

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) 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		The September 26, 2019 Minutes were approved as written.	
Provide update on writing of self-evaluation		A draft of Standard I and II should be completed by the end of the month.	
Finalize Self-Evaluation Calendar		Keith added to the Fall 19 Goals- "When Standard I, II, III, and IV are drafted- send out Sub Standards to committees for additional feedback." The Board reading date of 4/9/20 and Board approval date of 5/14/20 were added to the Accreditation Timeline.	The first draft of Standard I will be sent to the campus on 10/11.
Review the purpose of the Quality Focus Essay 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.		For the Quality Focus Essay CHC will identify areas where we need to improve, with actions steps. Actions steps should include: who is responsible to carry it out, the timeline, the anticipated outcomes, and the impact on academic quality of institutional effectiveness- all relating to a standard. It must be completed by the Midterm Report. The committee discussed the possible areas of improvement for the Quality Focus Essay.	Keith will share the ideas with the campus and have suggestions for action plan. Include examples from other colleges. Track who suggested changes (e.g. color coding). Feedback and ideas from campus can be reviewed in the minutes.

Final Review of Function Map		Keith will take to the Senates. Mark will place on the AS agenda.
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.	The committee reviewed and compiled evidence on Standard II. C.2.	
Future Agenda Items <ul style="list-style-type: none"> • Update the ILO/GEO Planning and Program Review Objectives • Institutional Assessment Plan, Final 		
<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