

Crafton Hills College Minutes Institutional Effectiveness, Accreditation, and Outcomes Committee		Date: March 28, 2019 Time: 2:00-3:30 p.m. Location: CCR 233	
Members and Guests			
Classified Staff Karen Peterson (Co-Chair) Kristi Simonson Tina Gimple (representing VPA Strong) Jonathan Townsend Student Elijah Gerard, Student Trustee Faculty Matt Adams Gary Williams	Frank Madrid (tent) Krista Ivy Sabrina Jimenez Vacancies AS Exec. Committee Member Student Services Faculty (8 faculty)	Managers Dan Word Kelli Dower Keith Wurtz Rebecca Warren-Marlatt (Co-Chair)	
TOPIC		DISCUSSION	FURTHER ACTION
Approval of minutes, January 24, 2019 (Feb. meeting was cancelled)		The meeting was called to order at 2:04. The January 24 th minutes were approved as written.	

<p>ACCJC Annual Reports</p>	<p>The committee reviewed the Fiscal Annual Report. The leadership area needs some edits to include Kevin Horan as President and Keith Wurtz as the VPI.</p> <p>The ACCJC Annual Report was reviewed by the committee. Our DE has increased 31%. The new Graduation Rate was discussed.</p>	<p>Keith will submit the ACCJC Report to Kevin.</p>
<p>Institutional Assessment Plan, Final</p>	<p>The committee reviewed the Institutional Assessment Plan. The committee was satisfied with the document and it will be sent to Academic Senate for review.</p>	<p>The Institutional Assessment Plan will be given to Academic Senate and Classified Senate for review. It will be provided to the Student Senate for information.</p>
<p>Statement in appendix specifying the requirements of listing student learning outcomes by program in the catalogue.</p>		

<p>Accreditation Timeline, Review and Planning: Summer Plans</p>	<p>The committee determined what to address from the Accreditation Timeline. The standards have already sent out to the committees for review, and the committee decided to ask for feedback and any links to evidence. Keith would like to draft Standard 1, and give parts to Mark Snowwhite to write.</p> <p>The committee reviewed and edited the timeline.</p>	<p>Rebecca will contact Jason about getting the Student Services piece in the Cloud.</p>
<p>Final Review of Function Map</p>	<p>The committee reviewed the Function Map and made edits.</p> <p>Most standards aligned with Valley, conversations will take place to discuss any differences.</p>	

Draft Email to Committee Chairs	Send the tool and ask for the sub standards that apply to the committee, and links to evidence and any concerns or issues. The committee decided to use Word docs instead, to aid in the editing of the final document. Identify some of the self-studies as a guide for Mark.	Invite Mark Snowwhite to our meetings as an advisor.
Adjournment:	Adjournment at 3:00pm.	
<p>Mission Statement: To advance the educational, career, and personal success of our diverse campus community through engagement and learning.</p> <p>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.</p> <p>Values: Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>		

Institutional Effectiveness, Accreditation, and Outcomes Committee

Charge: The Institutional Effectiveness, Accreditation, and Outcomes Committee will facilitate sustainable continuous quality improvement of the organization. The members will:

1. Fulfill their responsibilities as described in *Committee Responsibilities* in the *CHC Organizational Handbook*.
2. Become knowledgeable about Accreditation processes and standards and serve as a resource to the campus.
3. Guide the accreditation process for the entire college, including:
 - a. Development of timelines, policies, and procedures for accreditation within the guidelines provided by ACCJC (Accrediting Commission for Community and Junior Colleges).
 - b. Recommend and support training for faculty, staff, and management with regard to accreditation standards, policies, and procedures.
4. Guide the Outcomes Assessment process for the entire college, including:
 - a. Develop a college assessment plan that is easy to use and meaningful
 - b. Develop best practices for creating and assessing outcomes (SLOs, SAOs, ILOs)
 - c. Provide meaningful feedback, suggestions, and guidance on the outcome assessment process for the purpose of improvement
 - d. Coordinate training for faculty, staff, and management with regard to outcomes and their assessment.

- e. Track assessment completion each year.
5. Provide a forum for on-going dialogue with regard to Accreditation and Outcomes Assessment (SLOs/SAOs).
6. Recommend staff and faculty membership of Accreditation subcommittees to the President.
7. Serve as co-chairs of accreditation standard subcommittees.
8. Recommend to the President a list of qualified candidates for the task of editing Accreditation reports.
9. Review and provide input on midterm, follow-up, and other special reports to the Commission. If requested by the ALO, help draft such reports.
10. The committee co-chairs will coordinate the preparation of the self-study. The standards subcommittee co-chairs will coordinate the preparation of their respective sections of the self-study with input from the committee and the ALO.
11. Report to the Crafton Council.
12. Encourage members of the college community to serve on accreditation teams.

Membership: Accreditation Liaison Officer (*co-chair*); Vice President, Instruction or designee; Vice President, Student Services or designee; Vice President, Administrative Services or designee; Dean, Institutional Effectiveness, Research and Planning; two Deans (including one each from Instruction and Student Services,); a minimum of eight faculty (including the Instructional Assessment Specialist, one Academic Senate Executive Member, and at least one faculty from Student Services); one Classified Senate representative; one CSEA representative; and one Student Senate appointee.

Term: Two