

CRAFTON HILLS COLLEGE
Crafton Council
Minutes
October 19, 2010

Present: Gloria Harrison, Denis Hoyt, Cheryl Marshall, Karen Peterson, Scott Rippy, Mike Strong, Rebecca Warren-Marlatt

Absent: Colleen Gamboa, Chris Walsh

I. Call to Order

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

II. Approval of Minutes

The Minutes of the October 5, 2010, meeting were approved.

III. Accreditation

Gloria reported that the Follow-Up Report has been mailed to the Commission and the campus visitation has been scheduled for November 5. We will have the same team that visited us last time which is good in the sense that they will be able to see the progress we've made. After their visit, the team will prepare their report which will be presented to the Commission in January. Gloria and Cheryl Marshall will attend the meeting and give a presentation to the commission. We will get the Commission's report in February. If we move from probation up, Gloria would like to have a campus-wide celebration.

Gloria stressed the importance of continuing our work to sustain the progress we've made because the concerns of accreditation are not going to go away. Denise Hoyt stated that it might be worthwhile for the college to consider hiring someone on a permanent basis to work on accreditation issues. Matthew Lee was very effective at what he did for us and the service he provided is evidence of the value of having someone fill that role. If that were to happen, the recommendation should come to Crafton Council from Planning & Program Review.

Scott stated that the person assigned to writing the Self Study should be given reassigned time. Gloria explained that in the past we have given reassigned time for writing the Self Study and a faculty member was paid for work done during the summer.

Scott reported on a special meeting of the Faculty Senate that was called because many faculty have expressed concerns regarding the amount of work they are being asked to do. The main concern is a feeling of, "please don't have me do one more thing." When additional work needs to be done, it should be given in the most efficient, easy way to accomplish the goal.

Gloria stated that some of the faculty concerns have to do with work load. She will meet with Scott and Ed Gomez to make a distinction between CTA and Senate issues.

Cheryl Marshall stated that we have to sort out the real issues from negativity. When people attribute motives to managers, it contributes to dissatisfaction. Cheryl suggested forming work groups to look at issues. Scott agreed that we should talk about actions and leave motives aside.

IV. Organizational Handbook

Rebecca reported that all of the suggestions made at the last Crafton Council meeting have been incorporated into the Organizational Handbook and it is now posted on the Crafton Council website.

V. Methodology for EMP Objective 6.1.5

Keith reported that he was asked to develop a plan for *EMP 6.1.5: Ensure that planning processes and decision-making are collaborative, transparent, evidence-based, effective, and efficient*. Keith suggested forming 4 focus groups with 4-6 people in each group. Fewer participants would be okay, but he would not want more than 6 participants in each group. When the groups meet, Keith will start the discussion and then let them brainstorm each term. Keith and Michelle will take notes, find common themes, and bring the information back to Crafton Council in February. If council agrees with this plan, we will need the senates to recommend participants.

VI. Distribution of Employee Campus Climate Survey

Keith would like to send out the Employee Campus Climate Survey next week. The survey will be sent electronically and hard copies will be available to employees who do not have access to computers. Keith will draft a memo to be sent with the survey and send it to council for review. To encourage participation, it was suggested that we offer a drawing for a prize to those who complete the survey. Keith explained that the surveys are anonymous and he has no way of identifying the respondents. It was agreed to offer an option for those who would like to be included in the drawing to submit their name. Confidentiality will be assured for those who submit their name.

VII. Other Business

- Survey Requests

Keith asked for direction on requests for surveys. It was agreed that survey requests will go through Keith and he will bring the requests to Crafton Council. The Council agreed that there may be requests that Keith will need to weed out.

VIII. Adjournment

The meeting adjourned at 2:10 p.m.

Next Meeting: Tuesday, November 2, 1:30 p.m., LADM 301