

Institutional Effectiveness, Accreditation, and Outcomes Committee - Minutes

Date: December 12, 2024
 Time: 2:00 p.m. – 4:00 p.m.
 Location: CCR 221

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 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 checked="" 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 type="checkbox"/> Samantha Terriquez, Student Senate <input type="checkbox"/> Veronica Arrowood, Classified Senate
---	---	--

Action Items

Item, Presenter, Time	Notes	SD#	SEG#	Proposed Action
October 24, 2024, Minutes, Keith Wurtz, (5 min)	Minutes approved as written.	4		
Review assignments for the writing of the Standards I and II to begin in Spring 2025, Keith, (20 min)	Standard I: • Crafton Council: Keith • President’s Cabinet: Gio • CHC Budget: Veronica? • CHC EMP: Keith • CHC ESC: Gio • CHC IEAOC: Gio • CHC PPR: Keith • CHC PD: Diana • CHC SEAC: Diana • CHC DE: Alex • CHC Dual Enrollment: Sabrina • CHC Chairs: Sabrina • CHC Honors: Jeff • CHC VESPA: Sabrina Standard II: • Crafton Council: Keith • President’s Cabinet: Gio • CHC ESC: Gio • CHC PPR: Keith • CHC PD: Diana • CHC Safety: Jeff • CHC SEAC: Diana • CHC Tech Planning: Jeff • CHC DE: Alex • CHC Dual Enrollment: Sabrina	1-5	1-5	

	<ul style="list-style-type: none"> •CHC Chairs: Sabrina •CHC Curriculum: Keith •CHC Honors: Jeff •CHC Student Services Council: Gio 			
Demonstrate process for collecting information to write the ISER for Standard I, Gio and Keith, 30 min	Reviewed Standard I.2 Example Gathering Narrative and Evidence document.			
Summary of training provided by ACCJC, Keith, 10 min	<p>Keith discussed the rubric for each standard as there is review criteria. Keith to have this listed in the document. Keith's preference is to have (I) document with all standard's listed. Evidence will be the most time consuming. The more detailed w/ evidence especially hyperlinks will make it easier to complete.</p> <p>Mark Snowwhite to help write the narrative. Mark and Keith will turn the information into the narrative and compile evidence and place it on the website. The more detailed the better.</p> <p>ACCJC is focusing on (I) requirement to their annual report which is a link to data for the community colleges which has not been a focus in the past. A link to board data cubes has been used in the past. The Obama Administration financial aid wants to tie financial aid to zip codes. In the spring we will start working on a website link that tells our story in terms of data and to show how well are doing. We will use our institutional set standards and create/include a newly developed dashboard. Drafts to be reviewed in the spring. This will assist in helping Community Colleges to tell their story. To be completed in April 2025.</p>		<p>Keith action items:</p> <p>Are there definitions by standard?</p> <p>Prep document and provide links to committee chairs for the following. Example: Ed Master Plan, PPR, last Accreditation docs.</p> <p>Laptops will be needed in the meetings.</p> <p>Recommend Individual committee members review minutes from previous meetings to include Educational Master Plan Minutes, which can be found on the CHC website.</p> <p>Share documents and evidence (links) – confirm they are shareable.</p>	

<p>Review the timeline for writing the ISER – Due December 15, 2026, Keith, 15 min</p>	<p>Reviewed timeline.</p> <ul style="list-style-type: none"> • Standards 1 & 2 to be completed - spring 2025 • Standards 3 & 4 to be completed - fall 2025 • Clean up - spring 2026 	<p>1-5</p>	<p>1-5</p>	
<p>Outcomes Cloud Revisions and Update, Giovanni Sosa, 5 min</p>	<p>No update.</p>	<p>1-5</p>	<p>1-5</p>	
<p>Key Takeaways</p>	<ul style="list-style-type: none"> • Keith to reach out to Kashaunda In-Service/Flex - Professional Development to set up a (1) hour meeting. • Parameters how we want the evidence captured/training w/ chairs in-service and what to expect. IEAOC committee members to attend. 			<p>Keith to reach out to Kashaunda In-Service/Flex for the Chairs (SP25) (1 Hour)</p> <p>New name for Self-Evaluation Prep. Nick to come up with new title 😊.</p>

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

<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>	

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.