

**Educational Master
Plan
Committee Minutes**

**Date: September 22, 2020
Time: 3:00 p.m.
Location: Zoom Meeting**

Members:

Kevin Horan, Chair
Artour Aslanian, Classified Rep
Brandi Bailes, President, Academic Senate
Jake Fuller, President, Student Senate=**A**
Ruth Greyraven, faculty=**A**
Paul Jacques, faculty=**A**
Julie McKee, one faculty PPR Committee
Michelle Riggs, Director, IA

Scott Rippy, faculty=**A**
Delmy Spencer, VPSS
Gio Sosa, Dean IERP
Mike Strong, VPAS
Jonathan Townsend, CSEA Rep
Dan Word, Instructional Dean
Keith Wurtz, VPI

A=ABSENT

TOPIC	DISCUSSION	Further Action
Quorum Standard for EMP – Kevin	The committee discussed our operational rules for quorum. After discussion it was agreed that when three of the four constituency groups are present (management, classified, faculty and student), then EMPC would have a quorum. Unanimous approval.	
Approval of minutes for August	The minutes for April 25, 2020, were approved as written. Motion by Keith, seconded by Brandi. Jonathan Townsend abstaining as he was not at meeting. Approved by all others.	
Review results of EMP Self Evaluation Survey from 2019-2020 - Gio	At the end of the spring semester each committee member is asked to offer input on their experience on a particular committee by completing a survey. The results for Educational Master Plan Committee show this committee had more engagement relative to the campus as a whole as indicated by a greater proportion of “strongly agree” and “almost always” responses to the survey questions. One area that was lower and is consistent with results across the college was information flow to and from constituency groups and training or mentoring new members. The last piece includes open feedback regarding significant accomplishments of the group. Most mentioned accreditation work and alignment with strategic directions.	
EMP Charge Revision – Keith	Keith provided a draft of a revised charge statement. After discussion and input, Keith will revise the Charge to include the changes and will bring it back to the next meeting for further discussion and approval. Brandi suggested that we include a hyperlink to the current Educational Master Plan document next to the Charge on the website.	Place item on 10-13-20 agenda

Mission, Vision and Values Review – Gio	<p>Gio provided a timeline to solicit input on our Mission, Vision and Values statements from the campus, reviewing with all constituency groups, approval of Crafton Council and Board of Trustees. This includes a survey that we can use to query the campus at large. Gio will prepare a draft of the survey questions and disseminate to this committee prior to our next meeting so members have an opportunity to review and discuss revisions at our next meeting.</p> <p>It was suggested that in the survey the OIERP include a definition or explanation of what a Mission is, a Vision is and what Values represent.</p>	Put on agenda for 10-13-20
EMP Update - Kevin	<p>At our last meeting, we discussed how to align with the district-wide update so we are on the same timeline. Several meetings have occurred and we are actually better coordinated than we originally thought. The District is going to take responsibility and move forward with contracting with a group to do a new environmental scan in Spring 2021 which accelerates the timeline for completing the EMP by one year. This will place the district and both colleges on the same masterplan timeline. Once we receive the environmental scan data, we will spend 2021-2022 reviewing and writing our updated EMP.</p>	
EMP Scorecard Discussion - Gio	<p>This document includes quantitative metrics that speak to the progress that we are making on Crafton’s strategic directions. The committee reviewed the document. Our success rate is extremely good. Probably the highest it has ever been. Other items included are retention rates, persistence rates and drop rates. There were a few metrics that were discussed to remove from the scorecard. We may need to review the process on how we set the targets. In the past we developed tentative methodologies by looking historically over the last five years and identify a target that is reasonable given the average fluctuations. The committee discussed utilizing FON (Faculty Obligation Number) instead of the 75/25 ratio and removing the square footage/custodians as this is not a district goal.</p> <p>Gio to make suggested changes and bring back to the next meeting for discussion and approval. Once approved by this committee, it goes to Crafton Council for approval and then out to the campus.</p>	Put on agenda for 10-13-20
Announcements - All	None.	
Next meeting is 10-13-20, 3:00 p.m.	Meeting adjourned at 4:22 p.m.	
<p>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.</p>	<p>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.</p>	<p>Institutional Values Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>

