

# College of Alameda

Accreditation Accomplishments | August 2016

## Is College of Alameda Accredited?

- **Yes.** College of Alameda is fully accredited by the Accrediting Commission for Community and Junior Colleges: Western Association of Schools and Colleges (The Commission). The Commission's requirements can be found on the ACCJC website at: [www.accjc.org](http://www.accjc.org) under Eligibility Requirements & Standards. The College continues to offer quality programs and services, course and program articulations continues, and special programs and services meet industry standards and regulations.

## What is Accreditation?

- Accreditation is a status granted to an educational institution that has been found to meet or exceed stated criteria of educational quality. Accreditation has two fundamental purposes: to assure the quality of the institution or program, and to assist in the improvement of the institution.
- The process of accreditation requires honest self-evaluation of the institution, backed by evidence, followed by an on-site visit by an evaluation team, and a subsequent review and decision.
- The Standards set requirements for quality that cover many aspects of the college, including: instruction, student support services, library and learning resources, physical environment, technology services, financial management, institutional governance, institutional integrity and honesty, and achievement of institutional mission.
- The Commission reviews the overall quality of each institution every six years. If an institution is found to need improvements, it may be required to undergo additional reviews and monitoring by the Commission.

## What is the Accreditation status of College of Alameda?

- Accredited - On Probation
- The Commission imposed Probation on College of Alameda when the Commission, at its June 3-5, 2015 meeting, reviewed the institution's adherence to the Eligibility Requirements, Accreditation Standards, and Commission policies as part of a comprehensive review. **The institution remains accredited** during probation and is required to make improvements to address the Commission's findings.

## What does probation mean?

- Probation is imposed when an institution deviates significantly from the Commission's Eligibility Requirements, Accreditation Standards, or Commission policies.

## What are examples of key findings?

- The College Self Evaluation Report was complete and included narrative responses on all ACCJC Standards. The ACCJC External Evaluation Report included several recommendations that can be broken into four themes
- Institutional Effectiveness: Research and Planning
  - Dialogue regarding Mission Statement & Mission & Goals should drive the institution
  - Revamp of integrated planning and budget allocation model
  - Need for consistent and current data & create research agenda
  - Participatory governance process evaluation & better communicate participatory governance recommendations

- Process to establish values and goals
- Delineation of Campus/District operations
- Develop, implement & assess a college-wide enrollment management plan
- Human Resources
  - Implement current employee performance evaluations cycle
  - Faculty evaluations to include review and assessment of SLOs
- Student Learning Outcomes
  - Assessment of Program Review process
  - Documentation of Student Learning & accelerate student improvement assessment
  - Documentation and assessment of student services
- Other
  - Data to NSLDS (National Student Loan Data System for Students)
  - Risk management assessment of institution
  - Submittal of Substantive change reports (DE & Science)

### What are the next steps for College of Alameda?

- College of Alameda will be monitored by the Commission and required to submit a Follow-Up Report to the Commission in October 2016.
- The Commission will conduct a team visit following the October 2016 report to assess the institution's compliance with the Eligibility Requirements, Accreditation Standards, or Commission policies.
- The Commission will review both reports at its meeting in January 2017. If the Commission determines that College of Alameda has demonstrated sufficient compliance with the Eligibility Requirements, Accreditation Standards, or Commission policies, the Commission may act to remove Probation.
- If the Commission determines that sufficient progress to demonstrate compliance with the Eligibility Requirements, Accreditation Standards, or Commission policies has not been made, the Commission may take further action as permitted under the Commission's "Policy on Commission Actions on Institutions."
- The Commission policies can be found in the Accreditation Reference Handbook which is located on the ACCJC website at: [www.accjc.org](http://www.accjc.org) under *Publications and Policies / All Commission Publications and Policies*.

### How is College of Alameda responding to ensure compliance with Accreditation Eligibility Requirements, Accreditation Standards and Commission policies?

- Under new leadership, College of Alameda has developed the ***Blueprint for Excellence***. The Blueprint details specific responses to address the Commission's findings.
- The ***Blueprint for Excellence*** is available online at the College of Alameda website. It will be made available in August in hard copy from: the Offices of the President, Vice President of Instruction and Vice President of Student Services, the Academic Senate President, Classified Senate President and Director of Associated Students.
- College of Alameda is committed to addressing all findings and continuing the work already underway to support an organizational culture which meets and exceeds the Commission's Accreditation Eligibility Requirements, Accreditation Standards and Commission policies.
- The Commission's findings indicate that *"The new President has stated a commitment to improved communications, transparency, cohesiveness, and accountability. This has been welcomed by the campus community who report that there is a marked improvement in college morale, and there is the sentiment that the administration is invested and that new ideas will be implemented."*

## Milestones in College of Alameda Planning and Budget Integration 2015-2016

### Educational Master Plan 2016-2021

Through the college participatory governance process, led by the Planning, Research and Institutional Effectiveness Committee, the college finalized our 2016-2021 Educational Master Plan. Ten strategic goals were adopted:

- Increase access to college programs / coursework through collaboration with other PCCD colleges in redesigning college schedules and offerings
- Reduce loss of students prior to start of classes
- Increase retention and persistence rates
- Increase community and educational partnerships
- Strengthen business and industry partnerships
- Advance CoA teaching and learning
- Strengthen Data-driven / informed decision making
- Establish integrated planning and evaluation system
- Design organizational, committee, and governance structures to support student success
- Engage in redesign of PCCD policies and procedures, including the Budget Allocation Model (BAM)

### Other Key Milestones

- Launched revised program review process in August 2015
- Reviewed, Benchmarked, and Assessment of Institutional Set-Standards- October 2015 to March 2016
  - Lead Participatory Governance Group(s): Planning, Research and Institutional Effectiveness Committee; College Council
- Reaffirmed and Assessed Intitutional Learning Outcomes- October 2015 to April 2016
  - Lead Participatory Governance Group(s): Planning, Research and Institutional Effectiveness Committee; College Council
- Revised Planning and Budget Allocation Diagram- November 2015
  - Lead Participatory Governance Group(s): Planning, Research and Institutional Effectiveness Committee; Budget Advisory Committee; College Council
- Adopted Enrollment Management Plan, December 2015, and Completed Year-One Goals
  - Lead Participatory Governance Group(s): Enrollment Management Committee; College Council
- Adopted Integrated Planning and Budget Calendar- February 2016
  - Lead Participatory Governance Group(s): Budget Advisory Committee; College Council
- Revised and Adopted Institutional Planning Handbook- April 2016
  - Lead Participatory Governance Group(s): Budget Advisory Committee; Planning, Research and Institutional Effectiveness Committee; College Council

### Key College Integrated Planning and Budget Webpages

The above mentioned plans and documents can be located on CoA' website at the following pages:

- College Planning Documents <http://alameda.peralta.edu/planning-documents/>
  - Educational Master Plan 2016-2021
  - Enrollment Management Plan
  - Institutional Planning and Budget Handbook
  - Institutional Set-Standards
  - Institutional Learning Outcomes (ILO)
- Program Review and Annual Unit Plans <http://alameda.peralta.edu/planning-documents/sample-page/instructional/>
  - Program Review Cycle 2015-2023
  - Completed Program Reviews and Annual Unit Plans

## College of Alameda Recommendations: College Accomplishments

### Recommendation 1

In order to meet the Standards and the Eligibility Requirement, the team recommends that the College develop a process for regular and systematic review of its Mission statement through appropriate college governance processes, receive board approval of the Mission statement, and display it prominently in all college documentation, including the College website.

**Standards/Eligibility Requirements:** I.A.2, I.A.3, IV.A.3; ER 2

#### College Accomplishments:

- Mission Statement Reviewed on 3 Year Cycle
- Mission Statement Approved by College Council- October 2014
- Mission Statement Approved by PCCD Board of Trustees- April 2015
- Mission Statement Displayed on College Website, College Catalog and other publications

### Recommendation 2

In order to meet the Standards, the team recommends that the college ensure that the College mission and goals drive the planning and resource prioritization processes.

**Standards:** I.A.4, III.A.1, III.B.1, III.D.1

#### College Accomplishments:

- College Adopted a 3 Year Program Review Cycle
- Program Review and Annual Unit Plan Budget Prioritization- Fall 2015
- Planning & resource allocation integration calendar adopted by College Council- April 2016

### Recommendation 3

In order to meet the Standards and U.S. Department of Education requirements, the team recommends the College adopt institutional-set standards that will adequately measure satisfactory performance of student achievement. The team also recommends that the College's governance process be involved in the determination of these standards and the methodology used to set the standards be explained to justify reasonableness of these standards. When the College falls belows these standards, the team recommends institution-wide discussion of action, and documentation of such, to be taken to improve performance.

**Standards:** I.B.1-6, IV.A.3

#### College Accomplishments:

- Spring 2015 Flex Day Presentation
- Institutional Set Standards presented to Academic Senate-April 2015
- Institutional Set Standards approved by Planning Research and Institutional Effectiveness Committee- November 2015
- Institutional Set Standards adopted by College Council- April 2016

### Recommendation 4

In order to meet the Standard, the team recommends that formal processes be put into place to document the discussion of student learning.

**Standard:** I.B.1

#### College Accomplishments:

- Academic Senate discussion on student learning- September 2015
- Employee Voice Survey Completed- February 2016
- Institutional Learning Outcomes Assessment and Rubric endorsed Planning Research and Institutional Effectiveness Committee- March 2016
- Institutional Learning Outcomes Assessment and Rubric adopted by College Council- April 2016

**Recommendation 5**

In order to meet the Standards and the Eligibility Requirement, the team recommends that the College assess its planning and program review processes to ensure an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, re-evaluation, and continuous improvement.

**Standards:** I.B.6, I.B.7, II.A.2.f; ER 19

**College Accomplishments:**

- Planning and Budget Allocation Integration Calendar presented to CoA Budget Advisory Committee- September 2015
- Planning and Integration Model updated and approved by Budget Advisory Committee- November 2015
- CoA Budget Advisory Committee approved Planning and Budget Allocation Integration Calendar- February 2016
- CoA Budget Advisory Committee reviews and accepts revised Institutional Planning Handbook- February 2016
- CoA Institutional Planning Handbook 2016 approved by College Council- April 2016

**Recommendation 6**

In order to meet the Standards and the Eligibility Requirement, the team recommends that the College document the systematic assessment of course-level, program-level, and institutional learning outcomes and use this assessment to direct college and program improvement.

**Standards:** I.B.1, II.A.2.b, II.A.2.e, III.A.1.b, III.D.4; ER 10

**College Accomplishments:**

- Program Review Validation Process- November 2015
- Employee Voice Survey Completed- February 2016
- Institutional Learning Outcomes Assessment and Rubric endorsed Planning Research and Institutional Effectiveness Committee- March 2016
- Institutional Learning Outcomes Assessment and Rubric adopted by College Council- April 2016

**Recommendation 7**

In order to improve institutional effectiveness, the team recommends that the College document and use the assessment of student support services to engage in thoughtful reflection and improvement.

**Standards:** I.B.1, II.B.1, II.B.3.a, II.B.3.c, II.B.3.d, II.B.3.e, II.B.4, IV.A.

- Student Service Area complete Program Review and Annual Program Updates- September 2015
- Program Review Validation Process- November 2015
- Service Areas, such as Counseling, hold monthly meeting to discuss service, teaching/learning and program improvements

**Recommendation 8**

In order to meet the Standards, the team recommends that the College incorporate consistent and current data into the planning processes.

**Standards:** I.B.6, III.A.6

**College Accomplishments:**

- Student Achievement Data Released for Program Review and Annual Unit Plans- September 2015
- Student Equity Plan Finalized- December 2015
- Enrollment Management Plan approved by College Council- February 2016
- PASS Funding Proposals- April 2016
- Educational Master Plan approved by College Council- May 2016; PCCD Board of Trustees- June 2016

**Recommendation 9**

In order to meet the Standards, the team recommends that the College develop and implement a process for regular and ongoing evaluation and assessment of its governance and decision-making structures and process, and use the results to broaden employee participation and improve institutional effectiveness.

**Standards:** I.B.1, IV.A.5

**College Accomplishments:**

- Institutional Planning Handbook approved by College Council- October 2014
- Planning Cycle Diagram modified by Planning Research and Institutional Effectiveness Committee- November 2015
- Annual Institutional Effectiveness Survey Conducted- November 2015
- Modified Planning Cycle Diagram approved by College Council- December 2015
- Employee Voice Survey Conducted- February 2016

**Recommendation 10**

In order to meet the Standards, the team recommends that the College develop, implement, and assess a comprehensive enrollment management strategy based on qualitative and quantitative information that allows the College to clarify its identity while meeting its mission and the varied educational needs of its students, as well as ensuring that resources are allocated in a manner that effectively supports the direction of the College.

**Standards:** I.B.1, I.B.2, I.B.3, II.A.1.a, II.A.2

**College Accomplishments:**

- Draft Enrollment Management Plan Presented- August 2015
- Enrollment Management Committee Formed- September 2015
- Enrollment Management Plan adopted by College Council- December 2015
- 2015-16 Yearend Report Submitted to College Council- April 2016

**Recommendation 11**

In order to meet the Standard, the College should develop online tutoring for its distance education students.

**Standards:** II.B.1, II.C.1.a, II.C.1.c

**College Accomplishments:**

- College reviewed various vendors and solutions- Summer 2015
- Contract negotiations and implementation- Fall 2015
- College launched 24/7 tutorial service- January 2016

**Recommendation 12**

In order to meet the Standard, the team recommends that all personnel performance evaluations be made current according to the approved cycles.

**Standards:** III.A.1.b

**College Accomplishments:**

- Each Semester Department Chairs are provided a list of all PT and FT faculty requiring evaluation
- PT and FT Faculty Evaluation Timelines is distributed
- Tenure Review Committee (TRC) Coordinator facilitates Faculty TRC process
- Managers receive listing from HR with dates of yearly professional staff evaluations
- Administrators receive notification of educational administrators evaluation deadlines

**Recommendation 13**

In order to meet the Standard and the Eligibility Requirement, the team recommends that all faculty evaluations require the integration and analysis of the assessment of student learning outcomes.

**Standards:** III.A.1.c; ER 13

**College Accomplishments:**

- Faculty evaluations require integration and analysis of the assessment of student learning outcomes as part of the approved faculty self-evaluation forms

**Recommendation 14**

In order to improve institutional effectiveness, the team recommends the College collaborate with the District General Services Department of Risk Management to conduct a risk management assessment of College facilities and make recommendations to the College Facilities or College Health & Safety Committees that inform the College Maintenance and Repairs Priority Needs List.

**Standards:** III.B.1

**College Accomplishments:**

- RFP to conduct risk management assessment - Fall 2015
- Safety Presentation at Spring Flex Day- January 2016
- RFP to install Emergency Blue Phone System- Spring 2016

**Recommendation 15**

In order to meet the Standard, the team recommends that the College comply with the recommendation in the Department of Education Program Review dated January 5, 2015 in response to audit findings on data submitted to the NSLDS.

**Standards:** III.D.2.a, III.D.2.b, III.D.3.b, III.D.3.f

**College Accomplishments:**

- College submits response to US Department of Ed Program Review – March 2015
- Audit Fully Addressed - Spring 2016

**Recommendation 16**

In order to meet the Standards, the team recommends that the Budget Allocation Model be assessed for effectiveness to provide fair distribution of resources that are adequate to support the effective operations of the College.

**Standards:** III.D.2.a, IV.B.3.c

**College Accomplishments:**

- Budget Allocation Model Taskforce formed – October 2015
- Budget Allocation Model Taskforce submitted Yearend Report and Recommendations- May 2016

**Recommendation 17**

In order to meet the Standards and the Eligibility Requirement and to comply with the ACCJC Policy on Distance Education and Correspondence Education and the Policy on Substantive Change, the team recommends that the College submit substantive change reports to the Commission as soon as possible and receive approval to offer its programs through distance education and at the off-site science and laboratory building.

**Standards:** IV.A.4, ER 21

**College Accomplishments:**

- College submitted Substantive Change Report (Science Annex) – April 2015
- ACCJC accepted Substantive Change Report (Science Annex) – May 2015
- College submitted Substantive Change Report (Distance Education) – October 2015
- ACCJC accepted Substantive Change Report (Distance Education) – December 2015



**Recommendation 18**

In order to improve institutional effectiveness, the team recommends that the College establish a means to clearly identify and communicate recommendations made through the College governance structure and operational processes to the College president, and how those recommendations improve student learning programs and services. The outcomes of committee work and actions of the president in response to recommendations should be widely and effectively communicated to the College.

**Standards:** IV.A.1, IV.A.2, IV.A.3

**College Accomplishments:**

- Inaugural Issue of CoA Splash Newsletter – October 2015
- College Council approves Institutional Learning Outcomes assessment- October 2015
- Institutional Effectiveness Survey Completed – November 2015
- College Council approved Institutional Set-Standard benchmarks and assessment results –November 2015
- Employee Voice Survey Conducted- February 2016

**Recommendation 19**

In order to meet the Standards, the team recommends that the College president establish a collegial process that sets values, goals, and priorities; ensure that evaluation and planning rely on high quality research and analysis of external and internal conditions; ensure that educational planning is integrated with resource planning and distribution to achieve student learning outcomes; establish procedures to evaluate overall institutional planning and implementation efforts; and effectively control budget and expenditures.

**Standards:** IV.B.2

**College Accomplishments:**

- Mission Statement approved by College Council – October 2014
- Revised Program Review process launched- August 2015
- Vision, Vision and Values Statements reaffirmed by College Council – December 2015
- Revised Institutional Planning and Budget Handbook adopted by College Council – April 2016

**Recommendation 20**

In order to meet the Standard, the team recommends that the College and the District collaborate to clearly delineate and communicate the operational responsibilities and functions of the District from those of the College and consistently adhere to this delineation in practice; and regularly assess and evaluate District role delineation and governance and decision-making structures and processes to assure their integrity and effectiveness in assisting the College in meeting educational goals.

**Standards:** IV.B.3

**College Accomplishments:**

- Annual PBIM Summit and District goal setting– August 2015
- District Service Centers complete program review – September to December 2015
- Institutional Effectiveness Resource Team visits CoA September 2015 to March 2016
- Innovation and Effectiveness Plan adopted March 2016
- Education Master Plan meeting January 2016 to May 2016
- Educational master Plan adopted June 2016