

**CRAFTON HILLS COLLEGE**  
**Crafton Council**  
**Minutes**  
**March 1, 2011**

**Present:** Denise Allen, Gloria Harrison, Cheryl Marshall, Karen Peterson, Scott Rippy, Mike Strong, Rebecca Warren-Marlatt, Keith Wurtz

**Absent:** Colleen Gamboa, Chris Walsh

**I. Call to Order**

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

**II. Approval of Minutes**

The Minutes of the February 16, 2011 meeting were approved.

**III. Student Satisfaction Survey – Keith Wurtz**

Keith distributed draft copies of the *Student Satisfaction Survey* which will be distributed to students this spring. The survey asks for information not covered on the *CCSSEE Survey*. CHC Vice Presidents will share the survey with their groups for feedback. Feedback is due to Keith by March 8<sup>th</sup>.

**IV. CCSSEE – Keith Wurtz**

Keith distributed copies of the *CCSSEE Survey* which will be distributed to students in March. The survey will go to groups who do not get *Student Satisfaction Survey*. Keith noted that the two surveys could be staggered and completed every two years.

**It was agreed** that the *Student Satisfaction Survey* will be done this spring and the *CCSSEE Survey* will be done during the spring 2012 semester. The following questions will be added to the survey:

- Were you able to enroll in the classes you needed?
- How many years have you attended college?

**V. CHC Committee Self-Evaluation**

Keith distributed copies of the *CHC Committee Self Evaluation* form.

**It was agreed** that the surveys will be printed and given to department chairs in March to be completed by the committees in April.

**VI. Focus Group Research for EMP Objective 6.1.5**

Keith requested names of 4-6 managers, 4-6 classified employees, 4-6 faculty, and 4-6 students to participate on the focus group for Objective 6.1.5 of the Educational Master Plan. As soon as Keith has all the names, he will schedule a meeting of the focus group.

**VII. Other**

None

**VIII. Registration Priorities**

Rebecca distributed a list of registration (re)prioritization suggestions. Some of the suggestions came from the "Whom Shall We Serve?" forums. The suggestions include the following:

- Allow returning students to maintain priority regardless of last date of attendance.
- Change unit cap for Priority 'B' from 110 units to 90 units.
- End registration one (1) week prior to start of term.
- Reduce the late add period from 2 weeks to 1 week.
- Build all late start courses into designated sessions with set start date; e.g., 6-week or 8-week sessions.
- Commence registration for late start courses two (2) weeks prior to the start of the session.

During discussion, the following suggestions were made:

- Once a class is full and it closes, it remains closed until the late add date
- Reinstate the use of student waiting lists which would allow instructors to add students by priority rather than by lottery
- End registration at midnight the Friday before classes start
- Establish an application deadline

**It was agreed** that the first two bulleted items will be implemented and the other suggestions need further discussion. Rebecca will talk to Joe about the application process and closing registration at midnight the Friday before classes start.

**IX. No Smoking Policy**

Gloria reported that the Student Senate has requested that the designated smoking areas on campus be reduced from 6 to 4. It was mentioned that the main issue regarding the No Smoking Policy is enforcement. We also need to look at the designated smoking areas--maybe we didn't pick the logical areas. Mike Strong will form a committee to review the No Smoking Policy.

**X. Adjournment**

The meeting adjourned at 2:30 p.m.

Next Meeting: Tuesday, March 15, 2011