

Institutional Effectiveness, Accreditation, and Outcomes Committee - Minutes

Date: December 8, 2022
Time: 2:00 p.m. – 4:00 p.m.
Location: [Zoom](#)

Members:

☒ Keith Wurtz, VPI/ALO Chair
☒ Diana Vaichis, CS Rep
☐ Karen Peterson, CSEA Rep
☐ Delmy Spencer, VPSS
☐ Mike Strong, VPAA

☐ Joe Cabrales, Stu. Ser. Dean
☐ Ivan Pena, Stu. Ser. Dean
☐ Van Muse, Inst. Dean
☒ Danielle McCoy, Faculty
☒ Sabrina Jimenez, Faculty
☒ David Liu, Faculty

☒ Giovanni Sosa, Dean IERP
☒ Iris Kern-Foster, Faculty
☐ Enggie Ocampo Morales, Student Senate
☐ Stu. Serv Faculty, Open

Action Items

Item, Presenter, Time	Minutes	SD#	SEG#	Proposed Action
September 22, 2022, Minutes, Keith Wurtz, 5 min	Minutes approved as written	6		Approve the minutes with any recommended changes
Update on Review of Standards, Keith Wurtz, 5 min	Keith reviewed feedback given to ACCJC on new standards	6		
Discuss the process for drafting the Strategic Directions, Gio Sosa, 10 min	Solid draft of SDs and supporting actions. Help open forum last Friday. Great feedback! Feedback on scheduling, making adjustments to the language to make more clear, very minor edits, ideas on tasks like exploring additional methods to explore sustainability. Focus language on DI groups on equity plan. More intentional on financial aid.	1, 2, 3, 4, 5, 6, 7, 8, 9	1,2,3,4	
Review and Update the ILO/GEO Objectives in PPR, Keith Wurtz, 40 min	Discussed with committee	1, 2, 3, 4, 5, 6, 7, 8, 9	1,2,3,4	Keith will add action items to ILO/GEO PPR and bring to committee to review.
Review the Data Sense Making Activity and ILO/GEO activities developed in chairs and update objectives in PPR, Gio Sosa / Keith Wurtz, 20 min	Gio and Keith reviewed	1, 2, 3, 4, 5, 6, 7, 8, 9	1,2,3,4	

Career and Academic Pathways, Keith Wurtz / Delmy Spencer, 5 min		1,4,7	2,3,	
Outcomes Cloud Updates, Keith Wurtz / Gio Sosa, 5 min	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 one 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.	1,3	1,2,3	

[illegible]

Mission Statement: The Crafton Hills College mission is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a committed staff, with passionate leadership and community support.

Vision Statement: To empower the people who study here, the people who work here, and the people who live in our community through education, engagement, and innovation.

Institutional Values: We rely on the following values to support our vision and mission:

- Respect: To champion active listening and open dialogue within our community.
- Integrity: To uphold honesty in our interactions and academic pursuits and maintain community collaboration.
- Diversity & Inclusion: To promote a welcoming environment through equitable and antiracist practices in all aspects of our work.
- Innovation: To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas.
- Leadership: To develop and inspire current and future leaders through professional development, mentorship, education, and experience.
- Sustainability: To be a leader in our community by reducing environmental impact with practices that meet the needs of the present without compromising the future.

STRATEGIC DIRECTIONS

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|------------------------------------------|-----------------------------------------------|--------------------------------|
| 1. Promote Student Success | 4. Expand Access | 7. Develop Programs + Services |
| 2. Build Campus Community | 5. Enhance Value to the Surrounding Community | 8. Support Employee Growth |
| 3. Develop Teaching + Learning Practices | 6. Promote Effecting Decision Making | 9. Optimize Resources |

STUDENT EQUITY GOALS

1. Create a research agenda to analyze and understand disproportionate impact.
2. Promote high engagement teaching, service, and support throughout the college
3. Create clear pathways to promote completion and success.
4. Create cohorts and student communities to promote learning and success.

IEAOC 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. Develop 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.
2. 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 outcome assessment process for the purpose of improvement.
 - d. Coordinate training for faculty, staff, and management with regard to outcomes and their assessment.

3. Provide a forum for on-going dialogue with regard to Accreditation and Outcomes Assessment (SLOs/SAOs).
4. Recommend staff and faculty membership of Accreditation subcommittees to the President.
5. Serve as co-chairs on accreditation standard subcommittees.
6. Recommend to the President a list of qualified candidates for the task of editing Accreditation reports.
7. Review and provide input on midterm, follow-up, and other special reports to the Commission. If requested by the ALO, help draft such reports.
8. 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.
9. Report to the Crafton Council.
10. Encourage members of the college community to serve on accreditation teams.

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