Crafton Hills College
Crafton Council Retreat Summary
September 11, 2009

I. The following purposes, roles, and functions of the Crafton Council were recommended by consensus:
   A. The fundamental purpose of the Crafton Council should be providing information, facilitating communication, and solving problems related to shared governance.
   B. The Council should function as a clearinghouse for potential or actual shared-governance issues.
      1. Refer issues to appropriate organizational structures if they already exist.
      2. If they do not exist, recommend establishment of new committees (e.g., Accreditation, Outcomes), to include the following elements:
         a. Specific committee charges
         b. Number of members
         c. Selection/representation criteria
         d. Terms of service
      3. Communicate with constituent groups about issues.
   C. The Council should provide information to and model best practices for shared-governance committees. For example:
      1. Provide a description of the member and convener responsibilities that the College expects to be fulfilled on its committees.
      2. Adhere to best practices in committee representation. For example, representatives should participate in discussions and decision-making fully empowered to act on behalf of their constituents; only rarely should they have to check with their constituents before acting, and then only if they feel inadequately informed regarding their constituents' interests related to the issue at hand.
      3. Describe alternative practices for committee decision models and quorums.
      4. Provide information on open-meeting practices.
      5. Inform all committees that minutes or summaries are required.
   D. The Council should serve as a forum for discussion of the progress of identified shared-governance committees that report to it.
      1. Accreditation Committee
      2. Outcomes Committee
      3. The Council should add to this recommendation any other committees that should report to it.
   E. The Council should assume oversight and maintenance of the Organizational Handbook.
   F. The Council should monitor Policies and Administrative Regulations related to shared governance, and recommend modifications thereof, or new Policies or Administrative Regulations, as needed.
      1. The Council should create a list of the applicable Policies and Administrative Regulations.
   G. The Council should coordinate the systematic evaluation of governance and administrative structures, processes, and services. For example:
      1. Request and participate in the design of surveys.
      2. Monitor committee participation by constituencies and Areas.
   H. The Council should recommend resolutions of or guidelines on larger shared-governance questions at CHC, such as the following:
      1. Existing Policy and Administrative Regulations related to shared governance (e.g., 2225) address primarily District-level questions, and are largely silent on structures and processes at the College level.

  2. The College's interpretation and application of Title 5 governance requirements should be spelled out. For example:
    a. The nature of the relationship between the President and the Academic Senate with respect to academic and professional matters.
    b. The verbal agreement for the Classified Senate to name classified representatives to committees.
 I. The Council should coordinate campus training in shared governance principles and practice.
 J. The Council should promote integration of plans by monitoring alignment among them, and recommending corrective action when necessary.
II. The following membership of the Council was recommended by consensus:
 A. College President
 B. Academic Senate President
 C. Academic Senate Vice President (as co-chair of Planning and Program Review Committee)
 D. Classified Senate President
 E. Student Senate President
 F. Vice President, Instruction
 G. Vice President, Student Services
 H. Vice President, Administrative Services
 I. The Director of Research and Planning will serve as a resource person as needed.
III. These recommendations should be presented by the Senate Presidents to the Senates, and by the College President to the Management Team.
 A. All four groups should be asked for their feedback.
 B. The Council should make appropriate revisions based on the feedback
  1. If the Council chooses not to act in accord with any of the feedback, it should provide the rationale for each such choice.
 C. The revised recommendations should then be presented for approval to the Senates by their respective Presidents, and to the College President for approval.
 D. The Council should disseminate the approved recommendations through its website and the next edition of the Organizational Handbook.
IV. Ideas mentioned during discussion
 A. Conveners should give a reference notebook and a brief orientation to every new committee member, to inform them of the committee's purposes and to bring them up to date on committee activities.
 B. Every student member of a committee should have a mentor on that committee, to provide whatever help the student needs to participate meaningfully.
 C. The vast majority of information discussed by the Council can and should be shared with the campus community, primarily through the minutes and the reports of members to their constituencies and staffs. However, certain sensitive information, such as personnel issues, cannot be shared.
 D. The Council should develop and abide by a code of ethics, including confidentiality.
 E. If it comes to the attention of the Council that a given committee or convener is not productive or is otherwise dysfunctional, the Council should bring the problem to the attention of the President and the applicable constituencies for corrective action.
 F. The Council should offer workshops on proper form for agendas and minutes.