

# Institutional Effectiveness, Accreditation, and Outcomes Committee - Minutes

Date: January 23, 2025  
 Time: 2:00 p.m. – 4:00 p.m.  
 Location: CCR-233

<b>Members:</b> <input checked="" type="checkbox"/> Keith Wurtz, VPI/ALO Chair <input checked="" type="checkbox"/> Danielle Bell, Faculty <input checked="" 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 checked="" type="checkbox"/> Alex Beechko, Faculty <input checked="" type="checkbox"/> Diana Vaichis, CSEA <input 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
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## Action Items

Item, Presenter, Time	Notes	SD#	SEG#	Proposed Action
December 12, 2024, Minutes, Keith Wurtz, (5 min)	Minutes approved as written.	4		
Congratulations to Committee on ACCJC Midterm Report, Keith, 5 min		1-5	1-5	
Review the Campus Climate Results (i.e. Did you Knows) and align with Committees to review results, Gio, 20 min	Shared Governance <ul style="list-style-type: none"> <li>• CC, PD, AS, CS, Management</li> </ul> Outcomes Assessment <ul style="list-style-type: none"> <li>• IEOC, Faculty Department Chairs, Student Services Council, EMPC</li> </ul> PPR <ul style="list-style-type: none"> <li>• Budget, EMPC, Enrollment, PPRC, PD, Tech Planning, Chairs, AS, CS, CC</li> </ul> Resource Allocation <ul style="list-style-type: none"> <li>• EMPC, Budget, Academic Senate, Student Service Council</li> </ul> Inclusiveness <ul style="list-style-type: none"> <li>• PD, SEAC, Management, CC, Marketing Department, AS, CS, SS, Chairs</li> </ul>	1-5	1-5	Next meeting the full report to be discussed.
ACCJC Required <a href="#">Storytelling website</a> and approach, Keith and Gio, 10 min	Discussed the draft site that is being developed. The dashboard will be simple, brief. There was a discussion that should be a picture for each	1-5	1-5	Add picture to each dashboard category.

	category. Add a note on the CHC website, explore our story.			Add hyperlink on CHC website to take user to the new web page to “Explore Our Story”.
Review assignments for the writing of the Standards I and II to begin in Spring 2025, Keith, (20 min)	<p>Standard I:</p> <ul style="list-style-type: none"> <li>• Crafton Council (1.2, 1.3, 1.5): Keith – Scheduled</li> <li>• President’s Cabinet (Standards 1.4): Gio – In Progress</li> <li>• CHC Budget (Standards 1.4): Veronica?</li> <li>• CHC EMP (Standards 1.1, 1.2, 1.3, 1.4, 1.5): Keith – Scheduled</li> <li>• CHC ESC (Standards 1.2, 1.3, 1.5): Gio – In Progress</li> <li>• CHC IEAOC (Standards 1.1, 1.2, 1.3, 1.5): Gio/Keith – Scheduled</li> <li>• CHC PPR (Standards 1.2, 1.3, 1.4): Gio – In Progress</li> <li>• CHC PD (Standards 1.3): Diana – In Progress</li> <li>• CHC SEAC (Standards 1.1, 1.2, 1.3): Ivan – Scheduled</li> <li>• CHC DE (Standards 1.3): Alex – In Progress</li> <li>• CHC Dual Enrollment (Standards 1.3): Sabrina/Dani – In Progress</li> <li>• CHC Chairs (Standards 1.3, 1.4): Sabrina/Dani – Scheduled</li> <li>• CHC Honors (Standards 1.3, 2.8): Jeff – In Progress</li> <li>• CHC VESPA (Standards 1.1, 1.3): Sabrina – Scheduled</li> </ul> <p>Standard II:</p> <ul style="list-style-type: none"> <li>• Crafton Council (Standards 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9): Keith</li> <li>• President’s Cabinet (Standards 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9): Gio</li> <li>• CHC ESC (2.1, 2.2, 2.4, 2.5, 2.6, 2.7, 2.9): Gio</li> <li>• CHC PPR (2.1, 2.2, 2.5, 2.9): Keith</li> <li>• CHC PD (2.6, 2.7, 2.8) Diana</li> <li>• CHC Safety (2.8): Jeff</li> <li>• CHC SEAC (2.4, 2.5, 2.6, 2.7, 2.8): Ivan</li> <li>• CHC Tech Planning (2.4): Jeff</li> </ul>	1-5	1-5	

	<ul style="list-style-type: none"> <li>•CHC DE (2.1, 2.2, 2.5, 2.6, 2.7) Alex</li> <li>•CHC Dual Enrollment (2.4): Sabrina</li> <li>•CHC Chairs (2.1, 2.2, 2.3, 2.5, 2.6, 2.7, 2.9): Sabrina</li> <li>•CHC Curriculum (2.1, 2.2, 2.3, 2.5, 2.6, 2.7, 2.9): Keith</li> <li>•CHC Honors (2.8): Jeff</li> <li>•CHC Student Services Council (2.4, 2.5, 2.6, 2.7, 2.8, 2.9): Gio</li> </ul>			
Review process and progress for collecting ISER narrative, <a href="#">Link to shared document with each standard, rubric, review criteria, and suggested evidence.</a> Gio and Keith, 10 min		1-5	1-5	Make suggested changes.
Group Activity to Collect input for ACCJC Standards 1.1, 1.2, 2.3, and 1.5, 30 min		1-5	1-5	Move to next session
Review the timeline for writing the ISER – Due December 15, 2026, Keith, 15 min	Reviewed timeline.	1-5	1-5	
Outcomes Cloud Revisions and Update, Giovanni Sosa, 5 min	Gio provided an update. Tentative date the Dashboard will be complete is end of May term.	1-5	1-5	

<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><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> <li>3. Increase the percentage of Hispanic/Latinx students completing transfer level Math and English.</li> <li>4. Increase the percentage of African American/Black students' degree or certificate attainment.</li> <li>5. Increase the percentage of Hispanic/Latinx students transferring to a four-year institution.</li> </ol>	
<p><b>IEAOC COMMITTEE CHARGE</b></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.