committees that report to them. Brandi indicated it should be printed as well as emailed to everyone. Keith and Gio will work on this.	
COMMITTEE REPORTS		
Budget Report - Mike	No report.	
Educational Master Plan - Kevin	Reviewing the updated Environmental Scan Report.	
Enrollment Strategies – Keith	Reviewed process to review Tagline; take information from survey to all Senates; reviewed final draft of the CNA Program Viability study and will take to Academic Senate next.	
IEAOC– Keith	Taking four-point rubric approach back to the Academic Senate. The four-point rubric is a way for different programs to have their own definition of the rubric. In addition, the IEAOC is asking the Academic Senate to agree on a default rubric that will be used for programs that want it or are still working on developing their own rubric. Working on providing space at the Spring In-Service for programs to develop their four-point rubrics. TESS has hired a professional expert to complete the SLO Cloud changes, specifically, those around disaggregating outcomes. Reviewed the six-year assessment plan and reviewed the charge and membership for the committee.	
Public Comments	None	

Announcements – All	Mike stated the Great California Shake Out will occur on 10-21-21 at 10:21 a.m. Our next Three Peaks Challenge is the annual food drive on Saturday 11-13-21 9:00-noon. We sort food at the Redlands Family Services. He will find out if they will be limiting sign ups again this year. Brandi announced that on Wednesday 9-29-21 at 3:00pm there is a campus wide dialog about the vaccine mandate and spring schedule. Julie announced that the Foundation is having a #teamcrafton event at Escape Brewery on Thursday, September 30th at 5:00 p.m. On Sunday, October 3rd the Foundation President's Circle will be having a meet and greet with the cast and director prior to the matinee showing of Helen: Goddess of Arson at 2:00 p.m.	
Next meeting is 10-12-21 at 1:30 p.m.	Adjourned 2:37 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.