

Crafton Hills College

Educational Master Plan Committee

Minutes

Date: March 28, 2017
Time: 3:00 PM – 4:30 PM
Location: LRC-135

Committee Members	P		P		P
Co-Chair: Keith Wurtz	Y	Carrie Audet	Y	Rebecca Warren-Marlatt	Y
Co-Chair:		Denise Allen-Hoyt	Y	Mike Strong	N
T.L. Brink	Y	Donna Hoffman	Y		
Gary Reese	N	Michelle Riggs	Y		

Committee Charge

The Educational Master Plan Committee (EMPC) relies on evidence (e.g.: quantitative and qualitative research, learning assessment results, etc.) to develop, review, and revise the Educational Master Plan with input from appropriate constituencies. The EMPC forwards revisions of the Educational Master Plan and the College Mission, Vision, and Values to the Crafton Council for review and approval. It meets twice per month.

TOPIC	DISCUSSION	FURTHER ACTION
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1.0 Effective, Efficient and Transparent Processes

The College operates through effective processes and structures. All planning processes and decision-making are transparent, evidence-based, efficient, clearly defined...

<ul style="list-style-type: none"> Review the Educational Planning Committee Charge (10 minutes) 	The committee reviewed the Educational Master Planning Committee charge.	
<ul style="list-style-type: none"> Review EMPC Membership (10 minutes) 	The committee reviewed the charge and discussed changing the membership of Director, Resource Development and Grants to Director, Resource Development.	Keith will change the members from Director, Resource Development and Grants to Director, Resource Development.
<ul style="list-style-type: none"> Review meeting time – 2nd and 4th Tuesdays of the month from 3-4:30PM (5 minutes) 	The committee discussed the meeting times and felt that it would be easier for the committee to meet in the same room following Crafton Council since the EMPC follows that meeting.	Ruby will schedule all future EMPC meetings in CCR-233.
<ul style="list-style-type: none"> Review the web site and discuss revising the strategic directions link (10 minutes) 	The committee reviewed the EMPC website.	
<ul style="list-style-type: none"> Review the strategic directions (15 minutes) 	The committee reviewed and discussed the strategic directions. The committee briefly discussed methods of developing the EMP in relation to helping to facilitate the completion of the action plans.	Keith will add the following to the next EMPC agenda for further discussion: The committee briefly discussed methods of developing the EMP in relation to helping to facilitate the completion of the action plans.
<ul style="list-style-type: none"> Review strategic directions in relation to an institutional scorecard (30 minutes) 	The committee reviewed the strategic directions in relation to the draft institutional scorecard. For the Employee Satisfaction Survey it was discussed that sending out the six questions included in the scorecard would help increase the response rate. The committee discussed using a 1.5% increase as method for setting 320 FTES target. In reference to the demographic diversity data, the committee discussed linking to equity plan and reducing the number of disproportionately impacted groups. The committee	To set targets Keith will take the following scorecard measures to Faculty Chairs: Fall to Spring Retention, Number of Degrees and Certificates, Transfer Rate. Keith will take the three-year Math Improvement Rate to the Math Department and the English Throughput Rate to the English Department for input on setting a target. Keith will explore whether or not the CCSSE measures can be expressed as a percentage.

	also agreed to add a third Employees by Type ratio that includes the student to counselor ratio.	Keith will explore to the equity data to help set targets for the demographic measures. Keith will look at the contiguous districts to help set the Fall Capture Rate target. To set the 75/25 ratio Keith will find the average statewide 75/25 ratio for medium colleges to inform the setting of the target.
<ul style="list-style-type: none"> Next EMPC meeting on Tuesday, April 11, 2017 from 3-4:30 in LRC-135 (5 minutes) 	The next EMPC meeting will be on Tuesday, April 11, 2017 from 3-4:30 in CCR-233.	
2.0 Inclusiveness The College and its structures and processes are characterized by inclusiveness, openness to input, and respect...		
<ul style="list-style-type: none"> Other Items (5 minutes) 		
3.0 Best Practices for Teaching and Learning Achieve college-wide excellence in teaching and learning through best practices and ongoing reflection, assessment, and improvement		
Adjournment		
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.