

# Crafton Hills College

## Educational Master Plan Committee (EMPC)

### Minutes

**Date:** October 24, 2017  
**Time:** 3:00 PM – 4:30 PM  
**Location:** CCR-233

| Committee Members     | P |                | P |                        | P |
|-----------------------|---|----------------|---|------------------------|---|
| Co-Chair: Keith Wurtz | Y | Carrie Audet   | Y | Rebecca Warren-Marlatt | Y |
| T.L. Brink            | Y | Renee Azenaro  | Y | Mike Strong            | Y |
| Kathy Bakhit          | Y | Donna Hoffmann | Y | Mark McConnell         | Y |
| Snezana Petrovic      | 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...

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| <ul style="list-style-type: none"> <li>Review the minutes from October 10, 2017 (5 minutes)</li> </ul>   | <p>The minutes for October 10, 2017 will be reviewed at the November 14, 2017 EMPC meeting.</p>   | <p>Keith will provide the minutes from October 10, 2017 and October 17, 2017 for the committee to review at the November 14, 2017 EMPC meeting.</p>     |
| <ul style="list-style-type: none"> <li>Review the draft template for informing and collecting progress on the Comprehensive Master Plan objectives (30 minutes)</li> </ul> | <p>Keith reviewed the draft template for informing and collecting progress on the Comprehensive Master Plan objectives. The committee felt that the template was easy to understand and efficient.</p> <p>The committee also discussed the process for collecting the progress on the Comprehensive Master Plan objectives. Each year at the first or second meeting, the EMPC will prepare the Comprehensive Master Plan Update and Guide, review the committee/department goal alignment, and send out the guide to each appropriate committee and department. Committees will use the guide to inform their activities, to track their progress on the objectives and achievement outcomes, to complete the Committee Evaluations, and will return the completed guide back to the EMPC by the end of April of each academic year. All of the progress will be tallied over the summer, and shared with the EMPC and Crafton Council at the start of each academic year. The guides will also be made available on the EMPC Web Site so that anyone at the college can provide an update</p> | <p>Keith will take the Comprehensive Master Plan Update Guide to the Crafton Council, solicit feedback, and bring the information back to the EMPC.</p> |

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|   | to the progress made by the college on the objectives.   |  |
| <ul style="list-style-type: none"> <li>Identify top 2-3 Strategic Plan goals and associated measures for the year to recommend to Crafton Council for Crafton to focus on for the 2017-2018 academic year (30 minutes)</li> </ul> | Keith reviewed request from Wei and committee reviewed goals and objectives. The EMPC identified multiple objectives to prioritize and agreed that a matrix illustrating the relationship between the objectives and strategic directions would help to prioritize the objectives.   | Keith will develop matrix to illustrate the relationship between the objectives and strategic directions to help prioritize the objectives at the next EMPC meeting. |
| <ul style="list-style-type: none"> <li>Update the EMPC on the feedback received from the Crafton Council on the Crafton Hills College Draft Scorecard (30 minutes)</li> </ul>   | Keith, Kathy, and Mark reviewed the feedback received from Crafton Council on the EMP Scorecard. Crafton Council discussed the possibility of categorizing the scorecard differently by recommending that instead of a 3% cut-off, Crafton used a 2% cutoff. The reason for this was that Crafton Council wanted to highlight the low FT/PT Ratio. It was also suggested that Crafton look at the 20-year history of the FT/PT Ratio to help inform the setting of the target. | Keith will take the EMP Scorecard to the Academic, Classified, and Student Senates.  |
| <ul style="list-style-type: none"> <li>Next EMPC meeting is on Tuesday, November 14, 2017 from 3-4:30 in CCR-233 (5 minutes)</li> </ul>   |  |  |
| <b>2.0 Inclusiveness</b><br>The College and its structures and processes are characterized by inclusiveness, openness to input, and respect...  |  |  |
| <ul style="list-style-type: none"> <li>Other Items (5 minutes)</li> </ul>   |  |  |
| <b>3.0 Best Practices for Teaching and Learning</b><br>Achieve college-wide excellence in teaching and learning through best practices and ongoing reflection, assessment, and improvement  |  |  |
| Adjournment   |  |  |
| <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.                  |