Institutional Effectiveness, Accreditation, and Outcomes Committee - Minutes

Meeting Details

Date: April 23, 2026

Time: 2:30 p.m. - 3:30 p.m.

Location: CCR-233

Acronyms used in this agenda

- SD# = Strategic Direction number(s)
- SEG# = Student Equity Goal number(s)

Members (Attendance)

Enter P (present) or A (absent) in the Attendance column.

Attendance (P/A)	Member	Role / Representation
P	Keith Wurtz	VPI / ALO / Chair
P	Danielle Bell	Faculty
P	Delmy Spencer	VPSS
P	Giovanni Sosa	Dean IERP
A	Ivan Pena	Student Services Dean
P	Jeff Smith	Instructional Dean
P	Julie McKee	Faculty
P	Karen Peterson	CSEA Rep
A	Mike Strong	VPAA
A	Diana Vaichis	Classified Professional
P	Sabrina Jimenez	Faculty
A	Samantha Terriquez	Student Senate
A	Veronica Arrowood	Manager

Action Items

Item, presenter, time	Minutes	SD#	SEG#	Proposed action / next steps
March 26, 2026, Minutes, Keith (5 min)	Minutes approved as written.	4		
Review the progress on the ISER, Keith (5 min)	Keith provided an update, ISER almost complete. One piece of evidence is needed.	1-5	1-5	Written code of professional ethics updating.
Review the ISER timeline, Keith (5 min)	Keith reviewed the ISER timeline with the team. The ISER to go to Student Senate tomorrow, 04/24/26.	1-5	1-5	
Review the Annual ACCJC Report (10 min)	Keith reviewed the Annual ACCJC report, handout provided. CHC exceeded stretch goal for course success rate. Need to maintain for three years before adjusting stretch goal.	1-5	1-5	Keith to look at Soc 100-71.
Score the Institutional Data Website using the ACCJC Rubric (15 min)	Keith reviewed the rubric and CHC institutional data website, the committee felt that the maximum score of 8 weeks is correct.	1-5	1-5	
Complete the Committee Self-Evaluation Survey (10 min)	https://rebrand.ly/Committee-Self-Evaluation Committee completed the survey.	1-5	1-5	
Institutional Data / Home Page, Gio (5 min)	Keith reviewed Institutional DEA website in above agenda item.	1-5	1-5	
Outcomes Cloud Revisions and Update, Giovanni Sosa, 5 min	No update.	1-5	1-5	

IEAOC 2025-2026 Committee Accomplishments

Use this section to capture accomplishments discussed during the year.

Topic	SD#	SEG#
Completed the ISER	1-5	1-5

College Mission, Vision, and Values

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

- **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

1. Increase Student Enrollment
2. Engage in Practices that Prioritize and Promote Inclusivity, Equity, Anti-Racism, and Human Sustainability
3. Increase Student Success and Equity
4. Develop a Campus Culture that Engages Students, Employees, and the Broader Community
5. Foster and Support Inquiry, Accountability, and Campus Sustainability

Student Equity Goals

1. Increase the percentage of African American/Black students who apply and enroll at CHC in the same year.
2. Increase the percentage of African American/Black students persisting from fall to spring.
3. Increase the percentage of Hispanic/Latinx students completing transfer level Math and English.
4. Increase the percentage of African American/Black students' degree or certificate attainment.
5. Increase the percentage of Hispanic/Latinx students transferring to a four-year institution.

IEAOC 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 qualifies 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 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,)
- Up to five faculty (one from each division, at least one from an occupational program, and at least one from student services)
- Up to four Classified Professionals (2 Classified Senate representative and 2 CSEA representatives)
- Up to four Student Senate appointees

Term: Two Years (for appointees)

IEAOC Norms (2025-2026)

- 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

Accessibility checklist for editors

- Use built-in heading styles (Heading 1, Heading 2, etc.) instead of manually bolding/underlining.
- Write full words the first time you use an acronym; avoid unexplained abbreviations.
- Use tables only for data; include a clear header row; avoid merged cells where possible.
- If you add links, use descriptive link text (not "click here").
- If you add images, charts, or logos, include concise alt text and ensure information is not conveyed by color alone.
- Exporting to PDF: use "Save As PDF" (not print-to-PDF) and verify that text is selectable and headings/tags are preserved.