

Crafton Hills College Minutes Institutional Effectiveness, Accreditation, and Outcomes Committee		Date: September 26, 2019 Time: 2:00-3:30 p.m. Location: CCR 233	
Members and Guests			
Karen Peterson (co-chair) Jonathan Townsend Sabrina Jimenez	Mark McConnell Danielle McCoy Gary Williams Joe Cabrales Mark Snowwhite	Kirsten Colvey Van Muse Giovanni Sosa Mike Strong Keith Wurtz (co-chair)	
TOPIC		DISCUSSION	FURTHER ACTION

Approval of minutes, May 9, 2019	The May 9, 2019 Minutes were approved as written.	
Provide update on writing of self-evaluation	Keith updated the committee on the schedule for writing the self-evaluation, using the Accreditation Timeline as a guide.	
Update the ILO/GEO Planning and Program Review Objectives	Workshops have been held to seek feedback on Outcome Assessment and ILO/GEOs and objectives have been developed from the findings. The objectives should be shared with Professional Development.	Keith will review the objectives and bring them to the committee for review.
Finalize Self-Evaluation Calendar	<ul style="list-style-type: none"> • The committee reviewed, edited and approved the Accreditation Timeline. • A forum will be held on April 8, 2020. The committee agreed to schedule two additional forums, one in February and one in March, with the dates to be announced soon. The forums will provide attendees an opportunity to read identified substandards and provide feedback. • The Self-Evaluation should be completed by December 31, then will be edited through spring. • Standards will be sent to the campus for review: <ol style="list-style-type: none"> 1. Standard I- 10/11/19 2. Standard II- 11/15/19 3. Standard III- 12/6/19 4. Standard IV- 1/24/19 	

	<ul style="list-style-type: none"> • Student Senate 1st Read- 4/17/19. 	
Institutional Assessment Plan, Final		
Review Standard 1C.11, 1C.12, and 1C.13	The committee reviewed the ACCJE Evaluation Criteria on Standard 1C.11, 1C.12 and 1C.13, adding evidence.	
Final Review of Function Map	The Function Map will be reviewed at a future meeting, then submitted to the Academic Senate for review.	
Other Business	The committee agreed to change meeting time to 3:00pm and add two meetings on November 21 st and December 5 th .	
Adjournment:	Adjournment at 2:39pm.	
<p>Mission Statement: To advance the educational, career, and personal success of our diverse campus community through engagement and learning.</p> <p>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.</p> <p>Values: 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