

Crafton Hills College Minutes

Institutional Effectiveness, Accreditation, and Outcomes Committee



Date: October 4, 2016

Time: 3:30 p.m.

Location: LRC 135

Next Meeting: October 18, 2016

Members and Guests

Matt Adams - A
Colleen Maloney-Hinds - A
Gary Williams - A
Dan Word - P
AS Executive Committee
Member
Student Services Faculty
(8 faculty total—need 4)

Kristi Simonson - P
Karen Peterson - P
Adreana Anderson - A
Jewel Murguia - A

Bryan Reece – A
Mark Snowwhite - A
Rebecca Warren-Marlatt - P
Keith Wurtz- P
Joe Cabrales - A
Sherrie Loewen - A

TOPIC	DISCUSSION	FURTHER ACTION
Approval of minutes, 9/6/2016	The meeting was called to order at 3:40pm.	The 9/6/16 Minutes were approved with a minor correction.
Update, Membership	The committee welcomed new member, Karen Peterson.	
One New Thing: What is the SLO Process at CHC? Where are SLOs reported? What do we do with them? And why?	The committee discussed the SLO Process- how we assess learning, changes in attitudes and behaviors and skills. The results help assess the quality of the courses. We want to improve in all areas: instructional and non-instructional. Service Area Outcomes measure impact: how productive and effective we are, and whether or not students are satisfied. The purpose is that we move forward and improve services and support. SLOs are reported in the Cloud where a four level rubric is used for assessment results.	
Committee Self Evaluation Results, Review and Discuss (Gio)	Tabled until the next meeting.	

CHC Annual Outcomes Assessment Progress (GIO) Updated status of outcomes assessment: course, program, ILO	Keith presented the current Annual Outcomes Assessment Progress and demonstrated the cloud and the ILO/GEO Summary Report. The committee discussed due dates for 16-17 Outcomes (12/2.) An email will be sent out at the end of the semester for the FA Outcomes.	
Outcomes: Review assessment focus areas for 2016-17	Tabled until the next meeting.	
Outcomes : Generate an action plan based on the ILO and GEO assessment results and proposed actions	Tabled until the next meeting.	
Outcomes: Communication with Faculty	Two separate emails will be sent to the chairs and deans. Rebecca will follow up with the Instructional Deans.	
Midterm Report, Progress	<p>We will address all the recommendations- update what we have done, and look through the self-examination.</p> <p>We have from now until February to have the draft ready for the campus. The plan is to distribute responsibilities through the district. We will update any changes to the orientation process. All the constituencies can look through the document twice, two open forums will be held as close to the submittal date as possible.</p> <p>Dan Word agreed to be our co-chair.</p>	We will have the timeline available at the next meeting. Finish the Report by spring, so it can go to the August board date.
Adjournment	The meeting was adjourned at 4:26pm.	
<p>Mission Statement: To advance the educational, career, and personal success of our diverse campus community through engagement and learning.</p> <p>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.</p> <p>Values: Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>		

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, 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)

