

Crafton Hills College

Noncredit Committee Formation Meeting Minutes

Date: Aug 29th, 2017 (1:00pm-2:30pm)

Next Meeting: Sept 5th 2017

Time: 1:00 – 2:30p.m.

Location: CNTL 109a

Members (Present are bolded) – None

Guests: Denise Allen, Tom Bryant, Jim Holbrook, Liz Langenfeld, Mark McConnell, Snezana Petrovic, Patricia Quach, Sherri Wilson, Dan Word

Items	Recommendation/Discussion/Future Business	Action
Call Meeting To Order	1:10	
Statements from the public	None	

Old Business

Prior Business	None	
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New Business

Develop Committee Charge	Draft Charge: Will review on Sept 5: “Develop the structures and processes to fully implement a non-credit program”	
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Establish committee membership	Need to confirm all of the following are willing to participate: Denise Allen, Jonathan Anderson, Debbie Bogh, Tom Bryant, Jim Holbrook, Liz Langenfeld, Mark McConnell, Snezana Petrovic, Patricia Quach, Sherri Wilson	
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Set meeting days/times/location	Tuesday’s from 1:00-2:30 in CNTL 109A. May change to twice a month once the work is underway.	
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Review the 10 noncredit disciplines	<ol style="list-style-type: none"> 1. ESL 2. Basic Skills 3. Immigrant Courses 4. Health and Safety 5. Substantial Disability 6. Parenting 7. Home Economics 8. Courses for Older Adults 9. Short Term Vocational Education 10. Workforce Preparation 	
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Other Business

Announcements

Future Business

Future Agenda Items	Minimum qualifications for the NC discipline Student Fees Transcripts Tracking Attendance	
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Adjourn	2:00 pm	
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