COMPREHENSIVE LIST OF EVIDENCE

A

Academic Affairs VP evaluation schedule and sample of completed evaluations
Academic Senate Executive Board and administration meetings minutes and/or materials
Academic Senate minutes and/or meeting materials
Academic Senate minutes and/or meeting materials establishing SLO committee
Academic Senate minutes regarding curriculum and SLOs
Academic Senate Task Force (best practices membership)
Accreditation recommendations from 2000
Acuplacer Test
Administrative job descriptions
Administrative Regulations, e.g. E65
Administrative Services VP evaluation schedule and sample of completed evaluations
Admission minutes and/or meeting materials
Admission Office student registration data evaluation
Admissions Guidelines for Summer College
Admissions Policy
AFT Agreement (Article IV)
Allocation Grant Task Force (AGTF) reports
Annual Planning Retreat materials for 2005
Articulation agreements
Articulation handouts (counseling sheets on majors)
ASO Leadership Training Program Activities
ASO Sponsored events
Associated Student Organization (ASO) minutes and/or meeting materials
Attrition Data
Audits of categorical and specially funded programs

B

Bi-annual review of vocational programs
Breakdown of unrestricted general budget
Bridges to Success/Citizenship student records
Business Office audits 2002-2003 through 2004-2005

C

California Community College Chancellor’s Office Datamart
Campus administrative organization chart
Campus Climate Survey
Campus organizations
Career Center data
Catalog (Standards of Student Conduct p. 139+)
Catalog Committee composition and meeting dates
Catalog Committee minutes and/or meeting materials
CELSA test
Chair of Chairs minutes and/or meeting materials
Challenge placement level testing process
Childcare records of students with children
Class schedule
Class scheduling timeline
Classified AFT minutes and/or meeting materials
Classified job descriptions
Collective Bargaining Agreements
College catalog
College computer inventory
Committee membership (draft document)
Communication to nursing students regarding program changes
Communication to PACE students regarding program changes
Constituency Council membership
Constituency Council minutes and/or meeting materials
Cost of textbooks
Counseling academic assignments
Counseling via educational plan
Counselor’s meetings minutes and/or meeting materials
Course outline for Library Science 101: Library Research Methods
Course outlines
Course syllabi
Curriculum Committee Distance Education Addendum to Course Outlines
Curriculum Committee Handbook
Curriculum Committee minutes that validate prerequisites
Curriculum Committee notes on updating of course outlines, i.e. agenda, minutes.
Customer satisfaction polling results

Data on financial aid students
Data on Nursing used for counseling
Dean’s Tea Program
Departmental brochures
Discipline and Grievance Procedures
Division plan objectives and activities
Division plan template
Division planning team minutes and/or meeting materials
Division plans
DSPS equipment inventory

E

Education Master Plan
Education Master Plan Committee minutes and/or meeting materials
Emails, announcements, ballots for mission statement development
Employment applications
English Departmental Final Examination
Enrollment Management Team minutes and/or meeting materials
EOPS/CARE information pamphlets
EOPS/CARE/CalWorks Applicant data
Equity for All minutes and/or meeting materials
Evaluation of counselors
Evaluation of programs for change
Examples of new courses and new programs approved by the curriculum committee

F

Facilities Committee minutes and/or meeting materials
Facilities Master Plan
Facilities Planning User Group minutes and/or meeting materials
Facility Safety minutes and/or meeting materials
Faculty AFT minutes and/or meeting materials
Faculty Hiring Prioritization policy, scoring sheets, agendas, and sign-in sheets
Financial Aid Appeals and Referrals
Financial Aid Disqualified Applicants
Flex day 2005 handouts and materials
Flex Day activity materials

G

GAIN/CALWORKS information pamphlets
Grade Challenge Policy
Grade Change Policy
Graduation Program
Health Center Services
Health Office data review (trend analysis)
Help Desk Information (sign-up sheets, etc.)
Hiring/interview forms

Informational publications for student services
Integrated College Operational Plan (ICOP)
IPEDS notebook

Job descriptions

LACCD Annual Audit 2002-2003
LACCD Annual Audit 2003-2004
LACCD Annual Audit 2004-2005
LACCD Board Code of Ethics
LACCD Board of Trustees minutes
LACCD Board Policy on Governance Model
LACCD Board Rule for general education
LACCD Board Rules & Policies
LACCD Board Rules mandating program reviews, etc.
LACCD Board Rules on Student Conduct
LACCD Budget Allocation Grant Concept
LACCD Budget Committee membership
LACCD chancellor’s directive #70 regarding district management consultation (issued 10/26/95)
LACCD functional map
LACCD phone directory
LACCD Programs of Self-insurance and Reserves
LACCD Shared Governance Agreement
LASC budget from LACCD
LASC Institutional Planning and Research website
LASC program budgets
LASC Website
League of Innovation Conference presentation
Library “Suggested Book Purchase” Form
Library display samples
Library email on tours for the library to faculty
Library handouts that explain the services of the library
Library program review
Library unit plan
Link to Sirsi information on the web
List of administrators and support staff
List of advisory committees and minutes
List of classrooms equipped with AV equipment
List of college-wide forums on “Enriching Lives”
List of course outlines that illustrate various points of view
List of designated learning centers from the Tutoring/Learning Support Services Committee
List of distance education courses online
List of fall 2005 reserve book List from the library
List of fulltime and part-time faculty
List of LACCD board members on accreditation sub-committees
List of library resources, e.g. books, videotapes, etc.
List of professional development activities
List of program review participants
List of regularly scheduled meetings the president attends (Foundation, Homeowners, etc.)
List of the 30 library databases
Listing of community events
Listing of online services and URL
Listing of special programs with counseling services

Maintenance forms
Matriculation Handbook
Matriculation policies
Matriculation tests
Membership of campus committees
Minimal qualification docs for administrators and faculty
Mission Review Committee minutes and/or meeting materials
Mission Statement
Monthly financial reports

New Beginnings minutes and/or meeting materials
Nursing program changes implemented because of viability
Online math verses traditional lecture report
Online registration
OPRA work orders
Orientation program

PACE and Nursing viability studies
PACE program review
Personal development program (e.g., schedule, syllabi, outlines)
Personnel Commission Policy
Planning Handbook
Planning process documents as generated by the SPBC
Planning templates, e.g. program review, unit plan, and division plan
Point-of-service survey for the library
Presentation materials from annual campus meeting
President’s evaluation schedule and sample of completed evaluations
Presidential forum materials
Program review notebook
Program review template
Program review timeline
Program reviews
Prop A plans for any library renovations
Purchase orders

Qualitative – focus groups, public forums, meetings, comment cards, opened ended questions
Quantitative – reports produced by the Office of Institutional Planning and Research
Quarterly financial reports

Recent class schedule
Regulations related to student records
Request from President for VP to plan for no deficits in SFP
Response to audit exceptions
Sample of referrals to appropriate office
Sample of student education plans
SAP Users group
Seminars and workshops counselors attended
Senior Staff minutes and/or meeting materials
SFP Publications (EOPS/CARE, DSPS, Matriculation, TRIO)
Shared Governance (collegial—participatory) agreement,
Six-Pack minutes and/or meeting materials
SLO Committee minutes and/or meeting materials
SLO Guidelines
SLO section in program review
SLO website
SLO workshop materials
SLOs in new and updated course outlines
SPBC agenda and minutes
SPBC Budget and Goals Sub-Committee minutes and/or meeting materials
SPBC Budget Sub-Committee minutes and/or meeting materials
SPBC Goals Sub-Committee minutes and/or meeting materials
SPBC ground rules
Staff Development activities for student services
Staff Development Committee minutes and/or meeting materials
Standard Achievement Complete Battery Test
Strategic Plan
Strategic Planning and Budget Committee (SPBC) minutes and/or meeting materials
Student Childcare Policy
Student Equity Plan
Student Help Desk schedules
Student Services division plan
Student Services SLOs and assessment
Student Services unit Plans
Student Services VP evaluation schedule and sample of completed evaluations
Student survey
Students who won athletic scholarships
Summary of participatory decisions

Technology Committee minutes and/or meeting materials
Technology Master Plan
Technology Replacement Plan
Three-year FTES Comparison by Section report
Total Budgets for all programs at LASC
Tuesdays at LASC
Tutoring lab records (e.g., LRC, computer labs)

Unit Planning Team minutes and/or meeting materials
Unit plans

Vocational Education program evaluations

Year End Closing 2001-2002
Year End Closing 2003-2004
Year End Closing 2004-2005