

Crafton Hills College Minutes Institutional Effectiveness, Accreditation, and Outcomes Committee		Date: October 10, 2019 Time: 3:00-4:30 p.m. Location: CCR 233	
Members and Guests			
Karen Peterson (co-chair) Kristi Simonson Jonathan Townsend Sabrina Jimenez	Mark McConnell Danielle McCoy Gary Williams Joe Cabrales	Kirsten Colvey Van Muse Giovanni Sosa Mike Strong Keith Wurtz (co-chair)	
TOPIC		DISCUSSION	FURTHER ACTION
Review and approve minutes from September 26, 2019			
Provide update on writing of self-evaluation			
Finalize Self-Evaluation Calendar			
Review the purpose of the Quality Focus Area and possible areas for improvement: standardized process for reviewing and evaluating ILO/GEO results, developing process for minutes that are standardized to collect and record evidence for each sub-standard, and/or developing a data coaching program.			
Final Review of Function Map			
Review 2-3 of the following Standards: I.B.1, I.B.2, II.A.3, II.A.11, II.C.1, II.C.2, IV.C.13, IV.B.4. Move those not reviewed to next agenda.			
Future Agenda Items <ul style="list-style-type: none"> • Update the ILO/GEO Planning and Program Review Objectives • Institutional Assessment Plan, Final 			
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