

**Educational Master  
Plan  
Committee Minutes**

**Date: March 9, 2021  
Time: 3:00 p.m.  
Location: Zoom Meeting**

**Members:**

**A=ABSENT**

Kevin Horan, Chair	Scott Rippy, faculty
Artour Aslanian, Classified Rep	Delmy Spencer, VPSS
Brandi Bailes, President, Academic Senate- <b>A</b>	Gio Sosa, Dean IERP
TL Brink, faculty	Dave Stevenson, CSEA VP
Nathan Cunningham, Student Senate	Mike Strong, VPAS= <b>A</b>
Ruth Greyraven, faculty	Jonathan Townsend, CSEA Rep
Paul Jacques, faculty	Dan Word, Instructional Dean
Julie McKee, one faculty PPR Committee	Keith Wurtz, VPI
Michelle Riggs, Director, IA	Christopher Crew, District, guest

TOPIC	DISCUSSION	Further Action
Approval of minutes for February 9, 2021	The minutes for 02-09-21 were approved as written. Motion by Paul, seconded by Keith. Jonathan Townsend abstained as he was absent. Motion Carried.	
Environmental Scan Draft – Gio	<p>In order to help break down the environmental scan report into smaller pieces and help this committee review everything, Gio assigned homework to each member of the committee to review specific sections so we, in essence, become experts in these different areas of the document to provide input and questions for the group to discuss. Gio shared a live power point document in One Drive that each member can update their homework area. They are to review their assigned sections and offer responses to three questions:</p> <ul style="list-style-type: none"> <li>• Identify at least one takeaway or conclusion for your section</li> <li>• Offer any question(s) you have about your section. i.e. What are additional population demographics we should be examining?</li> <li>• Is anything missing</li> </ul> <p>This additional information could be added to the environmental scan and may help inform our decision making as it relates to making adjustments to our strategic directions, etc.</p> <p>Christopher Crew indicated that information received from CHC and SBVC will be combined and forwarded to EMSI. Not sure if the District will have the consultants write the Educational Master Plan for the District. One of the things that came out of the last Educational Master Plan that was written by a consultant was the District felt there wasn't enough feedback from the colleges included.</p>	

<p>Environmental Scan Draft – Gio</p>	<p>Kevin indicated that one of the things we are trying to accomplish as a District is to have alignment between the two colleges and the district office in a singular planning time or schedule.</p> <p>Homework is due by March 29, 2021.</p>	<p>Place on 3-30-21 agenda</p>
<p>EMP Scorecard – Keith</p>	<p>Keith asked to discuss the WSH to FTEF ratio. Craig Justice did some training and he developed a different formula. You take the WSH to FTEF ratio and divide it by 15 and you get the average number of students per section. This is the number that Keith would like to use instead of the WSH to FTEF ratio. It is much easier to process the average number of students in class. This number takes into account the number of units, the number of students and the CAP. Our goal is 35. If we are serving 35 students per section on average then we are able to basically support ourselves financially. We can provide the classes and the general fund appointment for student services for counseling, tutoring and library services and all those other services that are required or needed for students.</p> <p>There is a motion by Scott to accept this as the new metric for our scorecard. Seconded by Jonathan. Motion Carried.</p>	
<p>Announcements - All</p>	<p>Kevin stated that since our next scheduled meeting is during spring break and the following meeting on 4-13-21 is flex day, we are adding another meeting on March 30, 2021 at 3:00 p.m.</p> <p>Kevin hoped everyone had a chance to hear Spare Parts: An Afternoon with Oscar Vasquez. His talk was really inspiring about how he is using his engineering background and has moved into data analysis and working for BNSF Railway.</p> <p>Kevin encourages everyone to join the Asian American Pacific Islander Heritage Committee for a discussion highlighting how Asian Americans are resisting the racism and violence they are facing since the coronavirus outbreak. It is scheduled for 3-16-21 at noon.</p> <p>Paul reported that Theater Arts just had their deadline for the New Works Festival and they had 98 play submissions. Last year they received 37. On April 9 they are streaming the musical <i>Songs for a New World</i>. Also will be reviewing full length plays to select some for Fall 2022. So far after posting for one week, they have received 13 scripts.</p>	

<p>Announcements (continued)</p>	<p>Jonathan reported the STEM Center will have a software engineer from Apple to speak on 3-18-21. They recently launched the Robotics and Robotic Art Competition that ends on 4-27-21.</p> <p>Michelle stated she is looking for help reading and ranking scholarship applications. They have received over 900 applications. If you have some time available, please reach out to Carrie Audet to receive a link.</p> <p>Nathan reported that Student Senate is thinking of new events and committee assignments for next year.</p>	
<p>Next meeting is 3-30-31, 3:00 p.m.</p>	<p>Meeting adjourned at 3:35 p.m.</p>	
<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>