



Date: November 1, 2016  
 Time: 3:30 p.m.  
 Location: LRC 135  
 Next Meeting: November 15, 2016

## Crafton Hills College Minutes

### Institutional Effectiveness, Accreditation, and Outcomes Committee

#### Members and Guests

Dan Word, Co-Chair - P  
 Rebecca Warren-Marlatt, Co-Chair -P  
 Kristi Simonson - A  
 Karen Peterson - A  
 Adreana Anderson - P  
 Jewel Murguia - A

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

Bryan Reece - A  
 Keith Wurtz - P  
 Joe Cabrales - P  
 Sherrie Loewen – P  
 Guest- Marissa Ambrosi  
 Guest- Brenda Murgio  
 Guest- Christina Murgio

TOPIC	DISCUSSION	FURTHER ACTION
Approval of minutes, October 18, 2016	The 10/18/16 Minutes were approved as written.	
Update, Membership	There are no updates on membership as of yet.	
One New Thing: What is the SLO Cloud Tool? What does it do?	Keith lead the committee through the Cloud and explained how to utilize the tools.	Agendize: Standard 1B6 options need to be discussed.
Cloud Tool Update (RWM)	Rebecca wrote a memo to Wei and he agreed to be the executive sponsor of requesting program level outcomes be programmed in the Cloud tool. A letter was sent to TESS and it is being prioritized, showing that we are sustaining our actions for the Mid-Term Report.	
Committee Self Evaluation Results, Review and Discuss	The committee discussed this item at the last meeting.	
Outcomes : Action plan based on the ILO and GEO assessment results and proposed actions (Keith)	Keith passed out a document showing results from a workshop held two years ago about outcome assessment (ILO/GEOs). Do we as a	

	committee want to develop a standard, a common target?	
Outcomes: Communication with Faculty and AS President, Update (Keith)	Keith explained that 76% of courses have been assessed, and our goal is to be above 90%. He sent out emails to the department chairs a month ago, and will go and have a conversation with them. The deans will assist in the effort. Should we have a SLO expert/coordinator? An advocate? A faculty member would be effective, perhaps a .5 position to lead, educate, organize, and to coordinate with professional development? Colleen will make a video demonstrating the Cloud and send it to the faculty.	Keith will present the possibility of the SLO Coordinator to the chairs. Rebecca will write a staffing model and send it to the group.
Midterm Report, Timeline and Progress		
Adjournment	The meeting adjourned at 4:58pm.	
<p><b>Mission Statement:</b> To advance the educational, career, and personal success of our diverse campus community through engagement and learning.</p> <p><b>Vision:</b> 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><b>Values:</b> 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)

<b>Date</b>	<b>Activity</b>
<b>July 8 2016</b>	ACCJC Decision: CHC off Warning
<b>July 11 2016</b>	CHC President announces ACCJC finding
<b>July 11 2016</b>	Follow-Up Report, Follow-Up Team Report, ACCJC Letter on website
<b>September 6 2016</b>	Midterm Report on IEAOC Agenda
<b>September 2016</b>	Midterm Report on Accreditation Steering Committee Agenda
<b>Sept. 2016– Feb 2017</b>	Preliminary draft of midterm report developed
<b>February 7 2017</b>	IEAOC Review of preliminary draft
<b>February 10 2017</b>	Preliminary draft of report to campus constituencies for feedback
<b>February 10-28 2017</b>	Feedback incorporated into midterm report
<b>March 1 2017</b>	Semi-Final Draft to Campus
<b>March 1 2017</b>	Semi-Final Draft to Accreditation Steering Committee
<b>March 9 2017</b>	First Board Presentation
<b>March 13 2017</b>	Campus Open Forums (2)
<b>March 15-22 2017</b>	Additional evidence incorporated into midterm report
<b>March 22 2017</b>	Draft Midterm Report to Senates and Crafton Council
<b>March 22 2017</b>	Draft Midterm Report to Accreditation Steering Committee
<b>April 5 2017</b>	Academic Senate First Review
<b>April 7 2017</b>	Classified Senate First Review
<b>April 7 2017</b>	Student Senate First Review
<b>May 3 2017</b>	Academic Senate Second Review
<b>May 5 2017</b>	Classified Senate Second Review
<b>May 5 2017</b>	Student Senate Second Review
<b>May 11 2017</b>	Second and Final Board Presentation
<b>May 24 2017</b>	Crafton Council Review
<b>June – July 2017</b>	Midterm Report polished for submittal
<b>September 14 2017</b>	Board Approval, Midterm Report
<b>September 15 2017</b>	Final Midterm Report to Commission for October Due Date
<b>January 2018</b>	Commission Meeting
<b>February 2018</b>	ACCJC Finding to campus, Midterm Report
<b>2019-2020</b>	Self-Evaluation Year
<b>July 2020</b>	Self-Evaluation to Commission
<b>October 2020</b>	External Evaluation Team
<b>February 2021</b>	ACCJC Finding
<b>October 2024</b>	Midterm Report (assuming no requirement for follow-up)