

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

Date: Sept. 27, 2018  
Time: 2:00-3:30 p.m.  
Location: CCR 233

**Members and Guests**

**Classified Staff**  
Karen Peterson (Co-Chair)  
Kristi Simonson  
Tina Gimple (representing VPA Strong)  
Jonathan Townsend

**Student**  
Elijah Gerard, Student Trustee  
([e.gerardwimby7583@student.sbccd.edu](mailto:e.gerardwimby7583@student.sbccd.edu))

**Faculty**  
Matt Adams  
Gary Williams  
Frank Madrid (tent)  
**Krista Ivy**  
  
**Vacancies**  
AS Exec. Committee Member  
Student Services Faculty  
(8 faculty total)

**Managers**  
Dan Word  
Joe Cabrales  
Keith Wurtz  
Gio Sosa  
Artour Aslanian  
Rebecca Warren-Marlatt (Co-Chair)  
Kelli Dower

TOPIC	DISCUSSION	FURTHER ACTION
Approval of minutes, April 12, 2018	The April 12 <sup>th</sup> minutes were approved as written.	
Welcome, Introductions, Charge, and Membership	Rebecca welcomed the committee and members introduced themselves. The members reviewed the Charge and Membership. Kelli suggested reaching out to part-time faculty to fill our faculty membership. The committee decided to remain a consensus decision making group.	The committee decided to change the membership from eight faculty to four, and to remove, "Instructional Assessment Specialist, on Academic Senate Executive Member, and one faculty from Student Services." from the membership.
Ground Rules and Decision-Making	The committee reviewed the Planning and Program Review Committee Norms, and agreed to utilize them as our ground rules.	

Preliminary Planning

- The committee reviewed the goals for the year. Rebecca reviewed the work the committee accomplished last year (dividing the standards and giving them to participatory groups for review) and explained that we will be cooperating with Valley in our timing.
- Keith asked if we could ask committees to spend 15 reviewing the standards at their meetings, and we will provide them prompts. He suggested taking the information from the committees and starting to write the self-evaluation in the spring.
- Keith suggested paying a faculty member release time to facilitate the process.
- Plan out the process for the next year and a half.
- Rebecca explained that the standards have been updated and that there is new clarification of the disaggregation of data.
- There is a whole new structure at the ACCJC and we have a concierge who will assist our college. Teams are encouraged to use an Appreciative Inquiry Process, and be a more humanistic organization.
- Gio recommends continuing to collect SLO data to have a process in place to disaggregate data at a student level.
- Finalize how we will disaggregate data.

Add to agenda discussion on the process of disaggregation of data by class type, or at the student level by demographic. and a timeline to bring it to scale

Choose and ILO to focus on for the year.

Gio will make a schedule that we will review at the next meeting to share with senates in November.

Review of Latest Version of the Institutional Assessment Plan: Workshop	<p>The committee reviewed the Institutional Assessment Plan.</p> <ul style="list-style-type: none"> <li>The committee agreed to put the glossary behind the Six-Year Assessment Schedule and to remove Learning Outcomes Assessment Calendar.</li> <li>The committee decided to look at an ILO to work on. Last year's were Critical Thinking and Society and Culture.</li> </ul>	Gio will review and revised the Nicholas Model for the next meeting. Gio will follow up with Jason Brady about Student Services Outcomes in the Cloud.
Review of Self Evaluation Timeline	The committee approved the draft of the Accreditation Timeline August 2018-October 2020.	
Review of Function Map	2014 Function Map will be shared at the next meeting to review with the current Function Map.	
Adjournment:	Adjourned at 3:16pm.	
<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)