

CRAFTON HILLS COLLEGE
Crafton council
Minutes
March 13, 2012

Present: Denise Allen, Gloria Harrison, Cheryl Marshall, Karen Peterson, Scott Rippy, Chris Walsh, Keith Wurtz, Rebeccah Warren-Marlatt

Absent: Colleen Gamboa, Mike Strong

Guests: Kyle Hundley

I. Call to Order

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

II. Approval of Minutes

The Minutes of the February 14, 2012 meeting were approved

III. Results from the Education Advisory Board's Custom Research Study on Professional Development

Keith gave an overview of results from the Advisory Board's *Faculty Professional Development at Community Colleges: Organization, Implementation and Increasing Participation*. Five colleges were interviewed; the smallest college interviewed (Truckee Meadows Community College) had a total enrollment of 13,000. The Education Advisory Board has access to over 1,000 best practice studies and provides the ability to request custom research projects. Keith will make a presentation to the Professional Development Committee at their next meeting. Keith believes the information provided by the research is worthwhile if we use it.

IV Planning and Program Review and Funding Requests

Keith reported that the Planning & Program Review Committee would like to establish a policy requiring that programs must participate in the planning process to get extra funding. The planning process has been linked to resource allocation for Title V and could be expanded to STEM and professional development.

Gloria questioned how we would do this without hurting students. If we have a program that is functioning well, but is lousy at getting their story out, how do we get past that so we don't hurt students? Rebeccah stated that the P&PR Committee has worked hard to streamline the process and remove redundancies. Each year the committee has done things to make it an easier process and is providing more support. If a program has a vision and plan, students will benefit in the best way possible. The process is also an accreditation requirement.

It was agreed to move forward on establishing a policy to link funding to the Planning and Program Review process. Keith will talk to other shared governance committees.

V. Annual Committee Self-Evaluation

Keith reported that as part of the Educational Master Plan, shared governance committee members will be asked to complete a *Committee Self-Evaluation Survey*. Chairs Committee is not on the list because it is not a shared governance committee. It was pointed out that Curriculum and the Title V Core Team are on the list but they are not shared governance committees. Scott stated that the Academic Senate needs to have a discussion on which committees should do the Self-Evaluation and he or Denise will get back to Keith.

VI. ARCC Outcomes

In response to a question asked at the 2/14/12 Crafton Council meeting, Keith provided Council with the list of peer group schools used in the SPAR measure.

VII. Planning for Classified Staff During Summer Months

Karen stated that there has been a lot of talk at both CHC and SBVC about what classified staff are going to do during the summer without a summer session and talk about reassignments. Cheryl Marshall stated that managers have been having dialogue about consolidating and shutting down buildings during the summer and some classified staff may be affected. Gloria stated that CHC employees will not be reassigned to SBVC during the summer. Karen requested that classified staff be kept in the conversations.

VIII. Committee Membership

Scott reported that the AS looked at the number of committees the AS president is required to serve on. The AS approved changing the requirement from the AS president to the AS President or member of the AS Executive Committee on the following committees: Educational Master Planning Committee, Title V Steering Committee and Matriculation Committee. The AS also looked at their committees and those committees that only meet a couple of times a year will become ad hoc committees.

IX. Bring a Friend to a Committee Meeting

Cheryl reported that in response to suggestions from the Campus Climate Survey, as a way to improve committee participation, April and September have been designated as the months to “bring a friend to a committee meeting.” This will give people a chance to preview a committee and make an informed decision about serving on the committee. The end of spring was selected so people could start thinking about what committee they want to serve on and fall was selected because we have committees that are trying to fill slots.

X. Other

- **Title V Gant**

Cheryl Marshall reported we are working on a Title V Cooperative Grant with the University of Redlands. If we get the grant, the bulk of the monies will be used pay interns from the University of Redlands who are in their second year of the Counselor Education Master's program. The interns will be mentored by full-time counselors at CHC. The grant would also provide monies to hire an Account Clerk to support the Office of Resource Development and Grants. The account clerk position is the only one that would be institutionalized. Cheryl offered an open forum to present the grant, but no one showed up.

- **City of Yucaipa**

Denise Allen reported that the City of Yucaipa has scheduled a three day festival on May 4, 5, & 6, to celebrate the grand opening of the roundabouts. She hopes CHC will participate with an information booth at the event.