

# 2015

## Crafton Hills College Planning Template: Responses to ACCJC Recommendations



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IEAOC

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**College Recommendations to Meet the Standards**

**College Recommendation 1, Assessment and Review of Outcomes at All Levels**

In order to meet the standards, the team recommends that the college systematically complete the implementation and regularly assess and review student learning outcomes (and services area outcomes, where applicable) for all courses, programs, certificates, and degrees and

1. Demonstrate the use of the assessment results to make improvements to courses and programs;

Task	Person	Completion Date
Inventory course, program, and institution level outcomes and track progress	Wurtz	Ongoing
Obtain Senate support for adoption of four-level rubric	Wurtz / Reece	Spring 2015
Obtain Senate support for the cloud tool as the sole repository of outcomes	Wurtz	Fall 2014
Implement the new SLO Cloud Tool	Wurtz	Fall 2014
Report progress on SLO Cloud tool use to college on regular basis	Wurtz	Ongoing
Modify the charges of key committees (Crafton Council, Academic Senate, and others) to reflect consideration of ILO and GEO results in planning	Wurtz	Ongoing
Ensure that committees are reviewing student learning assessment results on regular basis to inform decision-making	Crafton Council	
<ul style="list-style-type: none"> <li>• Develop an annual report template to include outcomes</li> </ul>	Crafton Council	April 2015
<ul style="list-style-type: none"> <li>• College feedback from committees in April</li> </ul>	Crafton Council	April 2015
<ul style="list-style-type: none"> <li>• Implement in early May</li> </ul>	Crafton Council	Annual, Ongoing
<ul style="list-style-type: none"> <li>• Post Reports on committee and Crafton Council Website</li> </ul>	Crafton Council	Annual, Ongoing

2. Demonstrate the use of student learning assessment results in college-wide planning;

Task	Person	Completion Date
Post funding status for prioritized objectives on <a href="#">Budget committee</a> , <a href="#">PPRC</a> , <a href="#">PPR Resources</a> , and <a href="#">Crafton Council</a> websites	Wurtz	3/5/15
<b>Committee Charges</b>		

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Task	Person	Completion Date
Revise Budget committee charge to include reliance on the results of student learning assessments to inform planning <ul style="list-style-type: none"> <li>Email to get on agenda on 3-4-15 and 3-24-15</li> </ul>	Wurtz	
Revise Crafton Council charge to include reliance on the results of student learning assessments to inform planning <ul style="list-style-type: none"> <li>Agenda 3-10-15 and 3-24-15. Revised at 3-24-15 meeting and on agenda for 4-14-15 for second reading.</li> </ul>	Wurtz	
Revise EMPC charge to include reliance on the results of student learning assessments to inform planning <ul style="list-style-type: none"> <li>Emailed on 3-4-15 and 3-24-15. EMPC approved at 3-24-15 meeting and on Crafton Council agenda for 4-14-15.</li> </ul>	Wurtz	
Revise IEAOC charge to include reliance on the results of student learning assessments to inform planning <ul style="list-style-type: none"> <li>On 4-7-15 agenda</li> </ul>	Wurtz	
Revise PPRC committee charge to include reliance on the results of student learning assessments to inform planning <ul style="list-style-type: none"> <li>Reviewed on 3-23-15 and will continue as agenda item. Faculty taking to Academic Senate as discussion item.</li> </ul>	Wurtz	
Revise PPRC Web tool to include ILOs as drop down menu to map to objectives <ul style="list-style-type: none"> <li>Approved at the 3-9-15 PPRC meeting.</li> </ul>	Wurtz	
Revise PDC charge to include reliance on the results of student learning assessments to inform planning <ul style="list-style-type: none"> <li>Reviewed and approved by PDC on 3-13-15.</li> <li>On Crafton Council Agenda for 3-24-15. Crafton revised and sending back to PDC agenda for 3-27-15.</li> </ul>	Wurtz	
Revise SSEEM charge to include reliance on the results of student learning assessments to inform planning <ul style="list-style-type: none"> <li>Approved by SSEEM on 3-15-15. Reviewed by Crafton Council on 3-10-15.</li> <li>Crafton Council approved on 3-24-15 contingent upon SSEEM approval of minor change. Does not need to go back to Crafton Council.</li> </ul>	Wurtz / Warren-Marlatt	
Revise the Educational Technology Committee charge to include reliance on the result of student learning assessments to inform planning <ul style="list-style-type: none"> <li>Emailed on 3-4-15 and 3-24-15</li> </ul>	Wurtz	
Meet with Student Senate to discuss possibility of revising charge <ul style="list-style-type: none"> <li>Agenda on 3-27-15</li> </ul>	Wurtz	
Revise Student Services Council charge to include reliance on the results of student learning assessments to inform planning	Warren-Marlatt	
<b>Assessment Results Review</b>		
Budget Committee review student learning assessment results at the first fall and spring meetings in 15-16		
Crafton Council review student learning assessment results at the first fall and spring meetings in 15-16		

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Task	Person	Completion Date
EMPC review student learning assessment results at the first fall and spring meetings in 15-16		
IEAOC review student learning assessment results at the first fall and spring meetings in 15-16		
PPRC review student learning assessment results prior to prioritizing objectives and use to inform process		
PDC review student learning assessment results at the first fall and spring meetings in 15-16		
SSEEM review student learning assessment results at the first fall and spring meetings in 15-16		
Student Services Council review student learning assessment results at the first fall and spring meetings in 15-16		
Work with the Academic Senate President on revising charges for the appropriate Senate Committees (e.g. curriculum, educational policies, honors, educational technology, chairs, and basic skills) as determined by the Academic Senate, if appropriate <ul style="list-style-type: none"> <li>• Email on 3-4-15 and phone call with Academic Senate President on 3-13-15</li> </ul>	Wurtz	
All Crafton Council Committees document discussions about student learning assessment results in their respective minutes.		5/25/2015

3. Demonstrate that resource decisions are based on student learning assessment results; and

Task	Person	Completion Date
Post funding status for prioritized objectives on <a href="#">Budget committee</a> , <a href="#">PPRC</a> , <a href="#">PPR Resources</a> , and <a href="#">Crafton Council</a> websites	3/5/2014	
Revise Budget committee charge to include reliance on the results of student learning assessments to inform planning		
Budget Committee review student learning assessment results at the first fall and spring meetings in 15-16		
Revise PPRC Web tool to include ILOs and GE's as drop down menu to map to objectives		
PPRC review student learning assessment results prior to prioritizing objectives and use to inform process <ul style="list-style-type: none"> <li>• Document discussions in PPRC meeting minutes</li> <li>• Post minutes on committee website</li> </ul>		

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4. Develop and implement a process to ensure that SLOs are included on all course syllabi.

Task	Person	Completion Date
Chairs Council will discuss best practices for syllabi construction	Hanley, Wilson	11/21/2014
Develop a process to check syllabi on a semester basis	Reece	
<ul style="list-style-type: none"> <li>• Survey CIOS for usable processes</li> </ul>	Reece	3/12/2015
<ul style="list-style-type: none"> <li>• Determine the best option</li> </ul>	Instructional Cabinet	
<ul style="list-style-type: none"> <li>• Implement</li> </ul>	Instructional Cabinet	
<ul style="list-style-type: none"> <li>• Post Syllabi on Instruction Office Website</li> </ul>	Reece	

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**College Recommendation 2, Distance Education Plan**

In order to meet the standards, the team recommends that the college update its Distance Education plan to provide guidance in determining the long-term vision for distance education to support the current and future needs of its students including student support and library and learning support services.

Task	Person	Completion Date
Obtain Senate support for DE Coordinator		
Identify funding source for DE Coordinator (Equity, 50%)	Warren-Marlatt	3/6/15
Hire DE Coordinator	Reece	
Update DE Plan throughout the Spring 2015 semester	DE Coordinator and Committee	
Distribute plan and obtain feedback		
Finalize DE Plan		
Senate approval of DE Plan		
<b>“...including student support and library and learning support services.”</b>		
Counseling and Tutoring decide on an online service delivery tool	Colvey, McAttee, Townsend, Snowwhite	
<ul style="list-style-type: none"> <li>• Survey products and choose</li> </ul>	Colvey, McAttee, Townsend, Snowwhite	
Online counseling and tutoring is implemented		

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**College Recommendation 3, Program Elimination Policy**

In order to meet the standards, the team recommends that the College establish a policy to address when programs are eliminated or significantly changed and ensure that this process does not negatively impact students. (II.A.6.b)

Task	Person	Completion Date
Chairs Council will agendize a draft of the program viability process <sup>12</sup>	Hanley	10/17/2014, 11/7/2014,
Chairs Council will discuss the program viability process <sup>3</sup>	Hanley (McLaren)	11/7/2014
Academic Senate will review the program viability process—first read <sup>45</sup>	Hoyt	11/19/2014
Academic Senate, program viability second read and recommended revisions <sup>67</sup>	Hoyt	12/3/2014
Academic Senate, program viability third read and approval <sup>8910</sup>	Hoyt	12/17/2014
Crafton Council Approval of Final Viability Process		

<sup>1</sup> Chairs Council Agenda, 10/17/2014.

<http://www.craftonhills.edu/~media/Files/SBCCD/CHC/Faculty%20and%20Staff/Academic%20Senate/Additional%20Documents/Committee%20Documents/Chairs%20Council%20Documents/2014-2015/Chairs%20Agendas/Chairs%20Council%20Agenda%2010-17-2014.pdf>

<sup>2</sup> Chairs Council Agenda, 11/7/2014.

<http://www.craftonhills.edu/~media/Files/SBCCD/CHC/Faculty%20and%20Staff/Academic%20Senate/Additional%20Documents/Committee%20Documents/Chairs%20Council%20Documents/2014-2015/Chairs%20Agendas/Chairs%20Council%20Agenda%2011-07-2014.pdf>

<sup>3</sup> Chairs Council Agenda, 11/7/2014.

<http://www.craftonhills.edu/~media/Files/SBCCD/CHC/Faculty%20and%20Staff/Academic%20Senate/Additional%20Documents/Committee%20Documents/Chairs%20Council%20Documents/2014-2015/Chairs%20Agendas/Chairs%20Council%20Agenda%2011-07-2014.pdf>

<sup>4</sup> Academic Senate Agenda 11/19/2014. Old Business, Item 2.

<http://www.craftonhills.edu/~media/Files/SBCCD/CHC/Faculty%20and%20Staff/Academic%20Senate/Agendas/2014-2015/11-19-2014%20Meeting%20Documents/AS%20Agenda%2011%2019%202014.pdf>

<sup>5</sup> Proposed CHC Program Viability Process, 11/19/2014.

[http://www.craftonhills.edu/~media/Files/SBCCD/CHC/Faculty%20and%20Staff/Academic%20Senate/Agendas/2014-2015/11-19-2014%20Meeting%20Documents/program%20viability\\_11-7-14\\_update.docx.pdf](http://www.craftonhills.edu/~media/Files/SBCCD/CHC/Faculty%20and%20Staff/Academic%20Senate/Agendas/2014-2015/11-19-2014%20Meeting%20Documents/program%20viability_11-7-14_update.docx.pdf)

<sup>6</sup> Academic Senate Agenda, 12/3/2014, Ongoing Business, Item 1.

<http://www.craftonhills.edu/~media/Files/SBCCD/CHC/Faculty%20and%20Staff/Academic%20Senate/Agendas/2014-2015/12-03-2014/AS%20Agenda%2012.3.14.pdf>

<sup>7</sup> Proposed CHC Program Viability Process, 12/3/2014.

[http://www.craftonhills.edu/~media/Files/SBCCD/CHC/Faculty%20and%20Staff/Academic%20Senate/Agendas/2014-2015/12-03-2014/program%20viability\\_11-7-14\\_update.docx.pdf](http://www.craftonhills.edu/~media/Files/SBCCD/CHC/Faculty%20and%20Staff/Academic%20Senate/Agendas/2014-2015/12-03-2014/program%20viability_11-7-14_update.docx.pdf)

<sup>8</sup> Academic Senate Agenda, 12/17/2014, Old Business, Item 1.

<http://www.craftonhills.edu/~media/Files/SBCCD/CHC/Faculty%20and%20Staff/Academic%20Senate/Agendas/2014-2015/12-17-2014/AS%20Agenda%2012.17.14%20revised.pdf>

<sup>9</sup> Academic Senate Minutes, 12/17/2015, Old Business, Item 1.

<http://www.craftonhills.edu/~media/Files/SBCCD/CHC/Faculty%20and%20Staff/Academic%20Senate/Agendas/2014-2015/01-21-2015%20Meeting%20Agenda%20and%20Documents/AS%20Minutes%2012%2017%202014.pdf>

<sup>10</sup>



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**College Recommendation 4, College Catalog**

In order to meet the standards, the team recommends that the College demonstrate a practice of preparation, review, and publishing the College Catalog at an appropriate time and with a level of accuracy to assure student success. (II.B.2)

Task	Person	Completion Date
Select and implement tools for the delivery of online counseling and tutoring		
Provide counselor/tutor training		
Create links on Counseling, EOPS, DSPS, tutoring websites online counseling/tutoring tool		

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**College Recommendations to Improve**

**College Recommendation 5, Board Approval of Mission Statement**

In order to improve, the college should ensure that it does not begin to use or publish its mission statement in college materials such as the college website and college catalog prior to approval or adoption by the District Board of Trustees. (I.A.2, I.A.4, II.A.6.c, IVB.3.a.)

Task	Person	Completion Date
Mission, vision and values approved by the BOT		10/9/2014

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**College Recommendation 6, Performance Evaluations**

In order to improve, the team recommends that the college fully adhere to its systematic and regularly scheduled process of performance evaluation across all employee groups. (III.A.1.b)

Task	Person	Completion Date

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**District Recommendations to Meet the Standards**

**District Recommendation 1, Board of Trustees Policies**

In order to meet standards, the team recommends that the Board of Trustees examine its role in the development of policies and ensure that it acts in a manner consistent with its approved policies and bylaws. The team further recommends that the Board of Trustees take steps to ensure that all policies are developed or revised within the framework of the established input and participation process. (III.A.3, III.A.3.a, III.D.3, IV.A.2, IV.B.1.e, IV.B.1.j)

Task	Person	Completion Date
Design and schedule study training session where Board reviews its role in the development of policies		
Design and schedule study training session where Board have orientation specific to their role as SBCCD Board member		
Design and implement process to ensure that all policies are developed or revised within the framework of established input and participation process (This may only require a description.)		

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**District Recommendation 2, District Human Resources**

In order to meet standards, the team recommends that the Board of Trustees, and the chancellor, in consultation with the leadership of the college campuses, develop a strategy for addressing significant issues to improve the effectiveness of district human resources services that support the colleges in their missions and functions. These issues include: Reliable data from the Human Resources Department to support position control and other human resources functions;

- Timeliness of employee evaluations;
- Responsiveness and improved timelines for employee hiring;
- Consistent policy interpretation and guidance; and
- Completion of the faculty evaluation instrument to include work on Student Learning Outcomes.

Task	Person	Completion Date
<b>Reliable data from HR</b>		
Identify list of reliable data needed by college's from HR		
Compile and distribute data to campuses and illicit feedback for improvement		
Revise data and provide to campuses on a regular basis.		
Develop process for providing accurate and timely information necessary for effective position control		
Develop and implement process for ensuring employees are evaluated in a timely manner		
Update the evaluation instrument to accurately reflect the 2013 MOU		
Develop process for improving timelines for employee hiring		
Develop process for ensuring that if hiring process does not yield accepted employment the hiring priority does not move to the end of the rotation but maintains the hiring priority		
Develop process for consistent policy interpretation and guidance		
Develop and implement faculty evaluation instrument to include work on Student Learning Outcomes		
Develop, implement, and communicate outreach plan to address underrepresentation of Hispanics among faculty to campuses		

**District Recommendation 3, District Level Integrated Planning**

In order to meet standards, the team recommends that the District follow their Resource

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Allocation Model focusing on transparency and inclusiveness, supported by a comprehensive district-wide Enrollment Management Plan and a Human Resource/Staffing Plan integrated with other district-wide programs and financial plans, broadly communicated to the colleges.

Task	Person	Completion Date
Develop processes and implement those processes to ensure that the Resource Allocation Model is communicated widely, transparent, inclusive, and followed		
Write and approve an Enrollment Management Plan and ensure that it is integrated with district-wide programs and financial plans		
Write and approve an HR/staffing Plan and ensure that it is integrated with district-wide programs and financial plans		

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**District Recommendations to Improve**

**District Recommendation 4, Board Orientation**

In order to improve effectiveness, the team recommends that the District develop a local Board orientation program to ensure that all members of the Board are adequately prepared to provide leadership appropriate to their role as board members. (Standard IV.B.1.f)

Task	Person	Completion Date
Design and schedule study training session where Board reviews its role in the development of policies		
Design and schedule study training session where Board have orientation specific to their role as SBCCD Board member		
Develop processes to ensure that board's actions are in alignment with collegial consultation process established for the development of policy		
Submit the Board designed procedure for evaluating the Chancellor to the District Assembly and allow opportunity for the District Assembly to provide feedback to the procedure		