2012-13
Accreditation Update

The accreditation is progressing well and following is an update of the progress as of November 6, 2012:

Review of the Recommendations:

**College Recommendation 1**
In order to meet the Standard, the team recommends that the college validate the current planning model by formally assessing the effectiveness of the process with qualitative and quantitative data. Further, the team recommends the College be attentive to regular and consecutive implementation of the annual process and document the results for dissemination to the college constituency for the purpose of program improvement. (IB.s, IB.4, IB.6)

**College Recommendation 2**
In order to meet the Standard, the team recommends that the College maintains a functional website to encourage communication, particularly in the following areas: 1) information on programs and services for students, and 2) information and documentation on governance and other committee activities. (IIA.2.b, IIA.2.h, IIA.2.i, IIA.6.c)

**College Recommendation 3**
In order to meet the Standard, the team recommends that the College review the availability of appropriate, comprehensive and reliable services to all students. In particularly, the team urges the College to review the parity of services provided to students in distance education as compared to students on campus. (IIIB.3.a)

**College Recommendation 4**
In order to meet the Standard, the team recommends that the library regularly update its print and online collections in consultation with discipline faculty. (IIC.1.a). The team further recommends that, to meet the stated Institutional Student Learning Outcome in Information Competency, the College implement a cycle of instruction, assessment, and program improvement through the appropriate learning resource and instructional areas of the College. (IIC.1.b) Finally, the team recommends that a sustainable funding source be identified for the acquisition and maintenance of learning resource materials. (IIC.1, IIC.2, IIID.1.a)

**College Recommendation 5**
In order to meet the Standard, the team recommends the College reviews all aspects of professional development, including key elements of peer review, self-reflection, and continuous review of appropriate pedagogy for the student population. In particular, the completion of faculty evaluations systematically and at stated intervals; engagement in
dialogue addressing staff and faculty professional development on various teaching pedagogies and strategies to meet the diverse learning styles of its diverse student population. (IIIA.1.a)

**College Recommendation 6**
In order to meet the Standard, the team recommends the College fully utilize the established consultative committee structure by documenting actions and recommendations in agendas, minutes, and other official tools to ensure that dialogues and decisions affecting the College are communicated widely and clearly across campus constituencies. (IVA.3)

The accreditation steering committee was appointed in October, 2012. Members of the steering committee include:

- Allison Moore – Co-Chair
- Jack Daniels – Co-Chair
- Leonard Apenahier
- Tamura Howard
- Felicia Duenas
- Ferris Trimble
- Angelita Salas
- Kimberly McBride
- Oscar Cobian
- Stephanie Brasley
- Linda Brady
- Alistaire Callender
- Elmer Bugg
- La Vonne Hamilton
- Ali El-Krim

Each recommendation has a committee co-chaired by a faculty and an administrator. Secretarial staff has been assigned to each committee.

The steering committee is scheduled to meet every other week and is reviewing the progress of each team toward the completion of each recommendation. There are elements of each recommendation that overlap one or two other recommendations. The committee is confident that the recommendations will be addressed successfully by the end of the fall term. Specifically, the major outcomes of each recommendation are:

Recommendation 1: Assess the 2011-12 annual plan of the 2011-14 strategic plan expected outcomes and revise the 2012-13 annual plan to reflect the assessment. Further, the planning process was assessed by the Strategic Planning Committee (SPC) in October, 2012. A schedule was developed that sets a timeline for annual assessment and revision of subsequent years’ plans. 85% completed (co-chairs: Tamura Howard, Felicia Duenas)
Recommendation 2: Contracted AMF Group for the redesign of the website. Faculty, staff and students have been involved in the website re-design through focus groups. Surveys will be distributed this week to gather additional data on website perceptions and projected uses. Currently, the college is in the process of hiring a provisional PIO (Public Information Officer) who will be responsible for the updating and maintenance of the website including social media. The provisional PIO will be hired during the week of November 13. Committee meeting agendas, minutes and activities are being collected and placed on the current website. These will be navigated to the new site after the new site is “live”. 50% completed (co-chairs: Angelita Salas, Ferris Trimble)

Recommendation 3: The College has begun to identify the services populations are seeking that will improve their success. In addition to surveying the needs of students, a climate survey has also been implemented to measure the level of student satisfaction culturally and academically. These surveys are scheduled to be analyzed during the week of November 13. In order to meet the requirement that there is parity of services between the on-line and the land-based students, a 24/7 tutoring system has been purchased (Smart Thinking) using both general and career-tech funds, an on-line advising system has been created and currently being used in the counseling department, Student Lingo, a series of interactive on-demand student workshops has been implemented, and Tutor Trac has been established for scheduling of tutors. 75% completed (co-chairs: Kimberly McBride, Oscar Cobian)

Recommendation 4: The College has established a sustainable line-item for library acquisition inclusive of electronic and print acquisitions. The library is developing a 5 year plan for acquisition. Secondly, the library has revived its library science course and 2 sections are offered in Spring, 2013. The library will continue to offer workshops that facilitate an understanding of the students as to available library resources. The library is in the process of completing the current cycle of instruction, assessment, and program improvement. The library has also implemented a process to involve discipline faculty in the acquisition of resources specific to each discipline. 60% complete (co-chairs: Linda Brady, Stephanie Brasley)

Recommendation 5: A schedule for the timely evaluation of all faculty – adjunct, probationary and regular – has been established. The evaluation of faculty whose evaluation is due this term is currently underway. Dr. Callender, staff development coordinator, has scheduled a number of workshops that will focus on pedagogy and learning strategies related to our diverse student base. 60% complete (co-chairs: Alistaire Callender, Elmer Bugg)

Recommendation 6: A format for recording minutes inclusive of meeting discussions, resolutions and recommendations has been created and is being used. This information is being placed on the current website and will transition to the new website. 75% Complete (co-chairs: Leonard Apenahier, Jack Daniels)

Faculty, staff and students have been working diligently to meet these recommendations.
The college submitted a request for a budget augmentation of $279K to the Board of trustees in mid-October. The request was approved and the dollars are being used for reassigned time, writing consultation, software and library acquisitions.

The first draft of the Follow-Up Report will be completed by November 15th. Following is the timeline for completion and submittal of the Follow-Up Report:
- November 15th – First draft of Report Completed
- November 30th – First draft received from the editor/technical support
- December 3rd – 12th – Dissemination of first draft to campus and request for solicited responses
- December 15th – Second Draft submitted to editor/technical support
- January 7th – Second Draft returned from the editor
- January 7th – 18th – Final review of Follow-Up Report
- January 25th – Submittal to the Board
- February 20th – Board Approval
- February 28th – ACCJC (Commission) Submittal

During the last 3 weeks prior to the visit, the college will create an addendum to include items that further addresses the completion of the recommendations that were not captured in the initial submittal to the Commission.

Please be advised that during this period, all courses remain transferable, no change in financial aid, and the college remains in FULL accreditation status.

If any questions arise, please feel free to contact either of the accreditation steering committee’s co-chairs.

Next Committee Meeting: November 15, 2012, 2pm, President’s Conference Room (PCR)