

**Crafton Hills College
Minutes**

Institutional Effectiveness, Accreditation, and Outcomes Committee



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

Members and Guests

Matt Adams - A
Colleen Maloney-Hinds - A
Gary Williams - A
Dan Word - A

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

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

TOPIC	DISCUSSION	FURTHER ACTION
Approval of minutes, 4/05/16; 4/19/16; 5/03/16	The minutes from 4/05/16 and 4/19/16 were approved as written; the 5/3/16 minutes were approved with a minor correction.	
Charge, Membership, Operational Rules	<p>The committee reviewed the Charge and made the following recommendations:</p> <ul style="list-style-type: none"> Remove the Instructional Assessment Specialist under Membership Remove periods <p>The committee reviewed Operational Rules and agreed:</p> <ul style="list-style-type: none"> To remain a consensus committee Quorum will be set at three members Standing agenda item to discuss "One New Thing" each meeting Minutes will be reviewed, revised and posted on the website 	<p>Rebecca will contact:</p> <ul style="list-style-type: none"> The CSEA representative about an appointment Academic Senate for additional appointments Wei for the dean appointments Mike Strong for a designee
New Member Mentor Assignments	Tabled until we have the new members.	
Committee Self Evaluation Results, Review and Discuss	The committee will discuss the results at the next meeting.	

Findings, Follow Up Report (RWM)	The Recommendations will be the “One New Thing” at our next meeting.	
Proposed Timeline, Midterm Report (RWM)	A proposed timeline and Midterm Report were distributed and discussed. The committee agreed on the proposed timeline.	Rebecca will draft a recommendation to Crafton Council and Academic Senate to distribute request to the participative governances to write against the accreditation standards that intersect their mission and purpose for the report. She will send the draft to the committee for feedback.
Update, Progress and Action Plan: Responses to ACCJC Recommendations (Keith, Rebecca, Glen) <ul style="list-style-type: none"> • Brief Report, District Task Force • CHC Template 		
CHC Annual Outcomes Assessment Progress (Gio) <ul style="list-style-type: none"> • Review the current status of outcomes assessment at Crafton Hills College as of the 2015-16 academic year • Review the process for campus wide dialogue and <i>completing the loop</i> • Review the focus areas for 2016-17 • Generate an action plan based on the ILO and GEO assessment results and proposed actions 	Gio distributed a handout on the progress of outcomes assessment and the committee discussed the data. The charge states to track assessment completion each year and we may have a role in providing feedback to individual faculty. Suggestion was made to submit these documents to Professional Development and ask them to build a theme around Equity and look at these findings to build an agenda.	Agendize Draft Action Planning- three year division success rates, departments develop strategies
Adjournment	The meeting was adjourned at 4:54pm.	The next meeting will be on September 20 th in LRC-135.

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)

