

<b>Crafton Hills College Institutional Effectiveness, Accreditation, and Outcomes Committee</b>		<b>Date: September 16, 2014</b> <b>Time: 3:30p.m.</b> <b>Location: LRC135</b>
<b>Minutes</b>		
Members and Guests <b>(Bold names in attendance)</b>		
Larry Aycock Tina Gimple Ruth Greyraven <b>Colleen Hinds</b>	<b>Ralph Rabago</b> <b>Bryan Reece (by phone)</b> <b>Kristi Simonson</b> Mark Snowwhite Jonathan Townsend	Rebecca Warren- Marlatt <b>Gary Williams</b> Kathryn Wilson Daniel Word <b>Keith Wurtz</b>
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>FURTHER ACTION</b>
Approval of Minutes, September 6, 2014	Tabled to next meeting.	Add Colleen Hinds to the member list on the agenda; typo on the mission statement.
Committee Self Evaluation, 2013-2014 (Wurtz)	Keith reviewed handouts for members to get feedback.	
Mock External Evaluation, Impressions and Lessons Learned (Participants)	Bryan (via phone) reported on feedback from the Mock Evaluation: Exercise went very well; it was good for the two colleges (CHC& SBVC) to work together. SBVC liked the data, thought our campus was strong on data in the document and on campus. Keith stated that people aren't aware how/when we use our data. We had weaknesses--some folks weren't familiar with their own annual process, it would be helpful to go back and look at their own program plans.	It would be nice for the two campuses to work together more often.  We should be prepared to answer questions about our data and how we use the data.  Ask people to read over their last plan to be more familiar with it. Rebecca may wish to suggest Student Services review their plans.
Open Forums (September 25 <sup>th</sup> , 1:00p.m., LRC 226) (No attendees at the September 10 <sup>th</sup> forum)		
<b>External Evaluation, Logistics</b> <ul style="list-style-type: none"> <li>- External Evaluation Chairs at District 9/29 to meet with Chancellor and 2 presidents</li> <li>- Entire team then meets to organize</li> </ul>	Reviewed by committee members.	

<ul style="list-style-type: none"> <li>- Team meets for dinner Monday night</li> <li>- Tuesday morning arrive at CHC by 8:00a.m.</li> <li>- Brief introduction of the team to the campus, probably in the PAC at 8:00a.m.</li> <li>- Finish by 9:00.m. and return to LRC 226 <ul style="list-style-type: none"> <li>o Work room is LRC 226</li> <li>o LRC 226 and kitchenette to have do not disturb signage</li> <li>o Desktop computers and a printer to be placed in the room by Wayne and staff</li> </ul> </li> <li>- Two opening meetings planned; one in the morning and one in the late afternoon: tentatively planned for Tuesday at 4:00p.m. and Wednesday at 12:00p.m. There will be no agenda</li> <li>- Team leaves on Wednesday p.m. for dinner</li> <li>- Team returns Thursday morning to complete the last interviews and writing</li> <li>- Exit interview with Cheryl at about 11:00a.m. on Thursday</li> <li>- Campus meeting that day at College Hour, 1:00p.m. in PAC</li> </ul>		
<p>External Evaluation, Addendum to include:</p> <ul style="list-style-type: none"> <li>- Distance Education; address commission policy regarding correspondence education (we did say we do not have correspondence education)</li> <li>- Student authentication for DE courses</li> <li>- Out-of-state students and communication with state accrediting commissions.</li> <li>- Hard copies of fiscal information</li> <li>- Two typographical errors</li> <li>- Three graphs in the introduction have cut-and-pate errors</li> <li>- New Mission, Vision, Values</li> <li>- Change in the budget</li> <li>- Required Evidentiary documents for financial review (attached)</li> </ul>	<p>Reviewed by committee.</p> <p>Important that everyone know the Mission, Vision &amp; Values statements.</p>	<p>Need to authenticate that the online student is actually doing the work?</p> <p>Typos were corrected. Keith corrected these errors.</p> <p>Check with Rebeccah.</p>
<p>Committee Prep</p>	<p>Committee went over a few of the</p>	

<p>Questions for dialogue:</p> <ul style="list-style-type: none"> <li>- What processes do we use to evaluate courses, programs, and the institution?</li> <li>- What mechanisms do we have to track the use of data for program improvement?</li> <li>- How does program review impact resource allocation?</li> <li>- How does the educational master plan impact program review?</li> <li>- How do we know our goals align with the strategic goals of the college?</li> <li>- How do we know they align with the mission?</li> <li>- What is the mission, anyway?</li> <li>- How did the college go about revising it? Who was at the table? What data was used?</li> <li>- What were the mechanisms the committee used to involve the campus in the development of the accreditation document?</li> <li>- Who participated?</li> <li>- Maybe some other questions about preparing the college for the visit?</li> </ul>	<p>questions/answers listed below:</p> <p>Program Review, Educational Master Plan, SLOs/ILO's .</p> <p>The Annual Plans online or 4-year plans.</p> <p>The program plan is reviewed and prioritized.</p> <p>Strategic goals are directed to the mission.</p> <p>Engage, Learn &amp; Advance!</p> <p>Emails were sent out campus wide for review and feedback.</p> <p>Templates went out to the campus followed by a number of revisions through email. Open forums were also held.</p> <p>On or about 50-a lot of involvement from different groups.</p> <p>Bryan believes the team is going to be asking the faculty about the local area of their program and not the whole picture.</p> <p>Gary doesn't feel the team is expecting faculty to know the big picture.</p>	
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Adjournment	4:27p.m.	
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**Mission Statement:** To advance the educational, career and personal success of our diverse campus community through engagement and learning.

**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.

**Values:** Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.

