

Crafton Hills College Institutional Effectiveness, Accreditation, and Outcomes Committee Minutes			Meets 2nd & 4th Thursday Date: March 11, 2021 Time: 2:00-4:00 p.m. Location: Zoom Hyperlink	
Members Present			Visitors	
Keith Wurtz (co-chair) Artour Aslanian Joe Cabrales Kirsten Colvey	Sabrina Jimenez Mark McConnell Danielle McCoy Van Muse	Delmy Spencer Giovanni Sosa Mike Strong Lindsay Weiler	Alyssa Taylor	
TOPIC			DISCUSSION	FURTHER ACTION
Review and approve the minutes from February 11, 2021 (5 minutes)			Minutes were approved as written.	
IEAOC Meeting Frequency – Once a month? (5 minutes)			Committee is going back to meeting once a month.	
Review the QFE action plan and how it effects the IEAOC and other committees – Previously reviewed Objective 1.1 (30 minutes)			Completed objective 1.2.	Work on objective 2.1 next meeting.
Review of annual ACCJC report (10 minutes)			Committee reviewed the ACCJC report.	
Update on the suggested revisions on SLO Cloud that were taken to Faculty Chairs – Gio (5 minutes)			Contingent on District IT, Gio is waiting to hear back from Jason Brady. Going to take though spring.	Bring back to next meeting.
Update progress on including PLOs on Degrees and Certs in the SLO cloud (10 minutes)			OIERP is still in progress, developing excel spread sheet that communicats to TESS.	Bring back to next meeting.
QFE: Update on the review of the of the ISS (5 minutes)			Crafton Council reviewed these now they are going out to all the Senates.	

<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