

## EDUCATIONAL MASTER PLAN COMMITTEE

### Minutes

August 4, 2009

Present: Matthew Lee, Ted Phillips, Moises Valencia, Michelle Riggs, Sherri Wilson, Gloria Harrison, Catherine pace Pequeno, Charlie Ng., Cheryl Marshall, Scott Rippy, Rick Hogrefe

#### 1. **Committee Responsibilities**

The committee discussed Dr. Lee's handout on committee responsibilities (attached to minutes).

Dr. Lee suggested dropping "ad hoc" from the title of the EMP Committee.

Dr. Lee explained that before agreeing to serve on a committee every committee member should understand what they are getting into. It is the committee member's responsibility to take an active role; if they drop out, they should be replaced.

**It was moved** by Daniel Bahner, seconded by Cheryl Marshall, and unanimously approved to adopt the handout, "Committee Responsibilities" as a model for CHC committees.

**It was moved** by Gloria Harrison, seconded by Rick Hogrefe, and unanimously approved to incorporate "Committee Responsibilities" into the CHC Organizational Handbook.

Dr. Lee suggested the Crafton Council revisit its mission and define its role.

Because the survival of this institution is at stake right now and CHC has until the end of this academic year to do everything that is necessary to bring CHC up to snuff, Dr. Lee suggested we launch a focused campaign to promote productive participation. Discussion took place and the following suggestions were made:

- People need to understand this is new; plans will be in action, not in place.
- We need to create a sense of community.
- The attitude of "getting accreditation over with" is wrong. This must be a continuous process.
- Everyone needs to come together to meet the challenge.
- The EMP committee should think about specific things we can ask other people do to help and report back at the next meeting.
- Committee members need to read the Commission's report and Matthew Lee's report.

#### 2. **Suggested Pool of Institutional Quantitative Effectiveness Indicators**

Discussion took place regarding the criteria used for collecting research data (document attached). Dr. Lee questioned CHC's use of Pass Rate rather than Success Rate. He will talk to James Smith regarding data and report back to the committee.

Dr. Lee asked committee members to identify their top five Quantitative Effectiveness Indicators and e-mail them to him by Thursday, August 6.

**3. Strategic Directions, Potential Goals, and Integration (Draft)**

Dr. Lee explained that he used Cheryl Marshall's document and added a new column-- Potential Goals (document attached). The committee discussed the first 3 Strategic Directions: (1) Student Access & Success; (2) Campus Climate; (3) Best Practices for Teaching and Learning. At the next meeting, the nature of these themes will be discussed and then move on to goals.

**4. Planning Agendas from CHC Self-Study, 2008**

To be reviewed (document attached).

**5. Homework Assignments:**

1. What specific things can we ask CHC staff do to help
2. Identify top 5 Quantitative Methods

**6. Meeting Dates:**

EMP Committee: Every Tuesday, 3:00 p.m., LADM217

Crafton Council: 1<sup>st</sup> & 3<sup>rd</sup> Tuesday, 1:00 p.m., President's Office Conference room  
&  
Special Meeting - September 8<sup>th</sup> to discuss draft of the  
Accreditation Follow-Up Report