

<b>Crafton Hills College</b> Institutional Effectiveness, Accreditation, and Outcomes Committee <b>Minutes</b>		<b>Meets 2<sup>nd</sup> &amp; 4<sup>th</sup> Thursday</b> <b>Date: February 24, 2022</b> <b>Time: 2:00-4:00 p.m.</b> <b>Location: <a href="#">Zoom Hyperlink</a></b>	
<b>Members Present</b>			<b>Visitors</b>
<b>Keith Wurtz (chair)</b> Karen Peterson Diana Vaichis <b>Joe Cabrales</b>	<b>Danielle McCoy</b> Van Muse <b>Delmy Spencer</b> <b>Cynthia Hamlett</b>	<b>Giovanni Sosa</b> Mike Strong <b>Ivan Pena</b>	<b>Josh Robles</b>
<b>TOPIC</b>	<b>DISCUSSION</b>		<b>FURTHER ACTION</b>
Review and approve the minutes from February 10, 2022 (5 minutes)	Minutes were approved as written.		
Career and Academic Pathways Update (Standing Agenda Item – 5 minutes)	Josh provided an update on CAPs. CCCApply almost ready to be live. Senior Day is organized by CAPs. Two-year program maps on website in about two weeks. Found portable method for visualizing maps through Curricunet. Links are nicer and maps automatically updated.		
Provide an update on the Four Point SLO Rubric – Diana to work with TESS to add the default rubric 1 to the Outcomes Cloud (5 minutes)	Checked with TESS and this is on todo list. Are waiting for consultant to finish with initil changes and these pieces will be added in. Initial changes available in mid-April.		
Review the Annual Report and fiscal repors due April 8, 2022 (5 minutes)	Keith reviewed the annaul reports.		
Review the <a href="#">QFE action plan</a> and how it effects the IEAOC and other committees (15 minutes)	Keith reviewed the action items that have been completed to date.		

<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>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).</p> <p>TESS is estimating a version ready for testing in March, 2022. As of March 10, 2022, looks like be ready in mid April.</p>	
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Review the IEAOC accomplishments for the 2021 – 2022 academic year	<ul style="list-style-type: none"> <li>• QFE 1.2.a4: Development, creation, and implementation of Academic Senate approved four point rubric</li> <li>• Approval of the revised ACCJC Institutional Set Standards</li> <li>• Development and implementation of the shared governance training to facilitate the process being more meaningful</li> <li>• Development and implementation of providing a committee summaries at each all campus meeting</li> <li>• Development of recommended improvements to the Outcomes Cloud</li> <li>• QFE 1.2.a1: All in-service sessions include times to work on outcomes assessment</li> <li>• QFE 1.2.a2: Outcomes assessment results are provided to faculty, staff, and administrators at in-service</li> <li>• QFE 2.1.a2: Coaches for data coaching have been recruited</li> <li>• QFE 2.1.a3: VPs, Chairs, and participatory governance committee chairs have been trained in data literacy</li> <li>• QFE 2.1.a4: Data review process is embedded in all participatory governance committees (QFE agenda items)</li> <li>• QFE 2.1.a5: Integration between the work of governance committees and data/evidence (QFE agenda items)</li> <li>• QFE 2.1.a6: Participatory governance committees are consistently provided data to inform decision making (QFE agenda items)</li> </ul>	
Future Agenda Items		
<p><b>Mission Statement:</b> To advance the educational, career, and personal success of our diverse campus community through engagement and learning.</p> <p><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.</p> <p><b>Values:</b> 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