

**Crafton Hills College  
Minutes**

**Institutional Effectiveness, Accreditation, and Outcomes Committee**



**Date: October 12, 2017**

**Time: 2:00-3:30 p.m.**

**Location: CCR 233**

**Next Meeting: October 26, 2017**

**Members and Guests**

**Co-Chairs**

Karen Peterson - P  
Rebecca Warren-Marlatt - P

**Classified Staff**

Kristi Simonson - P

**Student**

**Faculty**

Matt Adams - P  
Gary Williams - A

**Vacancies**

AS Exec. Committee  
Member  
Student Services Faculty  
(8 faculty total)

**Managers**

Kathy Bakhit - P  
Mark Snowwhite - P  
Dan Word - P  
Keith Wurtz - A  
Joe Cabrales - A  
Robert Brown - P

**TOPIC**

**DISCUSSION**

**FURTHER ACTION**

Approval of minutes, September 19 2017

The September 19 minutes were approved as written.

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| <p>Discussion: Goals</p> <ul style="list-style-type: none"> <li>• Communicate with each committee about applicable ACCJC standard(s)</li> <li>• increase the rate and meaningfulness of assessment</li> <li>• IEPI Targets</li> <li>• Identify and assess this year's ILO</li> <li>• New: should we revise/develop an assessment plan?</li> </ul> | <p>The committee discussed what participative governances, functional committees and district committees should receive each standard.</p> <p>Standard 1A- Educational Master Plan, then Crafton Council</p> <p>Standard 1B- PPR, Curriculum, Chairs, Professional Development, and IEAOC</p> <p>Standard 1C- Student Services Council, Instructional Team Meeting, IEAOC, and Chairs</p> <p>Standard 2A- Curriculum, IEAOC, ETC and Chairs</p> <p>Standard 2B- Student Success and Equity and BSI</p> <p>Standard 2C- Student Services Council, Student Success and Equity, and ETC</p> <p>Standard 3A- District PPR, Equivalency Committees, District HR Planning and CHC Management Team</p> <p>Standard 3B- Budget, District Budget, Physical and Safety, Technology</p> <p>Standard 3C- Technology, EDTech, TESS, and District PPR</p> <p>Standard 4D- Budget, District Budget, District PPR and Crafton Council</p> |  |
| <p>Recruitment of faculty members</p>   |   |  |

Guided Pathways Self-Assessment, Feedback on Selected Items

In order to be considered for a Guided Pathways Grant CHC needs to:

- Complete a Self-Assessment.
- Send a team to training, including the president. (Workshop will be attended by a CHC team on Oct. 20.)
- Complete a plan by March 18. This gives us time to have dialogue with the campus, and develop a plan.

The first draft of the Self-Assessment has been drafted, and given to shared governance groups for review of applicable portions of the document. The IEAOC committee reviewed 3 sections of the Self-Assessment and made the following recommendations:

Inquiry 1-3- Make the point in the challenges and barriers section more clear about bringing the college together and developing coordinated strategies. We have not identified a plan for rolling out our approach. The committee made several edits to the narrative and agreed that “Scaling in Progress” is accurate.

Implementation 1-3-The committee agreed that “Scaling in Progress” is accurate. Clarification needs to be made in the narrative of the challenges and barriers response. Close the loop, work through the “What does this mean” question.

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|---|--|------------------|
|   | Implementation 2-3- The committee agreed that “Full Scale” is accurate. Edits were made to the narrative to increase clarity. Adding the newsletter from Keith and statistics about our success rate being the highest in the So-Cal is recommended. |                  |
| Continued Discussion: Increasing the rate of assessment and reporting: next steps   |  |                  |
| Cloud Tool Training: Service Areas  |  |                  |
| Parking Lot   | Kathy suggested that CHC have an Academic Affairs Committee that could look at Program Review, SLOs, Pathways and Standards.   |                  |
| Adjournment:  |  | Adjournment 3:32 |
| <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 (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)

