

# Institutional Effectiveness, Accreditation, and Outcomes Committee - Minutes

Date: March 27, 2025  
Time: 2:00 p.m. – 4:00 p.m.  
Location: CCR-233

## Members:

☒ Keith Wurtz, VPI/ALO Chair  
☒ Danielle Bell, Faculty  
☐ Delmy Spencer, VPSS  
☐ Giovanni Sosa, Dean IERP  
☒ Ivan Pena, Student Ser. Dean

☒ Jeff Smith, Inst. Dean  
☐ Julie McKee, CTA Rep  
☒ Mike Strong, VPAA  
☒ Alex Beechko, Faculty  
☒ Diana Vaichis, CSEA  
☒ Karen Peterson, CSEA

☒ Sabrina Jimenez, Faculty  
☐ Samantha Terriquez, Student Senate  
☐ Veronica Arrowood, Classified Senate

## Action Items

Item, Presenter, Time	Notes	SD#	SEG#	Proposed Action
March 13, 2025, Minutes, Keith Wurtz, (5 min)	Minutes approved unanimously with no revisions.	4		
Review the Annual ACCJC Report and ACCJC Fiscal Report, Keith, Mike, and Gio 30 min	<p>Mike reviewed the ACCJC Fiscal Report. Fund balance estimate is conservative, which is a good methodological approach. It shows good fiscal health that District has zero debt. Other Post Employment Benefits (OPEB) to help pay for benefits, which depends on how well funded. District OPEB is completely funded plus 38% and District has a negative liability, which is very good. Two audit findings in 23-24, one at District and one in FA at SBVC. Did not generate an audit opinion which is good. Budgeted for higher FTES in 23-24 then achieved because of hold harmless.</p> <p>Keith reviewed the ACCJC report including the ISS. Discussed the need to adjust the ISS for Degrees because of downturn due to pandemic related large decline in enrollments.</p> <p>Consider <b>Empowering Student Stories</b>, Student Success Data, Student success stories, <b>Explore</b></p>	1-5	1-5	<p>Committee unanimously approved Fiscal Report.</p> <p>Rubric score on two that we developed as a 2 and then mention in narrative that four others are under development.</p> <p>Work with Veronica to add student success stories.</p> <p>Committee suggested that Keith will pick a location and name for the website, and we will edit in the future.</p>

	<b>Student Successes</b> , What is our story, Crafton's Story, Roadrunner Student Success Story (Scroll over image to see story). Maybe have two names that go to same place one for community and one for politicians. Explore on home page under "Find Classes".			Keith to attend Student Senate to review and gather feedback,
Review the ACCJC Required <a href="#">Storytelling website</a> approach, and score the rubric, Keith, Gio, and Diana 20 min		1-5	1-5	
Review assignments for the writing of the Standards I and II to begin in Spring 2025, Keith, (20 min)	<p>Standard I:</p> <ul style="list-style-type: none"> <li>• Crafton Council (1.2, 1.3, 1.5): Keith – Scheduled</li> <li>• President's Cabinet (Standards 1.4): Gio – In Progress</li> <li>• CHC Budget (Standards 1.4): Veronica?</li> <li>• CHC EMP (Standards 1.1, 1.2, 1.3, 1.4, 1.5): Keith – Scheduled</li> <li>• CHC ESC (Standards 1.2, 1.3, 1.5): Gio – In Progress</li> <li>• CHC IEAOC (Standards 1.1, 1.2, 1.3, 1.5): Gio/Keith – Scheduled</li> <li>• CHC PPR (Standards 1.2, 1.3, 1.4): Gio – In Progress</li> <li>• CHC PD (Standards 1.3): Diana – In Progress</li> <li>• CHC SEAC (Standards 1.1, 1.2, 1.3): Ivan – Scheduled</li> <li>• CHC DE (Standards 1.3): Alex – In Progress</li> <li>• CHC Dual Enrollment (Standards 1.3): Sabrina/Dani – In Progress</li> <li>• CHC Chairs (Standards 1.3, 1.4): Sabrina/Dani – Scheduled</li> <li>• CHC Honors (Standards 1.3, 2.8): Jeff – In Progress</li> <li>• CHC VESPA (Standards 1.1, 1.3): Sabrina – Scheduled</li> </ul> <p>Standard II:</p> <ul style="list-style-type: none"> <li>• Crafton Council (Standards 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9): Keith</li> <li>• President's Cabinet (Standards 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9): Gio</li> <li>• CHC ESC (2.1, 2.2, 2.4, 2.5, 2.6, 2.7, 2.9): Gio</li> </ul>	1-5	1-5	

	<ul style="list-style-type: none"> <li>•CHC PPR (2.1, 2.2, 2.5, 2.9): Keith</li> <li>•CHC PD (2.6, 2.7, 2.8) Diana</li> <li>•CHC Safety (2.8): Jeff</li> <li>•CHC SEAC (2.4, 2.5, 2.6, 2.7, 2.8): Ivan</li> <li>•CHC Tech Planning (2.4): Jeff</li> <li>•CHC DE (2.1, 2.2, 2.5, 2.6, 2.7) Alex</li> <li>•CHC Dual Enrollment (2.4): Sabrina</li> <li>•CHC Chairs (2.1, 2.2, 2.3, 2.5, 2.6, 2.7, 2.9): Sabrina</li> <li>•CHC Curriculum (2.1, 2.2, 2.3, 2.5, 2.6, 2.7, 2.9): Keith</li> <li>•CHC Honors (2.8): Jeff</li> <li>•CHC Student Services Council (2.4, 2.5, 2.6, 2.7, 2.8, 2.9): Gio</li> </ul>			
Review the timeline for writing the ISER – Due December 15, 2026, Keith, 15 min		1-5	1-5	

IEAOC 2024-2025 Committee Accomplishments		
Topic	SD#	SEG#
Completed the setting of ILO and GEO targets	I-5	1-5
Completed the alignment of standards to committees to facilitate the writing of the standards	I-5	1-5
Completed and submitted the Mid-Term Report	I-5	1-5
Completed the assignment of faculty and staff to facilitate collection of ACCJC Standards I and II to write the self-evaluation	I-5	1-5

<p><b>Mission Statement:</b> 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.</p>	
<p><b>Vision Statement:</b> 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.</p>	
<p><b>Institutional Values:</b> We rely on the following values to support our vision and mission:</p> <ul style="list-style-type: none"> <li>• Respect: To champion active listening and open dialogue within our community.</li> <li>• Integrity: To uphold honesty in our interactions and academic pursuits and maintain community collaboration.</li> <li>• Diversity &amp; Inclusion: To promote a welcoming environment through equitable and antiracist practices in all aspects of our work.</li> <li>• Innovation: To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas.</li> <li>• Leadership: To develop and inspire current and future leaders through professional development, mentorship, education, and experience.</li> <li>• 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.</li> </ul>	
<p><b>STRATEGIC DIRECTIONS</b></p> <ol style="list-style-type: none"> <li>1. Increase Student Enrollment</li> <li>2. Engage in Practices that Prioritize and Promote Inclusivity, Equity, Anti-Racism, and Human Sustainability</li> <li>3. Increase Student Success and Equity</li> </ol>	<ol style="list-style-type: none"> <li>4. Develop a Campus Culture that Engages Students, Employees, and the Broader Community</li> <li>5. Foster and Support Inquiry, Accountability, and Campus Sustainability</li> </ol>
<p><b>STUDENT EQUITY GOALS</b></p> <ol style="list-style-type: none"> <li>1. Increase the percentage of African American/Black students who apply and enroll at CHC in the same year.</li> <li>2. Increase the percentage of African American/Black students persisting from fall to spring.</li> <li>3. Increase the percentage of Hispanic/Latinx students completing transfer level Math and English.</li> <li>4. Increase the percentage of African American/Black students' degree or certificate attainment.</li> <li>5. Increase the percentage of Hispanic/Latinx students transferring to a four-year institution.</li> </ol>	
<p><b>IEAOC COMMITTEE CHARGE</b></p>	

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

#### **IEAOC COMMITTEE NORMS**

- We will start and end meetings on time.
- We will follow the 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 the committee’s recommendations.
- We will accept the fact that there will be differing opinions.
- We will use the best interests 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.
- We will report back to our constituent groups.