

CRAFTON HILLS COLLEGE
Crafton Council
Minutes
October 5, 2010

Present: Gloria Harrison, Denise Hoyt, Matthew Lee, Cheryl Marshall, Karen Peterson, Scott Rippy, 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 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 the 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 are not under the umbrella of the *EMP*, that information should also be considered for incorporation into the *EMP*.

Council reviewed and discussed the "Progress Report on Plan at Action Level" template. Matthew stated that we are moving in the direction of a web tool, but this year progress reports will need to be completed using the template. It was agreed that the progress reports should be completed and returned to Crafton Council by November 30th so Council can review them for discussion on December 7.

Rick Hogrefe pointed out that all most 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 site progress. Gloria and Cheryl will report to the Commission in January and they need to be able report on what we have actually done. Matthew also believes it would be a good idea for Crafton Council to look at alignment twice a year.

It was agreed that committees will submit a narrative report in December and the "Progress Report on Plan at Action Level" will be optional this time.

Cheryl Marshall stated 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 Classified 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 make sure they align with the Educational Master Plan.
- If there are things they are working on that are not under the umbrella of the EMP, inform Crafton Council.
- If the *Progress Report on Plan at Action Level* template fits, committees should use it. If not, don't worry about it this time around.
- 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 reports. Wayne Bogh stated that it would be very helpful to have information on trends.

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

IV. Committee Self-Evaluations

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 content prior to completing the form.

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 make way for classified and student participation. Participatory governance committees 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 15th.

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 primarily because of accreditation and suggested delaying the name change. After discussion, it was agreed that the Educational Master Planning Committee should not be renamed.

VII. Adjournment

The meeting adjourned at 3:15 p.m.

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