

CRAFTON COUNCIL
Minutes
February 2, 2010

Present: Gloria Harrison, Clare Henkel, Denise Hoyt, Matthew Lee, Candace Leonard, Cheryl Marshall, Catherine Pace Pequeno, Scott Rippy, Rebecca Warren-Marlatt, Charlie Ng, Keith Wurtz

I. Approval of Minutes

The Minutes of the January 26, 2010, meeting were approved.

II. Accreditation and Outcomes Committees

• **Accreditation Committee**

Scott distributed an updated draft of the Accreditation Committee proposal with minor revisions suggested by the council. At Matthew's suggestion, Scott revised the *Committee Charge* referring to coordinating and drafting written reports shifting the responsibility to the committee co-chairs and the self-study editor. The committee membership was changed to include two specific classified seats—one Classified Senate representative and one CSEA representative.

By consensus, Crafton Council approved the CHC Accreditation Committee as a recommendation to President Harrison.

• **Outcomes Committee**

Scott distributed an updated draft of the Outcomes Committee proposal with minor revisions suggested by the Council. The committee membership phrasing was changed to include seven faculty representatives selected from both student services and instructional areas. The committee membership was changed to include two specific classified seats—one Classified Senate representative and one CSEA representative.

By consensus, Crafton Council approved the CHC Outcomes Committee as a recommendation to President Harrison.

Scott and Cheryl Marshall hope to get these committees staffed this month so they can begin meeting in March. The charge of the committees will be training and establishing goals. These committees will meet monthly, one on the 2nd Wednesday of each month and the other on the 4th Wednesday of each month. Both committees will meet from 1:00-2:30 p.m.

III. Governance Workshop

Matthew distributed a rough draft of the *Crafton Hills College Collegial Consultation* he drafted in consultation with Ernestine Moore.

- Intent and Process
This section was reviewed and Mathew explained that he thought it would be useful to separate out *Intent and Process*.
- Shared Values and Responsibility
This section was reviewed with no changes.
- Procedures
Matthew explained that BP 2045 calls for everything to go through the Collegial Consultation process. Gloria believes that when BP 2045 was established, the assumption was that it referred to district procedures, not college procedures. CHC and SBVC have always had different procedures on many things. Whether or not BP 2045 refers to the district or district and campuses needs to be clarified.

Matthew will go thru District Procedures listed on the website and look for sections that are college specific and pull them out.

Council membership was discussed and will be corrected to include a CSEA Representative who works at CHC. Appointing “designees” to the council was also discussed and it was agreed that designees should only be appointed in exceptional circumstances. Matthew will add an “exceptional circumstance” clause under Council Membership.

Discussion took place regarding the posting of minutes and agendas and the question was raised whether or not Crafton Council should function under the Brown Act. Matthew does not believe so, but he see if it is possible to consult with the District’s legal counsel for their opinion. For transparency purposes, it is always a good idea to post agendas prior to the meeting.

Scott asked for clarification regarding who has the responsibility to decide if a topic is considered academic and professional and whether or not the topic should go to the academic senate for discussion. Matthew stated that topics discussed at Crafton should be taken back to the units for discussion. Both Scott and Candace stated they report on Crafton Council items through their “President’s Letter.” Matthew will rework this section to make it consistent with Title V.

It was agreed that all documents distributed to Crafton Council will have footers with dates.

IV. Homework:

- Review the *Crafton Hills College Collegial Consultation* rough draft carefully to make sure nothing was missed regarding committee structure and content. Email Matthew with specific suggestions.

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- Think about the difference between college and district procedures.
- Think about the Organizational Handbook and what we do at CHC.
- Think about whether or not we should include Crafton Council section in BP Procedures or referenced to in the Organizational Handbook?