

# Institutional Effectiveness, Accreditation, and Outcomes Committee - Minutes

Date: September 26, 2024  
 Time: 2:00 p.m. – 4:00 p.m.  
 Location: CCR-233

- Members:**
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| <input checked="" type="checkbox"/> Keith Wurtz, VPI/ALO Chair | <input checked="" type="checkbox"/> Ivan Pena, Student Ser. Dean | <input type="checkbox"/> Sabrina Jimenez, Faculty                        |
| <input checked="" type="checkbox"/> Alex Beechko, Faculty      | <input checked="" type="checkbox"/> Jeff Smith, Inst. Dean       | <input checked="" type="checkbox"/> Samantha. Terriquez, Student Senate  |
| <input checked="" type="checkbox"/> Danielle Bell, Faculty     | <input type="checkbox"/> Julie McKee, CTA Rep                    | <input checked="" type="checkbox"/> Veronica Arrowood, Classified Senate |
| <input checked="" type="checkbox"/> Delmy Spencer, VPSS        | <input checked="" type="checkbox"/> Karen Peterson, CSEA Rep     |  |
| <input checked="" type="checkbox"/> Giovanni Sosa, Dean IERP   | <input checked="" type="checkbox"/> Ola Sabawi, CSEA Rep         |  |
|  | <input type="checkbox"/> Mike Strong, VPAA                       |  |

## Action Items

Item, Presenter, Time	Notes	SD#	SEG#	Proposed Action
April 25, 2024, Minutes, Keith Wurtz, (5 min)	Minutes approved as written.	4		
Introductions (5 min)	Introductions made as there are new committee members in attendance for the new year.			
Review the Committee Self-Evaluation results from 23-24 (15 min)	Reviewed the Committee Self-Evaluation results. One of the most significant accomplishments being the Mid Term report.	1-5	1-5	
Review the IEAOC Charge and Membership (15 min)	Members reviewed the charge. There was a group census that no changes are needed. Committee norms were reviewed. The members wanted to make a revision which reads, we will report back to our constituent groups with key take aways. There will be an action item added to the agenda to list key take aways. This information is to be shared with other constituent's.	1-5	1-5	Review the Membership at the next meeting which is scheduled for 10/10/24.  Add to the agenda: Key Take Aways.
Update on Mid-Term Report and Timeline. Mid-Term Report is Due October 15, 2024, Keith, (15 min)	ACCJC Mid-Term report first read was on 09/12/24 and the second read will be on 10/10/24. The following day, Friday, 10/11/24 Keith will submit the report to ACCJC.	1-5	1-5	Keith to submit the Mid-Term report to ACCJC on Friday, 10/11/24
Fall 2024 ISSER Kick Off Update (5 min)	Discussed the ISSER Kick Off. The comments from the members were that it brought a lot of clarity. They felt CHC was in great shape and there was a sense of confidence.	1-5	1-5	

	<p>Lastly, they were thrilled to see so many classified staff attend.</p>			
<p>Review the timeline for writing the ISER – Due December 15, 2026 (15 min)</p>	<p>Reviewed the ISER Timeline. ISER used to be a seven-year cycle and is now a six-year cycle. The report used to be 300 pages and has been condensed to 100 pages by reducing the number of standards. One standard example would be a Mission Statement which would be reviewed, submitted to board, and would show a much smaller narrative which is reviewed by the Accreditation team. The team would visit the campus for a week but now if they had any concerns, they would come out for only specific questions that they may have and for less time. There would be a six-month notification prior to their arrival which would be in the fall.</p> <p>Submit Final ISER Due 12/15/26</p>	1-5	1-5	
	<p>ACCJC Standard Review</p> <ol style="list-style-type: none"> <li>1. Keith/Ola</li> <li>2. Jeff/Ivan</li> <li>3. Gio</li> <li>4. Karen/Veronica</li> </ol> <p>Once reviewed these will be submitted to the Crafton Council in October. 1 &amp; 2 will be reviewed in the fall and 2 &amp; 3 will be reviewed in the spring.</p>			<p>Review Standards at the next meeting, add to the agenda.</p>
<p>Outcomes Cloud Revisions and Update, Giovanni Sosa, 5 min</p>	<p>Gio will be working with Meridyth to provide a guide resource to assist faculty to adjust to providing assessment results by student, to be able to analyze desegregated SLO data.</p>	1-5	1-5	
<p>Key Take Aways</p>	<p>ACCJC Mid Term report is going to the second read on 10/10/24 Keith to submit final report to ACCJC the following day.</p> <p>Fall 2024 goals will be to develop and agree on a timeline and to</p>			

	develop and agree on the process for writing the ISER.  ISER is due 12/15/26			
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<i>IEAOC 2024-2025 Committee Accomplishments</i>		
Topic	SD#	SEG#

<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> </ol>	

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 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 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 with key take aways.