

Crafton Hills College Minutes Institutional Effectiveness, Accreditation, and Outcomes Committee		Date: December 5, 2019 Time: 2:00-4:30 p.m. Location: CCR 233	
Members and Guests			
Karen Peterson (co-chair) Jake Fuller Jonathan Townsend Sabrina Jimenez Kristen Clements Krista Ivy	Mark McConnell Danielle McCoy Joe Cabrales Mark Snowwhite Kirsten Colvey	Van Muse Giovanni Sosa Mike Strong Keith Wurtz (co-chair) Artour Aslanian (guest)	
TOPIC		DISCUSSION	FURTHER ACTION
Review and approve minutes from November 14, 2019 (5 minutes)		The November 14, 2019 minutes were approved as written.	
Update on ISER		The committee reviewed the ISER Timeline.	Add First Read for Classified Senate on 4/24/20.
Review progress on Standards I, II, and III (30 minutes)		Keith provided an update on the progress of the Standards. Standard I has all the evidence, and only needs the Institutional Assessment Plan. Standard II will be updated with more evidence from constituencies. The first draft of Standard III has been completed, evidence will be added. Standard IV will be drafted before January.	
Update on the Institutional Assessment Plan (10 minutes)		Gio will introduce the plan to Chairs 12/6, then it will be taken to Academic Senate.	

Updated on outcomes assessment (15 minutes)	Keith summarized the process of reviewing the ILOs and GEOs with the Faculty Department Chairs. The results and improve plans were also reviewed online. The committee also discussed the Quality Focus Essay (QFE) and including outcomes assessment as item in the QFE. The committee also discussed data coaching as a QFE item and an action item would include a method for reviewing data prior to every committee meeting.	
Review the District Support Services Strategic Plan: Addendum	The committee reviewed the District Support Services Strategic Plan and discussed editing some minor language in the plan.	Gio will communicate edits to Jeremiah Gilbert.
Future Agenda Items <ul style="list-style-type: none"> • Update the ILO/GEO Planning and Program Review Objectives 		
<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 Years