

CRAFTON COUNCIL
Minutes
January 19, 2010

Present: Gloria Harrison, Clare Hinkle, Matthew Lee, Cheryl Marshall, Charlie Ng, Catherine Pace Pequeno, Scott Rippy, Rebecca Warren-Marlatt, Keith Wurtz

I. Governance Workshop

Matthew reported on the District's Governance Workshop, and essentially everything he previously stated regarding the Education Code and Title 5 related to shared governance was confirmed. Mary Dowd did address the issue of the Classified Senate and CSEA, and it was her position that CSEA must have a seat on all shared governance committees. The Classified Senate may also have a seat, but can't have more representation than CSEA.

- Matthew distributed samples of Board Policy and Administrative Procedures developed by the Community College League. He explained that Board Policy should ordinarily be general and not go into much detail. He also noted that when a policy quotes law or regulation, it must do so accurately. Coordination between CHC and SBVC must also come into play in the formulation of District policy.
- BP & AP 2045
The Committee reviewed the *Flow Chart for Changes to Board Policies or Administrative Regulations*. Matthew noted that the Crafton Council is the clearinghouse for all CHC policy recommendations and procedures. Scott Rippy stated that if there is a change in policy or procedure that deals with academic and professional matters, CHC should have a more formal process for Academic Senate review and approval than there has been in the past.
- BP & AP 2225 – Collegial Consultation
The council reviewed BP 2225 and AP 2225. Matthew pointed out several areas that need to be corrected. For example, the policy misquotes Title 5. It also is inconsistent in its treatment of policies and procedures. Much of the information in the procedure is outdated and incorrect. Matthew asked how the Council would like to proceed, and suggested that at the very least, procedures for CHC need to be accurate. The committee agreed to have Matthew draft the Crafton section for Council review. In doing so, Matthew will consult with Ernestine Moore. Gloria will alert Bruce Baron that the District section of the procedure also needs revising. So that updates and corrections regarding committees can be corrected in one place, it was suggested that the *CHC Organizational Handbook* define the applicable campus procedures, and AP 2225 would then refer to that document.

II. Outcomes & Accreditation Committees

Scott Rippy distributed copies of the revised Accreditation Committee and Outcomes Committee proposals.

- **Outcomes Committee**

Discussion took place regarding membership and it was agreed that the Instructional Assessment Specialist should be a member and the Director of Research and Planning should be a resource specialist, not a member. To avoid excessive specificity on faculty representation, the phrasing will be changed to include seven faculty representatives selected from both student services and instructional areas. The committee should also include two specific classified seats – CSEA and the Classified Senate.

- **Accreditation Committee**

The two classified seats will be specified as CSEA and Classified Senate. One redundant charge was eliminated.

Since time was short, Matthew suggested that members email Scott any further suggestions for revisions.

III. Minutes

The Minutes of the 12/15/09 meeting were approved.