



Date: September 6, 2016  
 Time: 3:30 p.m.  
 Location: LRC 135

**Crafton Hills College**  
**Agenda**  
**Institutional Effectiveness, Accreditation, and Outcomes Committee**

**Members and Guests**

Matt Adams  
 Colleen Maloney-Hinds  
 Gary Williams  
 Dan Word

Instructional Assessment  
 Specialist  
 AS Executive Committee Member  
 Student Services Faculty  
 (8 faculty total)  
 CSEA Rep  
 Student Rep

Bryan Reece  
 Kristi Simonson  
 Rebecca Warren-Marlatt  
 Keith Wurtz/Gio Sosa  
 1 Instructional Dean  
 1 Student Services Dean

TOPIC	DISCUSSION	FURTHER ACTION
Approval of minutes, 4/05/16; 4/19/16; 5/03/16		
Charge, Membership, Operational Rules		
New Member Mentor Assignments		
Committee Self Evaluation Results, Review and Discuss		
Findings, Follow Up Report (RWM)		
Proposed Timeline, Midterm Report (RWM)		
Update, Progress and Action Plan: Responses to ACCJC Recommendations (Keith, Rebecca, Glen) <ul style="list-style-type: none"> <li>• Brief Report, District Task Force</li> <li>• CHC Template</li> </ul>		
CHC Annual Outcomes Assessment Progress (Gio) <ul style="list-style-type: none"> <li>• Review the current status of outcomes assessment at Crafton Hills College as of the 2015-16 academic year</li> <li>• Review the process for campus wide dialogue and <i>completing the loop</i></li> <li>• Review the focus areas for 2016-17</li> <li>• Generate an action plan based on the ILO and GEO assessment results and proposed actions</li> </ul>		
Adjournment		

**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.

### **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 Years (for appointees)

