

Crafton Hills College
Agenda
Institutional Effectiveness, Accreditation, and
Outcomes Committee

Date: September 16, 2014
Time: 3:30 p.m.
Location: LRC 226

Members and Guests

Larry Aycock
Tina Gimple
Greyraven, Ruth
Mark Snowwhite

Rabago, Ralph
Bryan Reece
Simonson, Kristi
Townsend, Jonathan

Warren-Marlatt, Rebecca
Williams, Gary
Wilson, Kathryn
Word, Daniel
Wurtz, Keith

TOPIC	DISCUSSION	FURTHER ACTION
Approval of minutes, September 2, 2014		
Committee Self Evaluation, 2013-14 (Wurtz)		
Mock External Evaluation, Impressions and Lessons Learned (Participants)		
Open Forums (September 25, 1:00 p.m., LRC 226) (No attendees at the September 10 th forum)		
External Evaluation, Logistics <ul style="list-style-type: none"> ~ External Evaluation Chairs at District 9/29 to meet with Chancellor and 2 presidents ~ Entire team then meets to organize ~ Team meets for dinner Monday night ~ Tuesday morning arrive at CHC by 8:00 a.m. ~ Brief introduction of the team to the campus, probably in the PAC at 8:00 ~ Finish by 9:00 a.m. and return to LRC 226 <ul style="list-style-type: none"> o Work room is LRC 226. o LRC 226 and kitchenette to have do not disturb signage o Desktop computers and a printer to be placed in the room by Wayne and staff ~ Two open meetings planned; one in the morning and one in the late afternoon: tentatively planned for Tuesday at 4:00 p.m. and Wednesday at 12:00 p.m. There will be no agenda ~ Team leaves on Wednesday p.m. for dinner ~ Team returns Thursday morning to complete the last interviews and writing ~ Exit interview with Cheryl at about 11:00 a.m. on Thursday ~ Campus meeting that day at College Hour, 1:00 p.m. in the PAC 		

<p>External Evaluation, Addendum to include:</p> <ul style="list-style-type: none"> ~ Distance Education: address commission policy regarding correspondence education (we did not say we do not have correspondence education) ~ Student authentication for DE courses ~ Out of state students and communication with state accrediting commissions ~ Hard copies of fiscal information ~ Two typographical errors ~ Three graphs in the introduction have cut-and-paste errors ~ New Mission, Vision, Values ~ Change in the budget ~ Required Evidentiary documents for financial Review (attached) 		
<p>Committee Prep Questions for dialogue:</p> <ul style="list-style-type: none"> ~ What processes do we use to evaluate courses, programs, and the institution? ~ Where do programs report their outcomes? ~ What mechanisms do we have to track the use of data for program improvement? ~ How does program review impact resource allocation? ~ How does the educational master plan impact program review? ~ How do we know our goals align with the strategic goals of the college? ~ How do we know they align with the mission? ~ What is the mission, anyway? ~ How did the college go about revising it? Who was at the table? What data was used? ~ What were the mechanisms the committee used to involve the campus in the development of the accreditation document? ~ Who participated? ~ Maybe some other questions about preparing the college for the visit? 		
<p>Adjournment</p>		
<p>Mission Statement: To advance the educational, career, and personal success of our diverse campus community through engagement and learning. Vision: Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting. Values: Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>		

Required Evidentiary Documents for Financial Review
Supplemental Guidelines for Standard III.D for CALIFORNIA PUBLIC INSTITUTIONS

ACCREDITATION QUESTIONS	EVIDENCE
Has the college received any qualified or adverse opinions in audit reports in the last 3 years from district, state or federal programs?	Audit Reports (last 3 years)
Has the college implemented all audit recommendations? Have there been the same recommendations for more than one year? What is the auditor's response to the management actions taken?	Management response to auditor's findings and recommendations (last 3 years) CCFS 311 (last 3 years)
What is the institution's unrestricted fund balance and reserves and how has it changed over the last three years?	CCFS 311Q (Most recent quarter) Fiscal Trend Analysis of 311 Data (Can be accessed online at CCCCCO website.)
Does the College maintain a minimum 5% unrestricted reserve of cash or cash equivalent?	Audit Report
Has the State Chancellor's Office had to intervene regarding fiscal stability or compliance?	Letter of agreement between State Chancellor's Office and District, Chancellor's Office communication document, Fiscal Health Certificate
Does the college have long term debt financing?	Audit Report
Does the institution have an obligation for post retirement health benefits (OPEB), compensated absences, and other employee related obligations? If it does, has it done the actuarial study and identified the liability? Is there a plan for funding them?	Actuarial study for post-retirement health benefits, collective bargaining agreements, board policies, actuarial report, reserve reports. Institutional Plan for funding the liability
Does the institution have limits on accrual of unused vacation time? Compensatory time? Is the institution enforcing its policy on limits?	Leave Accrual Policy in Contractual Agreement and Labor Agreements, Board Policies, Human Resource Records
Is the fiscal entity self insured for health benefits, workers compensation, and unemployment? How are reserve levels set?	District Self Certification
Does this fiscal entity have obligations for future total compensation expenditures driven by collective bargaining agreements or other agreements (corporate-buy outs, management/employee agreements, etc?) If so, what are they? Of what significance are they? What is the plan for funding these future obligations?	Current Bargaining agreements District Funding Plan Executive Officer agreements regarding buy-outs and other conditions of employment

