

Institutional Effectiveness, Accreditation, and Outcomes Committee - Minutes

Date: October 10, 2024

Time: 2:00 p.m. – 4:00 p.m.

Location: CCR233

Members:

- Keith Wurtz, VPI/ALO Chair
- Danielle Bell, Faculty
- Delmy Spencer, VPSS
- Giovanni Sosa, Dean IERP
- Ivan Pena, Student Ser. Dean
- Jeff Smith, Inst. Dean
- Julie McKee, CTA Rep
- Mike Strong, VPAA
- Alex Beechko, Faculty
- Diana Vaichis, CSEA
- Karen Peterson, CSEA
- Sabrina Jimenez, Faculty
- Samantha Terriquez, Student Senate
- Veronica Arrowood, Classified Senate

Action Items

Item, Presenter, Time	Notes	SD#	SEG#	Proposed Action
September 26, 2024, Minutes, Keith Wurtz, (5 min)	Minutes approved as written	4		
Review ILO/GEO averages and recommend target to Faculty Department Chairs (15 min)	Reviewed ILO & GEO Targets. 6 ILO goals 11 Geo goals. Unanimously approved.	1-5	1-5	Keith to take to the next Chairs meeting.
Review the Standards (20 min)	Standard I: Keith and Diana Standard II: Jeff and Ivan Standard III: Gio Standard IV: Karen and Veronica Each team reviewed their standards outcomes with the committee members.	1-5	1-5	
Review committee alignment with standards to facilitate writing of standards (20 min)	Committee Members broke out into teams to review committee alignments with standards. Team (1) Sabrina & Diana Team (2) Keith, Jeff & Ivan Team (3) Gio & Samantha Team (4) Karen & Veronica	1-5	1-5	

<p>Update on Mid-Term Report and Timeline. Mid-Term Report is Due October 15, 2024, Keith, (15 min)</p>	<p>ACCJC Mid Term report first read was on 09/12/24 and the second read will be on 10/10/24. The following day, Friday 10/11/24 Keith will submit the report to ACCJC</p>	<p>1-5</p>	<p>1-5</p>	<p>Keith to submit the Mid-Term report to ACCJC on Friday, 10/11/24.</p>
<p>Review the timeline for writing the ISER – Due December 15, 2026 (15 min)</p>	<p>Reviewed the ISER timeline.</p> <p>1st Read Classified Senate 4/10/26 1st Read Academic Senate 4/15/26 1st Read Student Senate 4/17/26 1st Read Craton Council 4/28/26 Final Student Senate Approval 5/1/26</p> <p>1st Read Board of Trustees July 2026</p> <p>2nd Read Board of Trustees Approval August 2027</p> <p>Submit Final ISER 12/15/2026</p>	<p>1-5</p>	<p>1-5</p>	
<p>Outcomes Cloud Revisions and Update, Giovanni Sosa, 5 min</p>	<p>Gio provided a Cloud update which became effective in fall 2024 – Student level entry required, this is no longer an option.</p>	<p>1-5</p>	<p>1-5</p>	
<p>Key Takeaways, 5 min</p>	<p>Keith – Aligned standards with committee members to improve the writing of the standards for the self-evaluations.</p>			<p>Next meeting the team will review the guidelines, responding to standards that are set up. This information will aid in writing up the ISER.</p>

Mission Statement: The Crafton Hills College mission is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a committed staff, with passionate leadership and community support.

Vision Statement: To empower the people who study here, the people who work here, and the people who live in our community through education, engagement, and innovation.

Institutional Values: We rely on the following values to support our vision and mission:

- Respect: To champion active listening and open dialogue within our community.
- Integrity: To uphold honesty in our interactions and academic pursuits and maintain community collaboration.
- Diversity & Inclusion: To promote a welcoming environment through equitable and antiracist practices in all aspects of our work.
- Innovation: To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas.
- Leadership: To develop and inspire current and future leaders through professional development, mentorship, education, and experience.
- Sustainability: To be a leader in our community by reducing environmental impact with practices that meet the needs of the present without compromising the future.

STRATEGIC DIRECTIONS

1. Increase Student Enrollment
2. Engage in Practices that Prioritize and Promote Inclusivity, Equity, Anti-Racism, and Human Sustainability
3. Increase Student Success and Equity
4. Develop a Campus Culture that Engages Students, Employees, and the Broader Community
5. Foster and Support Inquiry, Accountability, and Campus Sustainability

STUDENT EQUITY GOALS

1. Increase the percentage of African American/Black students who apply and enroll at CHC in the same year.
2. Increase the percentage of African American/Black students persisting from fall to spring.
3. Increase the percentage of Hispanic/Latinx students completing transfer level Math and English.
4. Increase the percentage of African American/Black students' degree or certificate attainment.
5. Increase the percentage of Hispanic/Latinx students transferring to a four-year institution.

IEAOC 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. Develop 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 outcome assessment process for the purpose of improvement.
 - d. Coordinate training for faculty, staff, and management with regard to outcomes and their assessment.
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 on 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.

IEAOC COMMITTEE NORMS

- We will start and end meetings on time.
- We will follow the agenda.
- We will read materials, minutes, etc. and be prepared to discuss at meetings.
- We will listen to our colleagues without interruption and will show mutual respect.
- We will operate on consensus and seek agreements all can “live with;”
- We will make decisions based on clear information.
- We will bring closure to decisions.
- We will support the committee’s recommendations.
- We will accept the fact that there will be differing opinions.
- We will use the best interests of our stakeholders (especially students) as the basis for our decision making.
- We will honor brainstorming without being attached to our viewpoint.
- We will give the opportunity for all members to contribute.
- We will be free to speak our minds without fear of reprisal.
- We will be transparent with our colleagues and our positions on issues.
- We will identify pending issues, agreements, and action steps at the end of the meetings.
- We will stay focused on topics under the charge of the committee.
- We will report back to our constituent groups.