

Crafton Hills College Institutional Effectiveness, Accreditation, and Outcomes Committee Minutes		Meets 2nd & 4th Thursday Date: September 23, 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 Julie McKee
TOPIC	DISCUSSION		FURTHER ACTION
Review and approve the minutes from September 9, 2021 (5 minutes)	Minutes approved as written.		
QFE: Review the results of the Committee Self-Evaluation from Spring 2021 (15 minutes)	<p>Discussed the membership of the committee. Go from 8 to 5 faculty, one from each division and doesn't need to be someone from the Senate Executive.</p> <p>Gio reviewed the results. Committee scored really well. Even though good or higher, may need to improve on communication to constituents and constituents to committee. Discussed sending out a newsletter that is sent quarterly that every committee would have a little blurb. Artour suggested at beginning of meeting sharing items working on sharing with Crafton Council. Highlight in committees. Gio suggested that provide updates at Campus Wide meetings.</p>		<p>Keith will take membership change Crafton Council.</p> <p>Gio is bringing newsletter idea to Crafton Council.</p> <p>Discuss at Crafton Council and sharing out. Ask committees to report to us about what we are doing.</p> <p>Keith will bring to Presidents Cabinet that at Campus wide meetings showcase one committee.</p>
Career and Academic Pathways Update (Standing Agenda Item – 5 minutes)	Explore using CAPs in the CCCApply application and looking to include in the development of CurriQnet.		
Provide an update on the Four Point SLO Rubric (5 minutes)	Keith is taking to Academic Senate. The idea of a default rubric and programs developing their own.		
Review the QFE action plan and how it effects the IEAOC and other committees – ILO/GEO analysis at In-Service for Spring 2022 (15 minutes)	OIERP is working on doing for Spring In-Service. Not many participants at Fall In-Service. Need more dedicated time when Crafton is all together.		Gio will let Kay know that looking for dedicated time at Spring 2022 In-Service.

<p>Update on the SLO Cloud and the following changes: 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 and Keith (20 minutes)</p>	<p>Keith updated the committee on the progress of implementing the changes to the SLO Cloud. TESS has met with a company that can handle the customizations for the SLO Cloud. The contract has been signed and the vendor was given access to the system last week. The work has already started. Once TESS has a better idea of when this work will be finished they will update the IEAOC. The work includes all of the changes that have been requested.</p> <p>Gio suggested working on rubric at next Student Services Council meeting.</p>	
<p>QFE: Update on approval of the Institutional Set Standards at Crafton Council (5 minutes)</p>	<p>Crafton Council approved the ISSs.</p>	<p>Gio will update the ISSs outcome measures.</p>
<p>Review the six-year assessment plan – Gio and Keith (20 minutes)</p>	<p>Keth reviewed the six-year assessment plan in relation to disaggregating outcomes.</p>	<p>Gio and Artour will review the SAO Outcomes Cloud changes at the next meeting.</p>
<p>Future Agenda Items</p> <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) 	<p>Gio discussed the changes to the shared governance training and making the process more meaningful.</p>	<p>Add shared governance training to next IEAOC agenda.</p>
<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