

CRAFTON COUNCIL
Minutes
February 2, 2010

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

I. Approval of Minutes

The Minutes of the January 26, 2010, meeting were approved.

II. Accreditation and Outcomes Committees

• **Accreditation Committee**

Scott distributed an updated draft of the Accreditation Committee proposal with minor revisions suggested by the Council. At Matthew's suggestion, Scott had revised the *Committee Charge* referring to coordinating and drafting written reports, shifting the responsibility for coordinating preparation of the self-study to the committee co-chairs and the self-study editor. The committee membership was changed to include two specific classified seats—one Classified Senate representative and one CSEA representative.

By consensus, Crafton Council approved the CHC Accreditation Committee as a recommendation to President Harrison.

• **Outcomes Committee**

Scott distributed an updated draft of the Outcomes Committee proposal with minor revisions suggested by the Council. The committee membership phrasing was changed to include seven faculty representatives selected from both student services and instructional areas. The committee membership was changed to include two specific classified seats—one Classified Senate representative and one CSEA representative.

By consensus, Crafton Council approved the CHC Outcomes Committee as a recommendation to President Harrison.

Scott and Cheryl Marshall hope to get these committees staffed this month so they can begin meeting in March. The charge of the committees for the remainder of this academic year will be training and establishing goals. These committees will meet monthly, one on the 2nd Wednesday of each month and the other on the 4th Wednesday of each month. Both committees will meet from 1:00-2:30 p.m.

III. Governance Workshop

Matthew distributed a rough draft of a revision of the CHC section of Administrative Procedure 2225, entitled *Crafton Hills College Collegial Consultation*, which he had prepared in consultation with Ernestine Moore.

- Intent and Process
This section was reviewed and Mathew explained that he thought it would be useful to separate out *Intent and Process*. The Council agreed.
- Shared Values and Responsibility
This section was reviewed with no changes.
- Procedures
Matthew explained that BP 2045 calls for all proposed changes to policies and procedures to go through a District-wide Collegial Consultation process. Gloria believes that when BP 2045 was established, the assumption was that it referred to district procedures, not college procedures. CHC and SBVC have always had different procedures on many things. Whether or not BP 2045 refers to the district or to both the district and the campuses needs to be clarified.

Matthew will go through District Procedures listed on the website and identify any additional sections that are college-specific.

Council membership was discussed and will be corrected to include a CSEA Representative who works at CHC. Appointing “designees” to the council was also discussed and it was agreed that designees should only be appointed in exceptional circumstances. Matthew will add an “exceptional circumstance” clause under Council Membership.

Discussion took place regarding the posting of minutes and agendas and the question was raised whether or not Crafton Council should function under the Brown Act. Matthew does not believe so, but he will see if it is possible to consult with the District’s legal counsel for their opinion. For transparency purposes, it is always a good idea to post agendas prior to each meeting, and to publish minutes or summaries.

Scott asked for clarification regarding who has the responsibility to decide if a topic is considered academic and professional and whether or not the topic should go to the academic senate for discussion. Both Scott and Candace stated they report on Crafton Council items through their “President’s Letter.” Matthew will rework the Academic Senate sections to improve their consonance with Title 5 and College practice.

It was agreed that all documents distributed to Crafton Council will have footers with dates.

IV. Homework:

- Review the *Crafton Hills College Collegial Consultation* rough draft carefully to make sure nothing was missed regarding committee structure and content. Email Matthew with specific suggestions.
- Think about the difference between college and district procedures.
- Think about the Organizational Handbook and what we do at CHC.
- Think about whether or not we should include the Crafton Council section in BP Procedures, or just a reference to the Organizational Handbook?