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| <b>Crafton Hills College</b><br>Institutional Effectiveness, Accreditation, and Outcomes Committee<br>Agenda   |   |   | <b>Meets 2<sup>nd</sup> &amp; 4<sup>th</sup> Thursday</b><br><b>Date: March 11, 2021</b><br><b>Time: 2:00-4:00 p.m.</b><br><b>Location: <a href="#">Zoom Hyperlink</a></b> |                       |
| <b>Members Present</b>   |   |   | <b>Visitors</b>  |                       |
| Keith Wurtz (co-chair)<br>Artour Aslanian<br>Joe Cabrales<br>Kirsten Colvey  | Sabrina Jimenez<br>Mark McConnell<br>Danielle McCoy<br>Van Muse | Delmy Spencer<br>Giovanni Sosa<br>Mike Strong |  |                       |
| <b>TOPIC</b>   |   |   | <b>DISCUSSION</b>  | <b>FURTHER ACTION</b> |
| Review and approve the minutes from February 11, 2021 (5 minutes)  |   |   |  |                       |
| IEAOC Meeting Frequency – Once a month? (5 minutes)  |   |   |  |                       |
| Review the <a href="#">QFE action plan</a> and how it effects the IEAOC and other committees – Previously reviewed Objective 1.1 (30 minutes)  |   |   |  |                       |
| Review of annual ACCJC report (10 minutes)   |   |   |  |                       |
| Update on the suggested revisions on SLO Cloud that were taken to Faculty Chairs – Gio (5 minutes)   |   |   |  |                       |
| Update progress on including PLOs on Degrees and Certs in the SLO cloud (10 minutes)   |   |   |  |                       |
| QFE: Update on the review of the of the ISS (5 minutes)  |   |   |  |                       |
| Future Agenda Items <ul style="list-style-type: none"> <li>• QFE Data: Review the SLO Cloud data results from 2019-2020 (30 minutes)</li> <li>• Review the Outcomes plan in the Web Tool and Update (30 minutes)</li> </ul>  |   |   |  |                       |
| <b>Mission Statement:</b> To advance the educational, career, and personal success of our diverse campus community through engagement and learning.<br><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.<br><b>Values:</b> 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 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