



Compliance with Eligibility Requirements



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Citrus College continues to meet the 21 Eligibility Requirements for accreditation as set by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges.

1. Authority

Founded in 1915, Citrus College was the first two-year college established in Los Angeles County and the fifth such college in the state. Citrus College operates under the authority of the state of California, the board of governors of the California community colleges, and the Board of Trustees for the Citrus Community College District. Citrus College is fully accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

2. Mission

Citrus College has a [mission statement](#)¹ that defines the institution's broad educational purposes, its intended student population and its commitment to student learning, student success, and educational excellence. The Citrus College mission statement was adopted by the Board of Trustees in 2012 and was affirmed in November 2014. The mission statement is published in the college catalog, schedule of classes, college website, [integrated planning manual](#)², [organization and governance handbook](#)³, [Citrus Community College Board of Trustees highlights](#)⁴ and [annual report to the community](#)⁵.

3. Governing Board

Voters within the Citrus Community College District elect the district's five-member Board of Trustees to represent five designated trustee areas. The board

members govern on behalf of the citizens of the Citrus Community College District in accordance with the authority granted and duties defined in [Education Code Section 70902](#)⁶. This board sets policy and provides direction and goals for the District. The Citrus Community College District Board of Trustees is responsible for monitoring the institutional performance and educational quality, integrity, and financial health and stability of the district, as articulated in [Board Policy 2200, Board Duties and Responsibilities](#)⁷ and the board considers constituent and public interests in its decision-making. The board is an independent policy-making body and ensures that the educational mission of the District is implemented while advocating for and protecting the District. Citrus College [Board Policy](#)⁸ and [Administrative Procedure 2710, Conflict of Interest](#)⁹ ensure interests are disclosed and do not interfere with the impartiality of governing board members or outweigh the greater duty to secure and ensure the academic and fiscal integrity of the College.

4. Chief Executive Officer

The Citrus College Board of Trustees appoints the superintendent/president as a full-time chief executive officer, and delegates to her the authority to administer board policies and to supervise the general operations of the college, as described in [Board Policy 2430, Delegation of Authority to Supt/President](#)¹⁰. The chief

executive officer of Citrus College is Geraldine M. Perri, Ph.D., who has served in this capacity since July 2008.

5. Administrative Capacity

The administrative capacity of Citrus College is documented in the [organizational charts](#)¹¹ contained in this Self Evaluation Report. The administrators have full-time responsibility to provide leadership in their assigned areas. Administrators are selected based on preparation and experience and are evaluated annually based on performance of duties. Citrus College provides administrative services in support of its mission and purpose.

6. Operational Status

Citrus College served approximately 11,313 full-time-equivalent students with an annual enrollment of 18,637 in the 2013-2014 academic year. The [Citrus College Fact Book](#)¹² contains data about student achievement, demographics, degrees, certificates, and transfers. Evidence in the fact book demonstrates that students actively pursue degrees and certificates. Enrollment information is also available from the California Community Colleges Chancellor's Office.

7. Degrees

The Citrus College catalog lists the degrees the College offers and identifies the courses required for completion of degrees and certificates. The College offers associate degrees in 46 fields of study and 15 associate degrees for transfer as well as certificates of achievement and skill awards offered in 48 career/technical programs of study. Citrus College conferred 1,963 degrees during the June 2014 commencement including 397 transfer degrees. The number of degrees and certificates granted each year is

available in the [Citrus College Fact Book](#)¹³. A significant proportion of Citrus College students are enrolled in programs whose offerings lead to degrees and certificates.

8. Educational Programs

The associate of arts and associate of science degree programs at Citrus College are congruent with the College's mission. By authorization of the Board of Governors of the California Community Colleges, the College confers the associate of arts and the associate of science degree to those who complete 60 units of degree-applicable coursework including general education and major requirements. Fields of study are recognized as appropriate to higher education and are of sufficient content, length, quality and academic rigor. The College also awards certificates for specially designed learning activities.

9. Academic Credit

Citrus College awards credit based on the traditional Carnegie unit, which is the generally accepted standard for degree-granting institutions of higher education. The College accepts transfer credits from other regionally accredited institutions to meet degree and transfer requirements as described in the [2014-2015 College catalog on page 16](#)¹⁴. [Administrative Procedure 4050, Articulation](#)¹⁵ details the process for accepting units from other institutions of higher learning.

10. Student Learning and Achievement

Citrus College defines student learning outcomes for courses, programs, certificates and degrees, student services, academic support, and appropriate administrative support services. Achievement outcomes are defined as well. Citrus College publishes learning

outcomes for programs, degrees, certificates, and programs in the Citrus College catalog. Learning outcomes for courses are published in a variety of documents that include the course outlines of record and program review reports. The [five-year program review cycle](#)¹⁶ as well as the annual program review process ensures that learning outcomes are assessed regularly and systematically to support student learning and achievement.

Course-level learning outcomes are the foundation for outcomes and assessment at the program, degree and certificate, and general education levels. These linkages ensure that students who complete programs achieve stated outcomes.

11. General Education

To ensure breadth of knowledge and to promote intellectual inquiry, Citrus College has established general education requirements for the associate of arts and the associate of science degrees. All requirements are published in the college catalog and include demonstrated competencies in writing, reading, and computational skills, as well as an introduction to major areas of knowledge. Degree credit is consistent with levels of quality and rigor appropriate to higher education.

12. Academic Freedom

Citrus College's faculty and students are free to examine and test all knowledge appropriate to their discipline or area of major study as judged by the academic community in general. [Board Policy 4030, Academic Freedom](#)¹⁷ contains the District's academic freedom statement.

13. Faculty

Citrus College has 157 full-time faculty, who teach approximately 56 percent of the

college's courses. Adjunct faculty teach the remaining courses. All full-time faculty names and degrees are published in the catalog. The role of faculty in the development and review of curriculum is stated in [Administrative Procedure 4020, Instructional Programs and Curriculum](#)¹⁸ and [Administrative Procedure 4021, Instructional Program Viability](#)¹⁹. The Citrus College [academic senate constitution and bylaws](#)²⁰ state that the curriculum committee, made up of faculty representatives from instructional departments, has the responsibility to approve and revise curriculum. The chair of the curriculum committee is a faculty member, and the committee is under the purview of the academic senate. The student learning outcomes and assessment committee, known as the HotShots, provides leadership to the faculty in the development and assessment of student learning outcomes. Individual faculty members have the responsibility to assess student learning and assign grades for students enrolled in their classes.

14. Student Services

Citrus College provides comprehensive student services that foster student learning consistent with student characteristics and the institutional mission. All support programs are outlined in the College catalog, schedule of classes, and College website. Services include admissions and records, financial aid, counseling, career counseling, transfer, Disabled Students Programs and Services, Educational Opportunities Programs and Services, California work opportunity and responsibility for kids, assessment, orientation, health, safety and security, food services, bookstore, international students, veterans, and outreach.

15. Admissions

The Citrus College catalog describes the institution's admissions policies and procedures, which are in compliance with state regulations. [Board Policy 5010, Admission and Concurrent Enrollment](#)²¹ delineates admissions requirements.

16. Information and Learning Resources

Citrus College provides long-term access to sufficient information and learning resources and services to support its mission and instructional programs in whatever format and wherever they are offered. The College ensures this through the services of the Hayden Memorial Library and media services, specialized and open computer labs, and technology support. Information and learning resources include library services and collections, tutoring, learning centers, computer laboratories, and learning technology development and training. Library and learning center support services are provided to all students regardless of location or means of instructional or service delivery.

17. Financial Resources

Citrus College is funded by the state of California based on appropriation guidelines and determined by the number of full-time equivalent students. The College has budget management practices that provide for fiscal stability, with an ending balance that exceeds the state minimum requirement. The District budget is approved by the Board of Trustees and is available in board agendas, minutes, and in public areas of the College.

18. Financial Accountability

Citrus College undergoes an annual financial audit by an independent certified public accounting firm and makes this audit available to the public. The firm makes a presentation to the Board of Trustees in public session about the findings of the audit and explains any recommendations. The financial statements and audit reports are available in the office of the vice president of finance and administrative services. Citrus College adheres to specific board-approved policies and administrative procedures governing responsible allocation of funds to support educational programs and services.

19. Institutional Planning and Evaluation

Citrus College uses its program review process in instruction, academic support, student services, and administrative services to evaluate the ways in which it accomplishes its mission. The College has assigned a faculty member to chair and coordinate the program review process. The College publishes information about the outcomes for students online, in the catalog, and in program review documents, as well as in the [Citrus College Fact Book](#)²², which presents a wide array of data about student demographics, performance, and achievement. Institution-level student learning outcomes are published online and in the catalog. Program-level outcomes and program-level assessments are posted on the College website. The College includes the campus community in the strategic planning process with [five year goals](#)²³ and [annual implementation plans](#)²⁴. The College has assigned a faculty member to coordinate the student learning outcomes and assessment process and to chair an oversight committee for student

learning outcomes, the [HotShots](#)²⁵. To further strengthen the program review process, the College has assigned a faculty member to coordinate and chair the [program review committee](#)²⁶.

20. Integrity in Communication with the Public

The Citrus College catalog serves as the primary document for public information about the College. Information in the catalog is reviewed annually before publication to ensure that information is accurate and current. The catalog includes information for students and the community explaining the educational mission of the College; accreditation status; course, program, and degree offerings; student learning outcomes for programs and degrees; academic calendar; admissions requirements; academic freedom statement; student services and learning resources; names and degrees of administrators and faculty; names of governing board members; student fees and refunds; and policies on the

acceptance of transfer credits, nondiscrimination and sexual harassment, and complaint procedures. The [catalog](#)²⁷ is available in print copy and on the college website.

21. Integrity in Relations with the Accrediting Commission

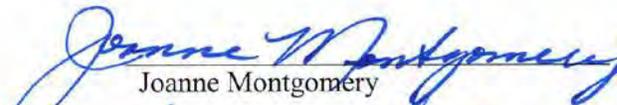
Citrus College adheres to the eligibility requirements, standards and policies of the Accrediting Commission for Community and Junior Colleges. The College complies with all Commission requests and reporting requirements with full and honest disclosure in a timely manner. This includes requests for approval of substantive changes to educational mission or programs. Citrus College has maintained its good standing with the accrediting Commission since its initial affirmation in 1952. The College submits all reports on time, and the reports are reviewed and acknowledged by the Commission. Citrus College adheres to all Commission standards and policies as they are implemented and revised.

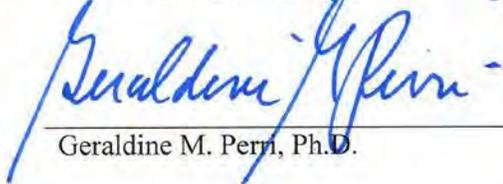
Evidence

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| Intro-C-1 | Citrus College Mission Statement |
| Intro-C-2 | Integrated Planning Manual 2014-2015 |
| Intro-C-3 | Organization and Governance Handbook |
| Intro-C-4 | External Relations > Board Highlights 2015 |
| Intro-C-5 | Info > Annual Report to the Community 2012-2013 |
| Intro-C-6 | Education Code Section 70900-70902 |
| Intro-C-7 | Citrus College Board Policy BP 2200 |
| Intro-C-8 | Citrus College Board Policy BP 2710 |
| Intro-C-9 | Citrus College Administrative Procedure AP 2710 |
| Intro-C-10 | Citrus College Board Policy BP 2430 |
| Intro-C-11 | College Organizational Chart, top level |
| Intro-C-12 | Institutional Research > Fact Book |
| Intro-C-13 | Institutional Research > Fact Book |
| Intro-C-14 | Citrus College Catalog 2014-2015 |
| Intro-C-15 | Citrus College Administrative Procedure AP 4050 |
| Intro-C-16 | Program Review – Home |
| Intro-C-17 | Citrus College Board Policy BP 4030 |
| Intro-C-18 | Citrus College Administrative Procedure AP 4020 |
| Intro-C-19 | Citrus College Administrative Procedure AP 4021 |
| Intro-C-20 | Academic Senate Constitution |
| Intro-C-21 | Citrus College Board Policy BP 5010 |
| Intro-C-22 | Institutional Research > Fact Book |
| Intro-C-23 | Strategic Plan 2011-2016 |
| Intro-C-24 | Strategic Planning > Annual Implementation Plan |
| Intro-C-25 | Student Learning Outcomes and Assessment – Home |
| Intro-C-26 | Program Review Committee |
| Intro-C-27 | College Catalog Index |

Certification of Continued Institutional Compliance with Commission Policies

We certify that Citrus College continues to meet institutional compliance with Commission policies.


Joanne Montgomery President, Board of Trustees


Geraldine M. Perri, Ph.D. Superintendent/President

