

Crafton Hills College Institutional Effectiveness, Accreditation & Outcomes Committee MINUTES	Date: November 5, 2013 Time: 3:30p.m. Location: LRC-226
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Members and Guests (*in attendance)

Larry Aycock *Tina Gimple *Ruth Greyraven *Raju Hegde JoAnn Jones	*Kim McCormick Ralph Rabago *Kristi Simonson *Samia Smith Jonathan Townsend *Bryan Reece	*Rebecca Warren-Marlatt Gary Williams Kathryn Wilson Daniel Word *Keith Wurtz
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TOPIC	DISCUSSION	FURTHER ACTION
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Approval of IEAOC Minutes, October 15, 2013	Approved with changes by Keith Wurtz.	
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Revised ACCJC Deadline: Timeline review and planning	<p>Letter from Barbara Beno indicated visitation 9/11-10/9 with a due date of 60 days prior.</p> <p>Request for substantive changes is due in January for March review. Also 60 days in advance.</p> <p>Discussion about requesting extension for the Self Evaluation. Keith stated that the committee has to be careful when/how requesting for extension. Bryan stated that Mr. Jack Pond would be the one to contact when asking for the extension.</p> <p>Keith and Ralph are working on Standard I; Bryan started on Standard IIA. Student Services Council members have volunteered to assist with Standard IIB.</p> <p>The committee is on track with the Timeline draft.</p> <p>Bryan suggested reviewing material and when it is finished send out send it out campus-wide for feedback.</p> <p>A committee member suggested developing an online tool for comments and ask Senates, chairs, etc., to send to their committee members for feedback and return the feedback to Rebecca.</p> <p>The outlines (in pdf format) would be placed on</p>	<p>Need to submit a Substantive Change for languages-request for a new location for the Fire Academy.</p> <p>Rebecca will run the idea of requesting an extension by Cheryl Marshall and if she agrees, Rebecca will contact Jack Pond, with a formal email submitted to Jack Pond.</p>
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	<p>the Accreditation webpage by Kristi Simonson.</p> <p>Kim suggested sending out the material campus wide email with the ability for individuals to review and write feedback/ask questions to be sent back to committee chairs; and the chairs would submit the feedback to this committee.</p> <p>Ruth liked the idea of sending the information in an email and setting aside time to read and respond to the emails.</p> <p>Keith would like to keep the process easy for everyone to read and submit comments, if any.</p> <p>Rebecca asked for a reasonable timeline; request that the information sent out campus wide be returned each Friday with feedback so that it can be sent out campus wide on the following Mondays.</p> <p>Bryan suggested hiring a writer or editor (p/t faculty or retiree); Rebecca stated that the committee would have to recruit a faculty member as the editor, possibly give release time and need to find funds to pay the editor.</p> <p>Bryan stated that we need a good graphic designer.</p>	<p>Kim will check with Jim (Holbrook) on how to set -up this type of email process so that the template can be used.</p> <p>RWM to discuss hiring a writer with President Marshall.</p> <p>Rebecca will speak with Gloria Piggott (print center) and will also schedule a meeting with Donna Hoffman to request photos.</p> <p>Ruth will ask Colleen Gamboa to be her partner to work on Standard IIIA; Standard IIIA deals with Human Resources.</p>
Group Work Updates	Standard IIA work templates are due a week from Friday.	RWM will maintain a list of names of people who provided feedback as evidence of campus wide participation.
ILO and GE work update	The group reviewed Denise Allen's work linking ILO's, GE philosophical statements, and GE course level SLOs. It	Keith and Rebecca will complete the task of linking
Changes to the Accreditation Webpage	The group reviewed the webpage and made recommendations for change.	
Other Business	None.	
Adjournment	5:00p.m.	