

Crafton Hills College Minutes Institutional Effectiveness, Accreditation, and Outcomes Committee		Date: February 26, 2020 Time: 3:00-4:30 p.m. Location: CCR 233	
Members and Guests			
Karen Peterson (co-chair) Jonathan Townsend Sabrina Jimenez Delmy Spencer	Mark McConnell Danielle McCoy Gary Williams Joe Cabrales Kristen Clements	Kirsten Colvey Van Muse Giovanni Sosa Mike Strong Keith Wurtz (co-chair) Artour Aslanian – guest Mark Snowwhite- guest	
TOPIC		DISCUSSION	FURTHER ACTION
Review and approve minutes from February 13, 2020 (5 minutes)		The minutes were approved as written.	
Review the Accreditation Timeline and the dates for the open forums (5 minutes)		No changes were made to the accreditation timeline.	
Review the Quality Focus Essay (15 minutes)		<ul style="list-style-type: none"> • The committee reviewed the Quality Focus Essay. The committee added “Explore SLO in Student Services” to disaggregate the data to the Actions Plan. • “Guided Pathways faculty lead is a data coach, a combination of both,” is added to the Action Plan. • The committee decided to include the Quality Focus Essay in the chairs committee training. 	
Review and Edit Standard IC11 (10 minutes)		The committee reviewed, recorded feedback on Standard IC11.	

Review and Edit Standard IC12 (10 minutes)	The committee reviewed, recorded feedback on Standard IC12.	
Review and Edit Standard IC13 (15 minutes)	The committee reviewed, recorded feedback on Standard IC13.	
Review and Edit Standard IIA3 (15 minutes)	The committee reviewed, recorded feedback on Standard IIA3.	
Review and Edit Standard IIA11 (15 minutes)	The committee reviewed, recorded feedback on Standard IIA11.	
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