Crafton Hills College Institutional Effectiveness, Accreditation, and Outcomes Committee Minutes		Meets 2ⁿᵈ & 4ᵗʰ Thursday Date: October 14, 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	
TOPIC	**DISCUSSION**		**FURTHER ACTION**
Review and approve the minutes from September 23, 2021 (5 minutes)	Minutes approved as written.		
Career and Academic Pathways Update (Standing Agenda Item – 5 minutes)	Primarily working on three year maps. Working on incorporating the maps into CCCApply.		
Provide an update on the Four Point SLO Rubric (5 minutes)	Reviewed the recommended changes at the Academic Senate but ran out of time. Senate will decide on default rubric at the next meeting.		
QFE: Review of action items based on review of the Committee Self-Evaluation Results: Membership change from 8 to 5 faculty, Newsletter summarizing committee work, and Campus wide meetings to showcase each committee (15 minutes)	Keith communicated that Crafton Council approved the membership change. President agreed to include a slide summarizing work at each all campus meeting and asked for a list of committees in order for the all campus report.		Gio and Keith will work on drafting the first newsletter. Keith will communicate order that committees will do all campus reports.
Shared Governance training (15 minutes) - Gio	Gio provided training on shared governance and suggested changes to the organizational handbook. Committee provided input on training PowerPoint.		Gio will explore doing training at All campus Meeting divided in segments.
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)			

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)	Andy and Jason have met with a company that can handling the customizations for the SLO Cloud. The contract has been signed and the vendor was given access to the system yesterday. So the work has already started, and once Andy has a better idea of when this work will be finished I will ask him to let you know. He stated that this work includes all of the changes that have been requested (Yours and Gio's). No update for this week.	
QFE: Update on approval of the Institutional Set Standards at Crafton Council (5 minutes) - Gio	Crafton Council approved the Institutional Set Standards.	Keith and Gio will start sharing the ISS with the campus.
Review the SAO Outcomes Cloud Changes – Gio and Artour (20 minutes)	Gio and Artour reviewed the SAO Outcomes Cloud changes. Student Services is standardizing the SAOs across all areas including Instructional Support and Administraive Services. Provide Academic, Student Services and Administrative Services ability to enter data. Will align with other Strategic Directions and ILOs.	
Future Agenda Items • QFE Data: Review the SLO Cloud data results from 2020-2021 (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