

**CRAFTON HILLS COLLEGE
CRAFTON COUNCIL
MINUTES
September 21, 2010**

Present: Cheryl Marshall, Matthew Lee, Mike Strong, Chris Walsh, Scott Rippey, Rebecca Warren-Marlatt, Karen Peterson, Gloria Harrison

I. Call to Order.

Cheryl Marshall called the meeting to order at 1:05pm.

II. Approval of Minutes.

Minutes of the September 7, 2010 meeting were approved.

III. Committee Self Evaluation

Matthew reviewed the Committee Self Evaluation form and pointed out changes to the time frame. He also stated that the main substantive change was the addition of definitions and characteristics and explained the use of the term “working definitions.” There was discussion about consensus and the process of collaboration. It was decided that the phrase “characterized by meaningful dialogue” be added to the definition of “collaborative.” Under “transparent” it was decided to add the words: “with the college community.”

Matthew further noted that Crafton Council is tasked with updating the charges of the committees reporting to it. Any changes should be made within Crafton Council.

The time frame for Committee Self Evaluations will be during the Spring semester. Keith will make the document scannable and will distribute them to the appropriate parties. It was decided that each committee will receive a copy of the survey in October so that they know what will be expected of them later.

IV. Status Report Template

The Plan Status Report is a document to track progress on plans such as Enrollment Management and the Educational Master Plan.

Matthew will check on the feasibility of converting the form to a web-based tool. This semester, it will be distributed as a Word template by email.

There was a brief discussion of differences in terminology among plans, such as “benchmarks” vs. “objectives.” Matthew said we can accommodate such differences in the template now, but once the form is available online, that will become more difficult.

Committees will be responsible for aligning their plans with the Educational Master Plan (EMP). Crafton Council will monitor alignment and support the committees by providing

direction in how to go about aligning their plans. There are at least three levels of alignment:

- Ensuring that the plan's goals and objectives do not work at cross-purposes with those of the EMP
- Mapping the alignment of the plan's existing goals and objectives with those of the EMP
- Adding or changing goals, objectives, or actions in the plan to bring it more into alignment with the EMP

V. Update on Follow Up Report

The final Accreditation Follow Up Report will be presented at a special board meeting on Thursday, September 23 from 4 to 6. Gloria will give a report highlighting plans for long-term sustainability of Crafton's responses to the recommendations.

VI. Council Assignments

The Council discussed how best to begin work on the EMP objectives on which it is the point group.

6.1.1 Alignment of College Plans with EMP

After discussion, it was decided that any committee that has created a significant College plan should be invited to Crafton Council to discuss alignment and reporting processes.

6.1.2 Organizational Handbook

Rebecca reported that she has received feedback from everyone involved except the Academic and Classified Senates.

Scott explained that Academic Senate needs to review their Bylaws before making changes to committee structures.

Matthew stated that the handbook needs to be finalized and dated. No more drafts should be distributed this year, after this latest set of changes is approved. The handbook will be updated each spring for the following academic year.

It was decided by consensus that all committees reporting to Crafton Council shall include representation by one (1) CSEA representative, one (1) Classified Senate representative, and one (1) student representative.

Scott suggested clarifying in the handbook that committees will be responsible for submitting regular reports to Crafton Council.

6.1.5 Planning Processes and Decision-Making

During the 2010/2011 year, information will be gathered with surveys and focus groups to define terms and to identify what we're doing well and what needs to improve. The

results will be discussed during a summer retreat or at a fall meeting among Council members.

6.2.1 Map or Flowchart of Organizational Processes

Rebeccah is working with a graphic artist to design a chart.

Cheryl suggested and the group agreed to change the time frame to September 2010 and each April, rather than August.

7.1.2 Establish Professional Standards

In order to establish professional standards, Cheryl has requested that the Senates ask for volunteers to research standards set by other campuses and report to Crafton Council by December 7.

7.1.3 Online Resource Center

There was a brief discussion about the need to make it easier to find information on the campus website. First, we will need to determine what information needs to be readily accessed.

Gloria suggested appointing Alisa, our marketing representative, as the point person to work with Kristi Simonson on this task.

Cheryl will meet with Alisa and report progress at the next Council meeting.

VII. Scheduling Reports from Committees

All committees will need to be informed of when they will need to report to Crafton Council. It should be done at least once per semester, though some committees may need to report more often. For this semester, all committees will need to submit reports no later than December 7, 2010.

Each committee will be encouraged to publish their minutes online. Any committee without its own website can add a link under the Crafton Council page.

VIII. As there was no other business, the meeting was adjourned at 2:45pm.