

Crafton Hills College Accreditation Committee Minutes

Date: February 28, 2012
Time: 3:30 p.m.
Location: LRC Multipurpose Room

Members Present:
 Cheryl Marshall – Co-chair
 Ralph Rabago – Co-chair
 Ken Bryson
 Raju Hegde
 JoAnn Jones
 Julie McKee
 Scott Rippy
 Rebeccah Warren-Marlatt
 Gary Williams
 Keith Wurtz

Members Absent:
 Sam Job
 Farhad Mansourian
 Dan Word

TOPIC	DISCUSSION	FURTHER ACTION
Review and Approval of January 24, 2012 Minutes (5 min)	Minutes approved with no corrections	
Review Letter from ACCJC (10 min)	Members reviewed the letter from ACCJC describing receipt of the Midterm Report and progress on findings from the 2008 visit. While the letter does not state that the college has maintained full accreditation status, it does state that the progress on each of the findings is satisfactory. The letter stated that the college's next report and visit will be in Fall 2014. A report regarding progress on assessment will be due in Fall 2012, but ACCJC has not yet given the requirements or format. The purpose of the report is to demonstrate that the college has achieved the "Proficiency" level on the SLO Rubric. A list of colleges on warning, probation, and show cause was also reviewed.	
Evidence Repository (One Note) – Keith Wurtz (10 min)	Keith reviewed the template that was developed to capture accreditation evidence. A tab for each standard is in place. Members discussed the need for a "General" drop box in which any person from campus can deposit possible evidence. The committee would then review deposited evidence at meetings and decide where the evidence could be used. It was agreed to add this tab. In addition, the committee discussed the use of One Note as an option for all campus committees to use for agendas and minutes.	<p>Keith will add a tab for any member of the campus community to deposit possible evidence.</p> <p>Cheryl and Rebeccah will explore the possibility of working with all Committee Chairs to use One Note beginning Fall 2012.</p>

Review and Categorization of Evidence (10 min)	The template will be shown at the Fall 2012 In Service Day. Input will be sought on the use of One Note for Committees and the use of a standardized template for meeting agendas and minutes. Point people for various committees will be recruited.	Input will be sought regarding point people for various committees and the use of One Note.
Discuss Full Report Timeline (30 min)	Committee members brainstormed activities for a two year time line in order to proactively prepare for the next report and visit. Activities will include analysis of existing evidence, professional development workshops, forming subcommittees for each standard, updating the Educational Master Plan, and drafting the report.	Ralph and Cheryl will draft a timeline for presentation at the next meeting.
Discuss SLO Proficiency Reporting (10 min)	A report demonstrating that the college has reached the "Proficiency" level on the SLO Rubric will be due in Fall 2012, but ACCJC has not provided additional information at this time. Gary summarized the progress at CHC on outcomes and assessment. The needs for campus-wide dialogue and completing cycles were discussed.	Information regarding the assessment report due in Fall 2012 will be sought and shared with the committee at a future meeting.
Report on Training – Gary Williams (10 min)	Gary reviewed his most recent training as part of a visiting team and encouraged others to go on visits. He reiterated the need to achieve the "Proficiency" level on the Rubric and stated that colleges may receive deficiencies if the standard is not achieved. He also reviewed new regulations issued by the U.S. Department of Education including completion rates for CTE programs and fiscal stability.	Cheryl will check with ACCJC to determine the status of members who have submitted their names to participate on a team.
Other Business <ul style="list-style-type: none"> • Next Meeting: March 27, 2012 • Membership (5 min)	Cheryl reported that Miriam Williams has resigned from the committee.	A classified member will be requested as a replacement.
Mission Statement The mission of Crafton hills College is to advance the education and success of students in a quality learning environment.	Vision Statement The vision of Crafton hills College is to be the premier community college for public safety and health services careers and transfer preparation.	Institutional Values Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.