



**Date:** October 26, 2017  
**Time:** 2:00-3:30 p.m.  
**Location:** CCR 233  
**Next Meeting:** October 26, 2017

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

**Members and Guests**

<p><b>Co-Chairs</b>          Karen Peterson - A          Rebecca Warren-Marlatt - P</p> <p><b>Classified Staff</b>          Kristi Simonson - A</p> <p><b>Student</b></p>	<p><b>Faculty</b>          Matt Adams - P          Gary Williams - A</p> <p><b>Vacancies</b>          AS Exec.          Committee Member          Student Services Faculty          (8 faculty total)</p>	<p><b>Managers</b>          Kathy Bakhit - A          Mark Snowwhite - P          Dan Word - P          Keith Wurtz - P          Joe Cabrales - P          Robert Brown - P</p>
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TOPIC	DISCUSSION	FURTHER ACTION
Approval of minutes, October 12 2017	The October 12 <sup>th</sup> minutes were approved as written.	
Communicate with each committee about applicable ACCJC standard(s)	The standards have been matched to committees, and Rebecca has drafted a cover letter to be sent to the chairs.	
Increase the rate and meaningfulness of assessment	The committee discussed the importance of writing outcomes that measure and make a difference. We are at 70% assessment, and would like to improve. We are asking them to identify if they are going to make improvements in their courses or program (if they are doing a PR or AP), and what objectives they have written in their PR as a result of what they have learned in their assessment. Professional Development asked Keith to lead a training on assessment in the spring.	
IEPI Targets	Keith explained the 2018 IEPI Draft Targets. We have to set targets every year. He went through all the IEPI measures and highlighted the ones that are due this year.	Keith will take the targets and goals to the Crafton Council.

Identify and assess this year's ILO	The committee discussed identifying and assessing an ILO for this year. It will be put on the agenda in January or February when we can have a better understanding of the scope of the issue. The committee discussed whether or not they have addressed the issue of weighted scores. Keith suggested going over the rubric. The committee would like to work with PD to help improve our campus scores.	Put this on the agenda in January or February.
Guided Pathways Self-Assessment, Feedback on Selected Items	We have a strong draft of the Self-Assessment, including feedback from nine entities. We will make any changes indicated and then take it to the senates. We have until 12/23 to submit.	
New: should we revise/develop an assessment plan Continued Discussion: Increasing the rate of assessment and reporting: next steps	The committee decided to review the existing assessment plan to determine if any changes need to be made.	
Cloud Tool Training: Service Areas	The SAOs are ready to go live, and the committee discussed if training will be needed to utilize the tool. We could create a video tutorial.	Rebecca will send an email to TESS about when the SAOs will be ready to go live in the Cloud Tool.
Adjournment:		Adjournment at 2:47
<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)

