

CRAFTON HILLS COLLEGE
CRAFTON COUNCIL
Minutes
September 7, 2010

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

I. Call to Order

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

Gloria introduced Chris Walsh, Vice President of External Affairs for the ASCHC. Chris will be the student senate representative for Crafton Council, replacing Clare Hinkle.

II. Approval of Minutes

The Minutes of the August 24, 2010 meeting were approved with one correction.

III. Committee Self-Evaluations

Matthew distributed copies of a draft *Committee Self-Evaluation* form. Matthew stated that the CHC Educational Master Plan calls for the college to “implement and integrate planning processes and decision-making that are collaborative, transparent, evidence-based, effective, and efficient.” Committee structures comprise a major component of both planning and decision-making on campus, so an important step in pursuing this goal is to ask committee members for their own observations about how well their committees have done on these five dimensions and others.

Crafton Council reviewed the form and made suggestions for some minor revisions. After discussion, the council reached consensus on the following actions:

- Definitions for the Characteristics (Collaborative, Transparent, Evidence-based, Effective, and Efficient) will be supplied on the survey form. Matthew will draft definitions and the council will review them.
- Surveys will be completed on paper during committee meetings.
- Surveys will be completed by the committees toward the end of the academic year.
- Surveys will be in scannable format.

It was also agreed that the evaluation forms will be distributed early in the year, so committees can review them and will know how they are going to rate themselves.

It was suggested that some committees, such as advisory committees, might not need to complete self-evaluations. Matthew suggested that during the first year, every campus committee should be asked to complete a self-evaluation, not just shared

governance committees. After the first year, council could review the process and decide whether or not to ask all committees complete the evaluation.

After the committees complete the evaluations, Keith will compile the results. Keith explained that the results for individual committees would be available quickly, since an analysis will not be required at that level of detail. Evaluation results for each committee will be sent to the committee; to the body to which the committee reports, as outlined in the *Organizational Handbook*; and to the Crafton Council. Keith will prepare an analysis of results aggregated across all committees, and perhaps by type of committee, to provide a baseline measure of institutional committee effectiveness. Crafton Council will look at all the results and analysis, and aggregated information will be shared with the campus.

Matthew will incorporate ideas suggested at today's meeting and bring the self-evaluation form back to the next Crafton Council meeting.

IV. Accreditation

Matthew and Cheryl Marshall will complete the Follow-Up Report this week and will continue working on the evidence files. The report must be submitted to Jackie Buus no later than September 15 for the presentation to the SBCCD Board on September 23. After the presentation to the Board, the report will be signed by James Ramos, Bruce Baron, Gloria Harrison, Cheryl Marshall, Karen Peterson, Scott Rippey and Kaylee Hrisoulas.

V. Organizational Handbook

Scott reported that the Academic Senate's Executive Committee will review the *Organizational Handbook* at their next meeting. Karen reported that the Classified Senate meets on September 8th and will discuss the handbook during that meeting. Chris will check with Ericka to make sure the Student Senate has this on their agenda. Rebecca will make sure the constituent groups have a deadline for feedback.

VI. List of Fall 2010 Committee Tasks

Matthew did not receive any additions to the *Preliminary List of Fall 2010 Committee Tasks*.

VII. Employee Campus Climate Survey

To comply with accreditation recommendations, Keith prepared and distributed a draft copy of the *Campus Climate Survey*. Keith would like to administer the survey this semester; the last CHC Campus Climate Survey was completed in fall of 2008. Keith asked that everyone review the questions carefully and explained that for comparison purposes, the same questions will be asked on future surveys. Keith will send an electronic copy of the survey to council members with a September 14th deadline for feedback.

Gloria will notify the campus that the survey is being distributed. She will also acknowledge that a lot of surveys are being sent out, and that we are asking a lot in a short period of time because of accreditation reporting timelines. In the future, the surveys will be more spread out over the year. It was suggested that some kind of incentive be offered to those who complete the survey.

VIII. Other Business

- **Committee Minutes**

Cheryl Marshall stated that committees need to be reminded that they need to be taking minutes at committee meetings. Scott stated that he has sent a reminder to all Academic Senate committees and that they will be sending their minutes to him.

IX. Adjournment

The meeting adjourned at 2:10.

Next Meeting: Tuesday, September 21, 1:00 p.m., President's Office Conference Room.