

CRAFTON HILLS COLLEGE
CRAFTON COUNCIL
Minutes
August 24, 2010

Present: Colleen Gamboa, Gloria Harrison, Denise Hoyt, Matthew Lee, Cheryl Marshall, Karen Peterson, Mike Strong, Rebeccah Warren-Marlatt,

I. Call to Order

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

II. Welcome

Karen Peterson, representing the CHC Classified Senate, was welcomed to the Council.

III. Approval of Minutes

The Minutes of the May 18, 2010, meeting were approved.

IV. Accreditation

- Draft of October Report
Cheryl Marshall reported that the Accreditation Follow-Up Report has been distributed by e-mail to all CHC employees and is posted on the CHC web site. Presentations on the report have been given to all constituent groups and the last presentation will be given to the Accreditation Committee tomorrow. Cheryl will collect feedback until August 31st and then the report will be finalized. Gloria will give a presentation of the report to the SBCCD Board of Trustees at the September 23rd Board Study Session.

Matthew Lee took notes at the presentations and stated that they received good comments and suggestions. Matthew will review SBVC's report and feedback to make sure we don't have any conflicts. He requested that Council members review CHC's entire report, but to pay particular attention to Recommendation #6 for accuracy and evidence.

V. Organizational Handbook

Rebeccah reviewed changes to the Organizational Handbook stating that some language was added for consistency. Information was also added to the Appendix about mentoring student participants. Rebeccah suggested that it might be worthwhile for someone to meet with committee chairs to go over mentoring guidelines. The handbook will be presented to all constituent groups in early September with a request for feedback. Feedback will be incorporated into the handbook, and will then come back to Crafton Council the first part of October for approval.

- **Planning and Program Review Committee Membership**
Cheryl Marshall reported that she has recommended to Denise Hoyt and Rebeccah Warren-Marlatt (P&PR Co-Chairs) that we include the Instructional Assessment specialist as an ex-officio member of P&PR.

By consensus, the Council approved including the Instructional Assessment Specialist as an ex-officio member of the Planning and Program Review Committee.

- **Committee Appointments**
The Classified and Student Senates are still working on their committee assignments.

It was agreed that committee representation would go through Crafton Council annually to be incorporated into the Organizational Handbook.

- **Committee Reports**
It was suggested that shared governance committees report to Crafton Council with brief quarterly reports.
- **Committee Charge and Membership**
Discussion took place regarding committee charge and membership and it was agreed to add the following to the CHC Organizational Handbook:

- (1) Each major constituent group will review the charge and composition of committees in their group.
- (2) Crafton Council Charge #10: Crafton Council will review charges and changes in composition of committees reporting to Crafton Council.
- (3) The following sentence will be added to each constituency group: This body will review the charge, membership, and terms of its committees annually.

VI. Crafton Council Work Calendar

Matthew prepared and distributed a *Preliminary List of Fall 2010 Committee Tasks*. The task list is for committees, but it also involves individuals. Matthew explained that if CHC gets fully affirmed, the Commission will require a focused mid-term report for affirmation that the work that has been done continues. The Commission has 3 possibilities: full reaffirmation, raised to warning, or stay on probation. He believes it would be difficult for the Commission to justify staying on probation; warning is likely; full affirmation is very possible. When Gloria and Cheryl Marshall go to the Commission in mid-December, they will be given 5 minutes for their presentation, but will be able to leave lots of documentation for the Commission to review.

During review of the task list, the deadline for the final CHC Organizational Handbook was changed from 9/7 to 10/5. Matthew discussed the importance of committee evaluations and stated that he would work on the Committee Evaluation form. An

electronic copy of the task list will be sent to Council members for their review and to take a close look at the list to identify additional tasks.

VII. Other Business

Denise Hoyt suggested establishing a Social Committee with the charge of planning festive events for the campus. Denise believes it is important to celebrate what we do well and such celebrations would help boost morale.

VIII. Adjournment

The meeting adjourned at 2:25 pm.

Next Meeting: Tuesday, September 7, 1:00 p.m., President's Office Conference Room.