

**CRAFTON HILLS COLLEGE**  
**Crafton Council**  
**Minutes**  
**October 5, 2010**

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

**Absent:** Colleen Gamboa

**Guests:** Daniel Bahner, Wayne Bogh, Rick Hogrefe

**I. Call to Order**

Gloria Harrison called the meeting to order at 1:10 p.m.

**II. Approval of Minutes**

The Minutes of the September 7, 2010, meeting were approved.

**III. Alignment of Plans & Reporting**

Cheryl Marshall explained that staff who have authored or are authoring major plans were invited to today's meeting to discuss implementing a process for aligning all plans with the *EMP* and providing reports to Crafton Council. Objective 6.1.1. of the *EMP* gives Crafton Council the responsibility to look at CHC plans to make sure they line up with the *EMP* at one of the following levels:

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

Cheryl stated that questions and/or concerns about plan alignment need to be addressed by early spring. If committees are working on things that ought to be under the umbrella of the *EMP* but are not yet, that information should also be considered for incorporation into the *EMP*.

Council reviewed and discussed the "Progress Report on Plan at Action Level" and "Progress Report on Plan at Objective Level" templates. Matthew stated that development of a web tool for such reporting is feasible, but this year, if progress reports are done in a format like this, they will need to be completed using the templates.

Rick Hogrefe pointed out that many major plans are in the process of being rewritten or reviewed, so maybe this year those committees need to report in a narrative form because they don't have solid goals and objectives. Matthew stated that for accreditation, we have to be able to demonstrate progress, no matter which format we use. Gloria and Cheryl will report to the Commission in January and they need to be able report on what we have actually done. Matthew believes it would be a good idea for Crafton Council to look at plan alignment with the *EMP* twice a year.

**It was agreed** that each committee will submit a progress report to Crafton Council by November 30th so Council can review all reports for discussion on December 7. For this initial submission, each committee may choose whether to submit a narrative report or use one of the templates.

Cheryl Marshall reminded everyone that committees need to take attendance at their meetings and take responsibility for posting their minutes on the CHC website in a timely manner. Kristi Simonson will be offering training sessions on posting information to the website and each committee chair should go through the training. Until everyone gets trained, minutes can be sent directly to Kristi for posting.

Scott reported that the Minutes of the Academic Senate are currently being posted on Blackboard. It was mentioned that Blackboard is not accessible to everyone. Matthew pointed out that Academic and Student Senates fall under the Brown Act, so their Minutes must be made public and accessible to everyone.

Gloria will send an e-mail to committee chairs with the following instructions:

- Review plans to assess their alignment with the Educational Master Plan, and to improve that alignment if the assessment shows the need to do so.
- If there are goals and objectives they are working on that belong under the umbrella of the *EMP* but are not yet reflected in the *EMP*, inform Crafton Council.
- If one of the Progress Report templates fits, the committee should use it. If not, the committee may use a narrative progress report. In either case, the progress report must be submitted to the Council by November 30.
- Committee attendance must be taken and minutes posted to the CHC website.

Cheryl Marshall asked for direction on how committees would like to have Crafton Council give feedback on their progress reports. Wayne Bogh stated that it would be very helpful to have information from the Council on the quality of the reports overall.

**It was agreed** that Crafton Council will do a summary of the progress reports in January and then meet with committee chairs to discuss the information.

#### **IV. Committee Self-Evaluations**

Based on a suggestion from EMPC, Matthew revised the “Committee Self-Evaluation” form to distinguish between the number of Crafton committees and the number of District committees. Cheryl explained that committees will not complete the form until the end of next semester, but asked that committee chairs share the form with their groups now so they can start thinking about the relevant issues throughout the year.

To increase the response rate, the evaluations will be completed during committee meetings. Keith will render the form in a scannable format. Aggregated information will be compiled for Crafton Council.

**V. Organizational Handbook**

Rebecca reviewed changes made to the *Organizational Handbook*. She stressed that chairs need to take active roles to facilitate classified and student participation in particular. Participatory governance committees reporting to the Crafton Council must include representation from CSEA and the Classified Senate as well as the Student Senate. If there are any committees needing student representation, they should contact Kaylee Hrisoulas, CHC Student Senate President.

Council reviewed the Organizational Chart of CHC Divisions & Departments and the Reporting Flowchart of College Committees. Rebecca will make minor revisions.

**VI. Accreditation**

Cheryl Marshall reported that the Follow-Up Report is finished and will be mailed to the Commission tomorrow. The campus visitation will not be scheduled until after October 15<sup>th</sup>.

**VII. Other**

Daniel Bahner reported that the Educational Master Planning Committee would like to change its name to the Strategic Planning Committee to reflect what the committee is doing. Matthew pointed out that it is called the EMPC in part because of the wording of accreditation recommendations and suggested delaying the name change. After discussion, it was agreed that the Educational Master Planning Committee should not be renamed this year.

**VII. Adjournment**

The meeting adjourned at 3:15 p.m.

**Next Meeting:** Tuesday, October 19, 1:00 p.m., President’s Office Conference Room