



Date: March 8, 2018  
 Time: 2:00-3:30 p.m.  
 Location: CCR 233  
 Next Meeting: March 22, 2018

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

**Members and Guests**

<p><b>Co-Chairs</b>          Karen Peterson - P          Rebecca Warren-Marlatt - P</p> <p><b>Classified Staff</b>          Kristi Simonson - P          Tina Gimple (representing VPA Strong) - P</p> <p><b>Student</b></p>	<p><b>Faculty</b>          Matt Adams - A          Gary Williams - A</p> <p><b>Vacancies</b>          AS Exec. Committee Member          Student Services Faculty (8 faculty total)</p>	<p><b>Managers</b>          Dan Word - A          Keith Wurtz - P          Joe Cabrales - P</p>
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TOPIC	DISCUSSION	FURTHER ACTION
Approval of minutes, February 2018	The 2/8/18 minutes were approved as written.	
Communicate with each committee about applicable ACCJC standard(s), Status, District Update (RWM)	The ACCJC standards have been shared with the Institutional Effectiveness Steering Committee chaired by Jeremiah Gilbert at the district level. Rebecca shared the spreadsheet with the standards, and he will be sending out the applicable standards to the district committees for work in the fall.	
ACCJC Standards for IEAOC: Standards IB, IC, IIA, IIB, IIC To review: <b>IIB</b> (RWM)	The committee reviewed Standard IIB: Student Learning Programs and Support Services: <ol style="list-style-type: none"> <li>1. No intersection</li> <li>2. No intersection</li> <li>3. Last two sentences- ours</li> <li>4. Last sentence- ours</li> </ol>	
Revision of Assessment Plan: Workshop	The committee worked on the revision of the Assessment Plan. Minor edits were made, Keith will draft several paragraphs and narrative will be added. The four categories of the rubric will be described in the plan. A third draft will include the feedback from the committee.	

Review Guided Pathways- Key Elements of Self- Assessment	<p>The committee reviewed portions of the Self-Assessment of the Guided Pathways plan.</p> <p>1. Cross- Functional Inquiry- Have student focus groups. Possibly pay the RP Group do this for us. Have a wider time frame for Full Scale. Move events to create opportunities for campus-wide dialogue, like retreats, discipline groups or meta-majors. Time frame for completion: Fall 2021</p> <p>12. Aligned Learning Outcomes- Look at transfer, employment, and degree completion by tracking SLO at the student level. Linking results of outcomes to improve services provided at the program level. Utilize resources to pay TESS. Completion: Fall 2021</p> <p>13. Assessing and Documenting Learning- We are at Full Scale Need to track student level data. See #12</p> <p>14. Applied Learning Outcomes- Faculty work together. Resources for retreat, training, speakers and facilitators. Develop Interdisciplinary collaboration. Speakers around contextualized learning models. Completion: 2021-22</p>	
Adjournment:	Adjournment at 3:11pm.	
<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)