

CRAFTON HILLS COLLEGE
Crafton Council
Minutes
September 6, 2011

Present: Denise Allen, Gloria Harrison, Cheryl Marshall, Karen Peterson, Mike Strong, Rebecca Warren Marlatt, Chris Walsh, Keith Wurtz

Absent: Colleen Gamboa, Scott Rippy

I. Call to Order

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

II. Approval of Minutes

The Minutes of the May 17, 2011 meeting were approved.

III. Accreditation Mid-Term Report

Cheryl Marshall distributed copies of the CHC Accreditation Midterm Report. Cheryl and Alisa formatted the report over the weekend and it is now 95% done. The report will be posted on the CHC website and a presentation will be given to the Board of Trustees at the September 15th Board meeting.

Gloria thanked everyone who worked on the report, provided evidence, and offered suggestions.

IV. Grant Submission Procedure

Gloria distributed copies of a draft "CHC Grant Submission Procedures" prepared and submitted by Karen Childers. This item will be voted on at the next Crafton Council meeting. Keith Wurtz suggested adding a review by the Crafton Council to the process. The suggestion will be discussed at the next meeting.

V. Committee Self-Evaluation Results

Keith Wurtz distributed results of the *2010-2011 CHC Committee Self-Evaluation*. Aggregated results have been distributed campus-wide and disaggregated results will be shared with the individual committees. According to the survey results, people participating on committees almost always thought they are working well.

VI. Academic Senate Committee Assignments

Academic Senate Faculty Committee Assignments for 2011-12 were distributed.

Gloria asked for clarification on the membership and role of the Budget Committee. The committee will be a new shared governance committee and will report to Crafton Council. The Budget Committee will go for second reading at the September 7th Academic Senate meeting. Gloria stated that if the committee is a shared governance

committee, Crafton Council should have some input on the committee's charge and membership.

The Budget Committee will be placed on the September 13th Agenda.

VII. Other

- Annual Planning Priorities – to be discussed at the 9/13/22 meeting.
- Budget – Gloria reported that by next Tuesday we should have a better idea on what our enrollment targets are for next spring. CHC may have to cut 48 sections. If so, the Board would like to backfill 34 of the 48 sections which means we will only need to cut 14 sections. Charlie will give a budget presentation to the Board at the September 15th Board meeting. All indications are we will have to implement a worst case scenario. The Chancellor has asked Scott to come up with a proposal for services that need to be expanded because they have been cut to the bone. We are going to look at replacing an English position.
- Committee Reports – Gloria stated we need to establish a schedule for shared governance committees to make their reports to Crafton Council. A template for the reports will be sent to committee chairs.
- Planning & Program Review – Keith reported that we now have an on-line tool for Planning & Program Review. Keith and Michelle will be available to assist anyone needing help with the on-line tool. Once a department has been through the first cycle of P&PR, the template can be used to modify and refine goals and objectives.

VIII. Adjournment

- Meeting Dates – Because of a scheduling conflict with Crafton Council and District Assembly, it was agreed that Crafton Council will meet on the 2nd & 4th Tuesday of each month beginning September 13.