

Crafton Hills College Institutional Effectiveness, Accreditation, and Outcomes Committee Minutes		Meets 2nd & 4th Thursday Date: September 24, 2020 Time: 2:00-4:00 p.m. Location: Zoom Hyperlink	
Members Present		Victors	
Keith Wurtz (co-chair) Artour Aslanian Joe Cabrales Kirsten Colvey	Sabrina Jimenez Mark McConnell Danielle McCoy Van Muse	Delmy Spencer Giovanni Sosa Mike Strong	Alyssa Taylor
TOPIC		DISCUSSION	FURTHER ACTION
QFE: Review the Committee Self-Evaluation Results (10 minutes)		Artour reviewed the committee self-eval. Is there anywhere that we can improve?	Artour to change No Opinion to No Opinion/ Don't Know
Who said the following: "Now I'm totally bummed since I do miss our meetings!"		Danielle McCoy said it!	
Review the committee charge and membership (10 minutes)		Committee reviewed and suggested keeping everything the same.	
Review the committee norms (10 minutes)		Looking in to the Strategic Plan and also look in to Chairs Hiring Process for Faculty.	
Review the QFE action plan and how it effects the IEAOC and other committees (20 minutes)		Looking to demo at Chairs Committee. Gio will communicate with TESS about the QFE.	Gio will reachout to Chairs for demo.
Provide an update on Accreditation (5 minutes)			

Disaggregation of SLOs – Include or Exclude students with W/EW from reporting assessment results (15 minutes)	It is up to when the Instructor decides to go into the cloud and input information. Committee would like to exclude students with W/EW from assesment.	Gio will take to Chairs.
Need to discuss process for including PLOs on Degrees and Certs in SLO Cloud (15 minutes)	Have Faculty look at there own program in Chairs to look at their PLOs and SLOs.	Keith will put on Chairs agenda.
QFE: Review the draft revised Institutional Set Standards (30 minutes)	Committee reviewed what set standards are. What to stick with the 1.5 center diviasion or the 2.0? There was a jump in numbers for spring 2020. Carry stretch goal and set standard numbers from last year.	Recommendation for Crafton Council. Gio will have data for next meeting.
<p>Future Agenda Items</p> <ul style="list-style-type: none"> • QFE Data: Review the SLO Cloud data results from 2019-2020 (30 minutes) • Review the Outcomes plan in the Web Tool and Update (30 minutes) 		
<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

IEAOC Committee Norms

- We will start and end meetings on time;
- We will follow agenda;
- We will read materials, minutes, etc. and be prepared to discuss at meetings;
- We will listen to our colleagues without interruption and will show mutual respect;
- We will operate on consensus and seek agreements all can “live with;”
- We will make decisions based on clear information;
- We will bring closure to decisions;
- We will support committee recommendations;
- We will accept the fact that there will be differing opinions;
- We will use the best interest of our stakeholders (especially students) as the basis for our decision making;
- We will honor brainstorming without being attached to our viewpoint;
- We will give the opportunity for all members to contribute;
- We will be free to speak our minds without fear of reprisal;
- We will be transparent with our colleagues and our positions on issues;
- We will identify pending issues, agreements, and action steps at the end of the meetings;
- We will stay focused on topics under the charge of the committee