

Crafton Hills College

Accreditation

Committee Minutes

Date: October 25, 2011
Time: 3:30 p.m.
Location: LRC Multipurpose Room

Members Present:
 Cheryl Marshall – Co-chair
 Ralph Rabago – Co-chair
 Ken Bryson
 Raju Hegde
 Sam Job
 Julie McKee
 Rebecca Warren-Marlatt
 Dan Word
 Keith Wurtz

Members Absent:
 JoAnn Jones
 Farhad Mansourian
 Scott Rippy
 Gary Williams
 Miriam Williams

TOPIC	DISCUSSION	FURTHER ACTION
Review and Approval of April 27 and Aug 23, 2011 Minutes (5 min)	Minutes approved with minor corrections.	
Review Charge and Membership (15 min)	<p>Committee members reviewed the charge and membership list. The membership was changed to include the following representatives:</p> <ul style="list-style-type: none"> • Accreditation Liaison Officer (Co-Chair) • Minimum 5 Faculty with representation from across Instruction and Student Services (One Faculty will serve as Co-Chair) • Vice President of Instruction • Vice President of Student Services • Director of Research and Planning • 1 Dean from Instruction • 1 Dean from Student Services • Classified Senate Representative • 1 Student <p>In addition, membership will be for 2 years. Attempts will be made to alternate the 2 year memberships so that experience and consistency are maintained.</p> <p>When reports are being prepared, subject matter experts related to each standard will be invited to participate in committee meetings. For example, the Vice President of Administrative Services will attend to discuss Standards 3B and D.</p>	<p>Changes will be recommended to Crafton Council and upon approval be included in the Organizational Handbook</p>
Review Self-Eval Results (10 min)	<p>Members reviewed the Committee's Self-Evaluation results from Spring 2011. Suggestions for improvement included:</p> <ul style="list-style-type: none"> • Hold a "bootcamp" for new members • Be proactive in seeking feedback on reports – attend senate meetings, go out and talk to people 	

Update on Midterm Report Progress (10 min)	The final Midterm Report was distributed to Committee members. The ACCJC decision will arrive in late January or early February.	
Discussion – Preparation for Future Report(s) (45 min)	<p>Cheryl and Rebecca reviewed the things they had learned from writing the Midterm Report. Members then discussed possible ways to prepare for future accreditation reports, particularly the need to continuously gather evidence. The ideas generated included:</p> <ul style="list-style-type: none"> • Use an online dropbox where anyone can deposit possible evidence • Committee members could review evidence on a monthly basis and sort into the most appropriate standards • Remind committee chairs to post minutes and plans on a regular basis • Use the <i>Guide for Evaluating Institutions</i> to identify possible evidence • Train Committee Chairs to look for and identify evidence <p>Raju gave an overview of AQIP, an accreditation process used in other parts of the country. One of the differences is that 5-10 projects are identified from the self-study and funding is attached to each. Annual updates are prepared on each project. Committee members discussed the possibility of using the annual report idea.</p>	Cheryl will ask a representative from Tech Services to review possible online storage tools at the next meeting
Other Business <ul style="list-style-type: none"> • Next Meeting: Nov 22? (5 min)	<p>Members agreed to meet on November 29 instead of November 22.</p> <p>Information on the Annual Accreditation Institute was distributed.</p>	
<p style="text-align: center;">Mission Statement</p> <p>The mission of Crafton hills College is to advance the education and success of students in a quality learning environment.</p>	<p style="text-align: center;">Vision Statement</p> <p>The vision of Crafton hills College is to be the premier community college for public safety and health services careers and transfer preparation.</p>	<p style="text-align: center;">Institutional Values</p> <p>Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.</p>