

CRAFTON HILLS COLLEGE
Crafton Council
Minutes - Draft
December 7, 2010

Present: Gloria Harrison, Cheryl Marshall, Karen Peterson, Scott Rippy, Mike Strong, Chris Walsh, Rebeccah Warren-Marlatt

Absent: Denis Allen Hoyt, Colleen Gamboa, Chris Walsh

I. Call to Order

Gloria Harrison called the meeting to order at 1:00 p.m.

II. Approval of Minutes

The Minutes of the 11/16/10 meeting were approved.

III. Committee Progress Reports

The following reports were distributed and discussed:

- **Accreditation Committee**

The Accreditation Committee Report was submitted by Cheryl Marshall and Ralph Rabago. The Accreditation Committee is a new group and began meeting monthly in August 2010. The committee is responsible for overseeing the accreditation process at CHC and monitoring the progress on standards and reporting. Overall, attendance has been good with strong participation from members who come to meetings. The two major things the committee has accomplished is training and reaching consensus on seeking an internal report writer. For the selection of the report writer, a subcommittee was formed and they hope to meet before Christmas. The opening will be announced campus-wide in January.

- **Educational Master Plan**

The Educational Master Plan Committee is responsible for monitoring progress on the plan and making updates as needed. Overall, attendance at meetings has been good and members who attend have been participating in discussions. The committee has postponed the task of revisiting CHC's Mission, Vision, Values because of the current heavy workload. QEIs for Student Satisfaction and Employee Satisfaction were added because we now have measures based on surveys. It was agreed that the EMP serves as the campus strategic plan, but its name will not be changed.

Cheryl Marshall also reported that we received the final report from the visiting accreditation team and it is very positive.

- **Enrollment Management Committee**

The Enrollment Management Committee is charged with developing and overseeing a comprehensive enrollment management plan for the college. The Enrollment Management Committee meets twice per month. Attendance at meetings has been sporadic. The committee spent Spring 2010 and Fall 2010 reviewing and revising the 2008-2011 plan to align with the EMP and the college Quantitative Effectiveness Indicators. The plan will be completed by the end of December or mid-January. All goals and objectives of the Enrollment Management Plan align with the EMP. Rebecca reported that Title V grant funds will be used to develop a new Transfer Center.

Gloria stated that we need something in this plan that links CHC to the District and resource development.

It was agreed by Council that CHC should have a campus-wide Budget Committee. The committee will fall under the leadership of the Vice President of Administrative Services and the President.

- **Matriculation Advisory Committee**

The role of the Matriculation Advisory Committee is to direct the activities of Matriculation at CHC. The Committee meets twice a month and has great dialogues. They are currently working on drafting a new updated version of the plan. The goal is to complete the revision and send the plan forward through the shared governance structures for approval in early 2011.

- **Outcomes Committee**

The Charge of the Outcomes Committee is for the members to become experts on SLOs/SAOs; guide the SLO/SAO process for the entire college; provide a forum for on-going dialogue with regard to SLOs/SAOs and their assessment; communicate progress to the Accreditation Committee; report to the Crafton Council. The committee meets twice a month. Attendance is not particularly good, but they have good dialogue at the table. Progress has been made on EMP goals. Rebecca stated that establishing and assessing institutional student learning outcomes is difficult to do at this point without support from faculty because they are the drivers. Rebecca hopes the Academic Senate will have more discussion about Institutional Learning Outcomes.

Scott stated that faculty want justification and want to see how things fall out with the Union. Gloria stated that we need to get this accomplished by 2012 so that we have 100% of SLOs. Scott suggested that faculty be provided with a timeline of deadlines.

Cheryl Marshall stated that we need to make the dialogue piece work well and Assessment Day should be focused on dialogue. She will prepare an Outcomes Timeline. Cheryl also pointed out that assessment is becoming part of our culture, but we don't have it in the EMP.

Rebecca suggested more instructional faculty should be on the Outcomes Committee. Rebecca and Scott will review the membership.

- **Planning & Program Review**

Rebecca reported that the P&PR Committee meets weekly. Attendance is great and the committee is working hard. The committee is aware that people are uncomfortable with the workload and they are trying to streamline the process so there is not so much narrative.

Scott reported that there have been a couple of complaints about feedback. The feedback should come from the deans and some programs have not received any feedback. This topic will be discussed at the management level.

- **Safety Committee**

The goal of the safety committee is to help the SBCCD eliminate workplace injuries and illnesses by involving employees and managers in achieving a safe, healthful workplace and promoting awareness and participation in emergency response program. The committee will assist management in identifying safety hazards and suggesting ways to eliminate them. This committee meets monthly and attendance is sporadic. The effectiveness of the meetings needs to be improved. The 2nd Safety Inspection of the campus was just performed. The Safety Committee will give a report to the president. As of Monday, 91% of CHC employees have completed safety training. During the summer, CHC received approval of the Safety Plan.

- **BSI**

No report -- BSI is in the process of doing a new plan

- **Technology**

No report – Wayne is the process of putting a committee together.