

Institutional Effectiveness, Accreditation, and Outcomes Committee - Minutes

Date: October 10, 2024
 Time: 2:00 p.m. – 4:00 p.m.
 Location: CCR233

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

Item, Presenter, Time	Notes	SD#	SEG#	Proposed Action
September 26, 2024, Minutes, Keith Wurtz, (5 min)	Minutes approved as written	4		
Review ILO/GEO averages and recommend target to Faculty Department Chairs (15 min)	Reviewed ILO & GEO Targets. 6 ILO goals 11 Geo goals. Unanimously approved.	1-5	1-5	Keith to take to the next Chairs meeting.
Review the Standards (20 min)	Standard I: Keith and Diana Standard II: Jeff and Ivan Standard III: Gio Standard IV: Karen and Veronica Each team reviewed their standards outcomes with the committee members.	1-5	1-5	
Review committee alignment with standards to facilitate writing of standards (20 min)	Committee Members broke out into teams to review committee alignments with standards. Team (1) Sabrina & Diana Team (2) Keith, Jeff & Ivan Team (3) Gio & Samantha Team (4) Karen & Veronica	1-5	1-5	
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.

<p>Review the timeline for writing the ISER – Due December 15, 2026 (15 min)</p>	<p>Reviewed the ISER timeline.</p> <p>1st Read Classified Senate 4/10/26 1st Read Academic Senate 4/15/26 1st Read Student Senate 4/17/26 1st Read Craton Council 4/28/26 Final Student Senate Approval 5/1/26</p> <p>1st Read Board of Trustees July 2026</p> <p>2nd Read Board of Trustees Approval August 2027</p> <p>Submit Final ISER 12/15/2026</p>	<p>1-5</p>	<p>1-5</p>	
<p>Outcomes Cloud Revisions and Update, Giovanni Sosa, 5 min</p>	<p>Gio provided a Cloud update which became effective in fall 2024 – Student level entry required, this is no longer an option.</p>	<p>1-5</p>	<p>1-5</p>	
<p>Key Takeaways, 5 min</p>	<p>Keith – Aligned standards with committee members to improve the writing of the standards for the self-evaluations.</p>			<p>Next meeting the team will review the guidelines, responding to standards that are set up. This information will aid in writing up the ISER.</p>

<i>IEAOC 2024-2025 Committee Accomplishments</i>		
Topic	SD#	SEG#

<p>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.</p>	
<p>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.</p>	
<p>Institutional Values: We rely on the following values to support our vision and mission:</p> <ul style="list-style-type: none"> • 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. 	
<p>STRATEGIC DIRECTIONS</p> <ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 4. Develop a Campus Culture that Engages Students, Employees, and the Broader Community 5. Foster and Support Inquiry, Accountability, and Campus Sustainability
<p>STUDENT EQUITY GOALS</p> <ol style="list-style-type: none"> 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. 	
<p>IEAOC COMMITTEE CHARGE</p> <p>The Institutional Effectiveness, Accreditation, and Outcomes Committee will facilitate sustainable continuous quality improvement of the organization. The members will:</p>	

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.