

<b>Crafton Hills College Minutes Institutional Effectiveness, Accreditation, and Outcomes Committee</b>		<b>Date: February 13, 2020 Time: 3:00-4:30 p.m. Location: CCR 233</b>	
<b>Members and Guests</b>			
Karen Peterson (co-chair) Jonathan Townsend <b>Sabrina Jimenez</b> <b>Delmy Spencer</b> <b>Krista Ivy</b>	Mark McConnell Danielle McCoy Gary Williams Joe Cabrales <b>Kristen Clements</b>	Kirsten Colvey <b>Van Muse</b> <b>Giovanni Sosa</b> Mike Strong <b>Keith Wurtz (co-chair)</b>	
<b>TOPIC</b>		<b>DISCUSSION</b>	<b>FURTHER ACTION</b>
Review and approve minutes from January 23, 2020 (5 minutes)		The minutes were approved as written.	
Review the Accreditation Timeline and the dates for the open forums (5 minutes)		The accreditation timeline and dates were reviewed by the committee. No changes were made.	
Review and Edit Standard IA2 (10 minutes)		The committee reviewed, recorded feedback on Standard IA2.	
Review and Edit Standard IB8 (10 minutes)		The committee reviewed, recorded feedback on Standard IB8.	
Review and Edit Standard IC1 (10 minutes)		The committee reviewed, recorded feedback on Standard IC1.	
Review and Edit Standard IC3 (10 minutes)		The committee reviewed, recorded feedback on Standard IC3.	

Review and Edit Standard IC11 (15 minutes)		The committee will review this Standard at the next meeting.
Review and Edit Standard IC12 (15 minutes)		The committee will review this Standard at the next meeting.
Future Agenda Items <ul style="list-style-type: none"> <li>Update the ILO/GEO Planning and Program Review Objectives</li> </ul>		
<p><b>Mission Statement:</b> To advance the educational, career, and personal success of our diverse campus community through engagement and learning.</p> <p><b>Vision:</b> 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><b>Values:</b> 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