

Crafton Hills College

Accreditation

Committee Minutes

Date: February 23, 2011
 Time: 3:00 p.m.
 Location: LRC Multipurpose Room

Members Present:

Cheryl Marshall – Co-chair
 Ralph Rabago – Co-chair
 Raju Hegde
 Farhad Mansourian
 Julie McKee
 Scott Rippy
 Dan Word

Members Absent:

Jodi Hanley
 JoAnn Jones
 Damaris Matthews
 Robert McAtee
 Aaron Race
 Rebeccah Warren-Marlatt
 Miriam Williams

Guests:

Mike Strong
 Keith Wurtz

TOPIC	DISCUSSION	FURTHER ACTION
Review and Approval of November 11, 2010 Minutes (5 min)	Minutes approved by consensus	
Results of Selection Process for Report Writer (5 min)	Cheryl reported that two applications were received for the report writer and the sub-committee reviewed the applications. As a result of budget cuts and other factors, managers will write the next report. The three managers are Cheryl Marshall, Rebeccah Warren-Marlatt, and Alisa Moore.	

<p>Preparation and Timeline for Mid-Term Report</p> <ul style="list-style-type: none"> Requirements for Mid-Term Report Review Assignments to Standards Discuss Timeline and Strategies for Report Writing <p>(45 min)</p>	<p>Options for how to approach the report were discussed. Cheryl stated that the typical mid-term report addresses any recommendations given to the college and provides an update on the planning agenda submitted with the self-study. Since the college does not have any specific recommendations and since the planning agenda may no longer fit, the option of approaching the report as a “mini” self-study was discussed. This approach would allow a self-check on all of the standards and identify any problem areas that need to be resolved. It was agreed to preliminarily use this approach and discuss its effectiveness. Members were suggested and/or volunteered for each standard:</p> <p>1: Keith Wurtz, Ralph Rabago 2a: Raju Hegde, Gary Williams, Dan Word (Raju to talk to Gary) 2b: Dean and Faculty member from Student Services (Cheryl to talk to Rebeccah) 2c: Raju Hegde and LRC Faculty member (Raju to talk to faculty) 3a: Julie McKee and Instructional Dean with hiring experience (Cheryl to talk to Rick) 3b: Mike Strong, Larry Cook, Faculty Member (Scott to ask faculty member) 3c: Wayne Bogh, Farhad Mansourian (Cheryl to talk to Wayne) 3d: Mike Strong, Faculty member (Scott to talk to faculty member) 4: Scott Rippy and Gloria Harrison</p> <p>Each team would be asked to review their assigned standard using the “Guide to Evaluating Institutions” and prepare a summary report based on their assessment. The report should include initial responses to the questions in the Guide and recommendations for evidence. Team members were advised that they were welcome to include other members of the campus community as needed. Preliminary reports would be provided March 30 and final reports April 20.</p> <p>It was agreed that sample reports and previous CHC reports would be distributed to the team members.</p>	<p>Follow up with potential team members for each standard</p> <p>Sample reports and CHC reports to be distributed to team members</p> <p>Team members to meet and work before next meeting</p> <p>Preliminary reports due March 30</p> <p>Final reports due April 20 in preparation for April 27 meeting</p>
<p>Other Business</p> <p>Next Meeting: TBD</p>	<p>The Committee agreed to meet on March 30.</p>	