

Crafton Hills College Institutional Effectiveness, Accreditation, and Outcomes Committee Minutes		Meets 2nd & 4th Thursday Date: September 9, 2021 Time: 2:00-4:00 p.m. Location: Zoom Hyperlink	
Members Present			Visitors
Keith Wurtz (chair) Karen Peterson Artour Aslanian Joe Cabrales	Danielle McCoy Van Muse Delmy Spencer Cynthia Hamlett	Giovanni Sosa Mike Strong Ivan Pena	Alyssa Taylor Ed Ferrari
TOPIC	DISCUSSION		FURTHER ACTION
Review and approve the minutes from April 8, 2021 (5 minutes)	The April 8, 2021 minutes were approved as written.		
Review the charge and membership (10 minutes)	The charge and membership was reviewed. No changes were suggested.		
Career and Academic Pathways Update (Standing Agenda Item – 5 minutes)	Keith, Delmy, and Gio provided a CAPs update. Focus is on the matriculation process including placement and the application process. Exploring building matriculation process within CCCApply. Dani provided an update on revisions to math placement. This year the CAPs Task Force is focusing on getting the web page up and running and finalizing the three year pathways.		
Review Suggested Revisions from the Academic Senate to the Four Point SLO Rubric (15 minutes)	Keith updated the committee on the possible suggested revisions to the Four Point SLO Rubric. The AS wanted to have a default rubric and be able to have department specific four-point rubrics.		Keith will work with the AS to have a default rubric and a process for departments defining their own rubrics.
Review the QFE action plan and how it effects the IEAOC and other committees – Work on objective 2.1 (30 minutes)	Keith reviewed the Quality Focus Essay (QFE) plan in the CHC Self-Evaluation and explained to the committee the purpose of the plan and the requirement of ACCJC to develop and complete the plan. Also discussed the status of each action item and identified the need to move forward with completing the changes to the cloud to be able to analyze the disaggregated outcomes as well as institutionalizing the analysis of the ILOs and GEOs.		Gio will work with PDC on having all campus time to analyze the ILOs and GEOs for the Spring 2022 In-Service. Keith will work with TESS to implement the changes to the Outcomes Cloud for the disaggregated outcomes.

Update on SLO Cloud – Gio (20 minutes)	Gio provided an update on the status of the changes planned for the Outcomes Cloud. 1) Change the name from the SLO Cloud to the Outcomes Cloud, 2) Changing the text at the top of the SLOs that states that instructors do not need to report any information for students that were not assessed, 3) The ability to select more than ILO/GEO when mapping outcomes, 4) Adding a proposed action to each SLO, 5) Improving the SAO portion of the Outcomes Cloud, 6) Adding method of assessment, and 7) Revising the Outcomes Cloud to be able to analyze individual student results and examine results by student demographics.	Gio, Keith, and Delmy will work with TESS on implementing the Outcomes Cloud changes.
QFE: Review the Institutional Set Standards and take to Crafton Council (15 minutes)	Reviewed at Crafton Council on February 23, 2021, AS recommended ISS on March 3, 2021, Student Senate on April 2, 2021, and Classified Senate on March 12, 2021. Not if Crafton Council reviewed or not, will take to next meeting.	Keith will take the ISSs to the Crafton Council for final approval.
Future Agenda Items <ul style="list-style-type: none"> • QFE Data: Review the SLO Cloud data results from 2020-2021 (30 minutes) • Review the Outcomes plan in the Web Tool and Update (30 minutes) 		
Mission Statement: To advance the educational, career, and personal success of our diverse campus community through engagement and learning. 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. Values: 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