

**Educational Master  
Plan  
Committee Minutes**

**Date: January 26, 2021  
Time: 3:00 p.m.  
Location: Zoom Meeting**

**Members:**

**A=ABSENT**

Kevin Horan, Chair	Scott Rippey, faculty= <b>A</b>
Artour Aslanian, Classified Rep	Delmy Spencer, VPSS
Brandi Bailes, President, Academic Senate	Gio Sosa, Dean IERP
Jake Fuller, President, Student Senate= <b>A</b>	Mike Strong, VPAS= <b>A</b>
Ruth Greyraven, faculty= <b>A</b>	Jonathan Townsend, CSEA Rep= <b>A</b>
Paul Jacques, faculty	Dan Word, Instructional Dean= <b>A</b>
Julie McKee, one faculty PPR Committee	Keith Wurtz, VPI
Michelle Riggs, Director, IA	Guests: Christopher Crew

TOPIC	DISCUSSION	Further Action
Approval of minutes for October 13, 2020 and November 10, 2020	The minutes for 10-13-20 and 11-10-20 were approved as written. Motion by Brandi, seconded by Keith. Unanimous approval.	
Environmental Scan Draft – Gio and Christopher Crew	<p>Christopher Crew, Interim District Director of Research, Planning and Institutional Effectiveness led off the discussion. The purpose of this meeting is to get any feedback or any questions on the two documents that were sent out. There is the executive summary and the main document (183 pages).</p> <p>Christopher reviewed the executive summary and found some things that were missing. He reached out to EMSI and they clarified that those items are included in the main document. Items that he indicated missing from Executive Summary are:</p> <ul style="list-style-type: none"> <li>• Regions listed were inaccurate</li> <li>• Analysis is supposed to be split out by college</li> <li>• Analysis by region</li> <li>• Kaiser facility jobs</li> </ul> <p>Crafton had decided on San Bernardino, Riverside, Los Angeles and Orange County as regions to include. Their document includes San Diego as well. Christopher indicated that SBVC had requested San Diego region be included.</p> <p>They split the information by college but Christopher will request two separate documents so all of Crafton is in a separate document instead of combining information into one document with SBVC.</p>	

<p>Environmental Scan Draft – Gio and Christopher Crew (continued)</p>	<p>We do have everything we requested in their region break down by college program demand gap analysis and it projects the jobs that are coming up in the next 10 years. Christopher indicated that next time we need to include COVID impact because he sees that the transportation and manufacturing and food and drink and beverages areas does not really capture how they have suffered with COVID difficulties and whether or not they will rebound.</p> <p>Kevin asked if we should be looking at immediate service areas for more accurate information. Christopher indicated the analysis includes primary service regions and then additional regions are shown separately.</p> <p>Kevin asked for data to include breakdown by ethnicity, household learner information and educational attainment.</p> <p>Artour asked why the data used is from third quarter 2020 instead of fourth quarter 2020? Christopher thinks that is a typo but will check with them for clarification.</p> <p>Keith asked that the executive summary be broken down into two separate documents (one for SBVC and one for CHC).</p> <p>Christopher indicated they will design an online portal/dashboard that we can interact with to drill down the disaggregated information at a more granular level. The committee would like more time to review the larger document and revisit this at our next meeting. Gio will collect our feedback and share with Christopher and Heather Ford.</p>	<p>Place Environmental Scan Draft on next agenda</p>
<p>EMP Scorecard - Gio</p>	<p>Keith indicated that the WSH to FTF ratio is confusing. He found material from Craig Justice (who came here and did training with all the chairs and deans about a year ago). He uses the average class size and to calculate that, you just take the WSH by FTEF and divide by 15. An example is <math>535 \div 25 = 35</math>. Keith would like to change that measure to this formula as it is a lot easier for people to understand.</p> <p>Kevin asked for some examples to demonstrate the difference between lab hours and lecture hours. For example: a four unit class that's three units lecture and one unit lab and how that computes. Keith will bring to the next meeting.</p>	<p>Place EMP Scorecard on next agenda</p>
<p>EMP Charge - All</p>	<p>The committee has already approved the updated charge. However, we need to verify the charge in the minutes is correct. The committee reviewed the charge and made one additional change. The final charge is:</p>	

EMP Charge – All	<p><b>Charge:</b> The Educational Master Planning Committee relies on evidence (e.g. quantitative and qualitative research, learning assessment results, etc.) to facilitate and lead the effort to develop, review, and revise the Educational Master Plan (EMP) with input from appropriate constituencies. The Crafton EMP is a comprehensive document that establishes a clear direction for the College by envisioning the future of academics and student support under changing internal and external conditions. The EMPC regularly reviews the Educational Master Plan.</p> <p><b>Membership:</b> Two Vice Presidents (VPAS, VPSS, or VPI); President, Academic Senate or designee; President, Classified Senate or designee; one CSEA representative; President, Student Senate or designee; a faculty member from Planning and Program Review Committee; Director, Institutional Advancement; three additional faculty; one Instructional Dean; Dean, Institutional Effectiveness, Research &amp; Planning.</p> <p><b>Term:</b> Two years (for appointees)</p> <p>Motion by Keith, seconded by Brandi. Unanimous approval.</p>	
Announcements - All	Julie reminded everyone that the documentary screening of "Underwater Dreams" will be held at 12:00-1:00 tomorrow. This documentary follows the true story behind Joshua Davis' best selling book, Spare Parts.	
Next meeting is 2-9-21, 3:00 p.m.	Meeting adjourned at 3:35 p.m.	
<p><b>Mission Statement</b> 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><b>Vision Statement</b> 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><b>Institutional Values</b> Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>