

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

**Date: January 24, 2019
Time: 2:00-3:30 p.m.
Location: CCR 233**

Members and Guests

Classified Staff

Karen Peterson (Co-Chair) - A
Kristi Simonson – P
Tina Gimple (representing VPA Strong) - P
Jonathan Townsend - A

Student

Elijah Gerard, Student Trustee - A
(e.gerardwimby7583@student.sbccd.edu)

Faculty

Matt Adams -A
Gary Williams - A
Frank Madrid
(tent) A
Krista Ivy - A
Sabrina Jimenez -
P

Vacancies

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

Managers

Dan Word - P
Kelli Dower - P
Keith Wurtz - P
~~Gio Sosa~~
Rebecca Warren-Marlatt (Co-Chair) - P

TOPIC	DISCUSSION	FURTHER ACTION
Approval of minutes, Oct. 11, 2018	The October 11 th minutes were approved as written.	
Institutional Assessment Plan	Keith explained Gio’s draft of the Six-Year Assessment Plan for all the departments on campus. Gio made a schedule at the course and student level for every course on campus. Keith will take the schedule to the Chairs meeting February 15 th .	
Statement in appendix specifying the requirements of listing student learning outcomes by program in the catalogue.	Keith is working on a spreadsheet with all the programs that need to have their program learning outcomes specified in the Catalog. He is working with the Chairs to compile the information and provide it to Christina for the Catalog in the next month.	

Disaggregation of Data	Keith reported about the disaggregation of data for outcome assessment. The SLO Cloud enables us to disaggregate data by anything that is specific to a course or section, except about students. Keith discussed with Academic Senate and they came up with course and student disaggregation they would like to see. The Cloud has to be revised and the request was denied by TESS. Keith discussed the possibility of looking at the results at In-Service Day, going back to Academic Senate to confirm we are on the same page, then going to TESS.	
Accreditation Timeline, Review and Planning	Requests have been given to the committees, and Rebeccah will be asking for the evidence from them to start an evidence file. The plan will be written from the evidence.	
Review of Function Map	<p>The committee reviewed the Function Map. P = Primary, S= Secondary, SH= Shared. The committee discussed changing:</p> <ul style="list-style-type: none"> • Standard III: A, 1, b to SH. • Standard III: A, 1. c is gone. • Standard III: A, 1, 5 b- may need to be SH, Rebeccah will discuss with counterparts at Valley. • Standard III: D, 3, f- Rebeccah will consult with counterparts at Valley about it being S instead of SH 	
Parking Lot	<ul style="list-style-type: none"> • Choose an ILO to focus on this year • Revising the Nichols Model with Gio 	
Adjournment:	Adjournment at 3:30pm.	

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)