Citrus College received the action letter from ACCJC reaffirming our accreditation on Wednesday, February 3, 2010.
The Evaluation Report from the visiting team included:

- An assessment of the college’s response to the seven recommendations from 2003
- An analysis of our self study findings in the four broad standards
- Six recommendations for further action
- Four commendations
Major Findings and Recommendations of the 2009 Visiting Team
Recommendation # 1

Over the last two years, the college has collected a significant amount of data for review and planning. In order to fully meet this standard, the team recommends that the college build upon its existing processes and better integrate the use of data in program review, planning, budgeting and decision-making.
Recommendation # 1

- Program review (annual and comprehensive) serves as the foundation for improvement of institutional effectiveness.
- The use of data is mandated in program review and plays a critical role in planning.
- Integrated planning manual documents the entire planning cycle.
Recommendation # 2

Recognizing the progress the college has made in developing SLOs at the course level, the team recommends that, in order to meet the standards by the Commission’s 2012 deadline, the college complete the development and use of SLOs at the course and program levels and include SLOs in all course syllabi, including distance education.
Recommendation # 2

- **Curriculum, Academic Senate and Educational Programs Committee** processes result in 98% completion of course level and 96% completion of program level outcomes and assessment.

- **Syllabi Workshop and Distance Education Committee** assessment plans ensure progress in outcomes inclusion in syllabi.

- **Student Learning Outcomes and Assessment Committee (Hotshots)** reviews ACCJC rubric bi-annually to ensure proficiency by 2012.
Recommendation # 3

In order to meet the standards, the team recommends that the college accelerate the program review timeline for student support services that have yet to undergo review and assess the effectiveness of recent program initiatives to Student Services and ensure that effective practices are maintained in the base budget.
Recommendation # 3

• *Instructional program review schedule*

• *Institutional support program review schedule*
Recommendation # 3 (continued)

- **STEM:** Supplemental Instruction, STEM Center, Math Success Center data indicate success in all these activities. New grants will seek to enhance and extend programs.

- **College Success:** Fast Track and Learning Communities indicate a higher success rate than traditional courses. ARCC data indicates high basic skills completion rate. Basic Skills Initiative funding and other grants continue to fund the program.

- **Bridges to Success:** Writing Café and English Supplemental Instruction data indicate a high success rate. Title V Bridges to Success grant through September 2014.
Recommendation # 4

The team recommends that the college update all policies with respect to recruitment and hiring documents, including the revisions of the equal opportunity and diversity clauses in the hiring documents and formalize all job descriptions. Further, the team recommends that the college review all policies and procedures with respect to evaluation of personnel, including reference to the use of student learning outcomes.
Recommendation # 4

Update Hiring Procedures:
• Full Time Faculty Hiring Procedure - anticipate Academic Senate approval in fall 2011.
• Classified Hiring Procedure to be completed fall 2011
• Adjunct Hiring Procedure to be completed spring 2012
• Management Hiring Procedure-to be completed spring 2012

Update Equal Employment Procedures:
• BP/AP 7100 adopted in spring 2010

Formalize Job Descriptions:
• Review of all Classified job descriptions to be completed in fall 2011
Recommendation # 5

In order to meet standards, the team recommends that the college complete its stated goal in its comprehensive planning agenda to “demonstrate its commitment to continuous quality improvement through the updating and review of the effectiveness of the college’s five major planning documents and be deliberate in utilizing the content within them in budget development.”
Recommendation # 5

Demonstrate commitment to continuous quality improvement through updating and reviewing effectiveness of the college’s five major planning documents; be deliberative in utilizing the content in budget development.

Review of Program Review process
  6-year program review
  Annual program review
  Integration of data

Integrated Planning Manual
  Guide for integrated institutional planning
  Model for linking planning and budget

Strategic Plan
  Five years
  Six focus areas
  Annual objectives

Educational and Facilities Master Plan
  Academic Affairs and Student Services
  Facilities
  Ten years
Recommendation # 5
Recommendation # 6

In order to improve, the team recommends that the published final budget would be more transparent and easier to understand if it includes a more detailed analysis of budget assumptions, descriptions of various funds and sources of revenue and an outline of the parameters for decision-making.
Recommendation # 6

Added to the budget book:

• Table of Contents
• Letter from the Superintendent/President
• A new “Development” tab that includes:
  • Description of Funds
  • Budget Calendar
  • Budget Development Assumptions
  • Budget Flowchart
  • PowerPoint Presentation
Recommendation from Self Study

As part of the comprehensive review and update of board policies, the superintendent/president will establish procedures to ensure future systematic evaluation and updates are incorporated into the planning processes of the institution.
What’s Next?
The action letter asks the college to submit a Follow-Up Report by October 15, 2011 demonstrating the college’s complete resolution of three of the six recommendations:

- **#1:** Better integrate the use of data in program review, etc.
- **#3:** Accelerate the program review timeline for programs that have yet to undergo review
- **#5:** Update and review the college’s five major planning documents
Midterm Report

The institution is required to submit a Midterm Report in the third year of the six-year accreditation Cycle

For Citrus, that will be the Fall of 2012
Learning Outcomes and Assessment
Proficiency

Current standards since 2002
Rubric on Student Learning Outcomes since 2007
Proficiency required in 2012
Recent Commission Actions
January 2011

Reaffirmed on Basis of Comprehensive Evaluation
Antelope Valley College
College of Marin
Moorpark College
Mt. San Antonio College
San Diego City College
San Diego Mesa College
Recent Commission Actions
January 2011

Placed on Warning Based on Comprehensive Evaluation
Evergreen Valley College
Irvine Valley College
Oxnard College
Saddleback College
San Diego Miramar
Ventura College

Placed on Probation Based on Comprehensive Evaluation
San Jose City College