



Date: April 12, 2018
 Time: 2:00-3:30 p.m.
 Location: CCR 233
 Next Meeting: April 26, 2018

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

Members and Guests

<p>Co-Chairs Karen Peterson - P Rebecca Warren-Marlatt - P</p> <p>Classified Staff Kristi Simonson - P Tina Gimple (representing VPA Strong) - A</p> <p>Student</p>	<p>Faculty Matt Adams - A Gary Williams - A</p> <p>Vacancies AS Exec. Committee Member Student Services Faculty (8 faculty total)</p>	<p>Managers Dan Word - P Keith Wurtz -A Joe Cabrales - A Gio Sosa - A Robert Brown - P</p>
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TOPIC	DISCUSSION	FURTHER ACTION
Approval of minutes, March 7, 2018	The 3/8/18 minutes were approved as written.	
Revision of Assessment Plan: Workshop	The committee worked on the Assessment Plan. Edits were made, format will be checked, and a concluding paragraph will be included.	Check on programming change incorporating Matt's idea on how to calculate SLOs.
Update, Annual and Fiscal Reports to ACCJC	Our annual reports were both submitted on time. 2019-20 is our self evaluation year and fall of 2020 is our accreditation year. Keith is the official ALO.	
Adjournment:	Adjournment at 2:28pm.	

Mission Statement: To advance the educational, career, and personal success of our diverse campus community through engagement and learning.
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.
Values: Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.

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)