

# ABSTRACT OF THE SELF STUDY

## **STANDARD ONE: INSTITUTIONAL MISSION**

The college adopted its mission statement in 1996. This statement appears in the college catalog:

To improve a dynamic and diverse society, the mission of Citrus College is to meet the many educational needs of the students and the communities of the San Gabriel Valley by providing a center for lifelong learning, career education and cultural development in a safe, friendly, accessible environment where people may develop individual excellence.

The statement serves the college effectively. Its language is clear and is easily understood by staff and students.

## **STANDARD TWO: INSTITUTIONAL INTEGRITY**

Citrus College is clear and accurate in publications and other information provided to students and the public. The catalog and class schedule are carefully reviewed and regularly updated to maintain accuracy. The Citrus College Board of Trustees' policies, as well as the bargaining agreement, outline protections for academic freedom. The catalog includes the student code of conduct.

The college also provides for the needs of non-traditional students, including underrepresented students and students with disabilities.

Citrus College athletic programs practice honesty and integrity in all activities. The college is governed by the state athletic code and outlines the expectations of each coach in a coaching handbook.

The college continues to comply with honesty and integrity to all commission standards and requirements.

## **STANDARD THREE: INSTITUTIONAL EFFECTIVENESS**

Citrus College has a program review process in place for all instructional and student service programs. These documents are used for long-range planning and are included in the *Educational and Facilities Master Plan*, which projects changes over the next 10 years.

Citrus College has a varied history with institutional research. Over the past several years, the college has used classified specialists and management directors to coordinate campuswide research efforts. Recently the position of director of institutional research and planning was eliminated, so the college is again in transition in this area.

## **STANDARD FOUR: EDUCATIONAL PROGRAMS**

Citrus College offers many programs designed to accommodate a wide range of student needs, as well as to meet standards outlined in the Califor-

nia Education Code. The campus enrolls approximately 12,000 students each term and has responded to the need for adequate technological resources to support learning.

Counseling and advising services are available to all students enrolled in certificate, associate degree and transfer curriculums. Course outlines describe expected student outcomes. The program review process measures program effectiveness and plans for the future.

All programs, including distance education courses, are offered with appropriate levels of student support.

### **STANDARD FIVE: STUDENT SUPPORT AND DEVELOPMENT**

Citrus College maintains a comprehensive student support and development program. The college catalog is the official document that provides information to students regarding policies, services and programs. The college identifies student needs and provides appropriate educational and learning support programs. Special support, such as tutoring and disabled services, are provided for students when needed.

Opportunities for students to participate in student activities, including student government, clubs and campus committees, are available.

The assessment program offers pre-enrollment assessment in English, English as a second language, mathematics and reading. The college also places an emphasis on supporting students' diverse needs. Support programs, particularly Extended Opportunity Programs and Services, Disabled Students Programs and Services and financial aid, are widely used.

Involvement in student government varies each term, but there is generally a core of active students who participate.

### **STANDARD SIX: INFORMATION AND LEARNING RESOURCES**

Citrus College provides a variety of information and learning resources for students and staff. The library has recently been remodeled and expanded. Most of the library's equipment, including nearly 100 student computers, are new as of 2002. Learning Center labs provide instructional support for traditional and distance education students and instructors. In addition, the college has 30 computer labs with over 1,000 computers available for student use. The library, Learning Center and Management Information Systems Office ensure faculty involvement regarding purchases that enhance student learning. Each of these areas oversees equipment and materials to make sure that they maintain their usefulness and are in good repair.

Professionally qualified staff provide support to students and instructors to enhance instructor knowledge and student learning. Financial resources are sufficient to support the programs in place. Appropriate evaluation measures are in place to monitor the effectiveness of information and learning resources.

### **STANDARD SEVEN: FACULTY AND STAFF**

Citrus College has sufficient numbers of well-qualified faculty and meets state requirements for balancing the number of full-time and part-time hiring obligations. Classified staff positions are carefully screened for education and training

requirements. The college produces job announcements that are clear and approved by union leadership. The manager who oversees the discipline with an open position reviews faculty announcements. To ensure effective teaching and the potential to contribute to the institution, a teaching demonstration is required of all prospective faculty candidates. The committee and president explore the candidate's potential to contribute to the mission.

Full-time evaluation systems are in place for faculty, management and all other staff. For faculty, the *Evaluation and Tenure Policy Regulation Handbook* guides the team through the process. Managers have a process that works well too, but other staff may want to revisit the process and forms now in place.

The college makes a number of appropriate staff development opportunities available to management, faculty and staff. The college is exploring the best way to use the limited monies available for this purpose. Planning and evaluation of all staff development activities is extensive and includes campuswide input from all those who participate in the programs.

## **STANDARD EIGHT: PHYSICAL RESOURCES**

Citrus College occupies 104 acres and has 48 structures, including 31 buildings. The *Educational and Facilities Master Plan* describes maintenance and improvement plans needed over the next decade. Since the last accreditation team visit, the college has completed four major capital projects that include renovation of the physical sciences building, cosmetology facilities, adaptive physical education facility and Hayden Memorial Library. A math and science building is scheduled to begin construction in 2003.

The maintenance staff is responsible for maintenance and operation of facilities. Staff members do a good job given the challenges, but the department needs more workers. Support and maintenance of equipment varies widely. The college purchases agreements with vendors to maintain equipment that cannot be maintained by college staff.

## **STANDARD NINE: FINANCIAL RESOURCES**

Citrus College financial planning is closely linked to the *Educational and Facilities Master Plan*. Department needs are addressed through the program review process and needs identified through the review appear in the report. The plan supports the educational objectives of the institution, and the college has had wide participation in writing the plan. Institutional guidelines and processes for financial planning are clearly defined and followed. There is little variation from the proposed budget and actual spending. This demonstrates that the planning process is working well.

Some constituencies have commented that budgets are not always shared with individual departments.

## **STANDARD TEN: GOVERNANCE AND ADMINISTRATION**

The Citrus College Board of Trustees includes five elected members and one student trustee. The board oversees district programs and services through its policies and delegation of responsibilities to district personnel. California state requirements are adhered to, and the board acts in a manner consistent with its policies. Board policies are clearly defined, published and available for review.

The board recently selected a new college superintendent/president and confirms the appointment of other academic and administrative officers.

Well-qualified administrators, who oversee daily operations, support the superintendent/president.

Involvement in the accreditation process is important to the board; one board member served as a co-chair for Standard 10.

Administrators and faculty do not share the same perspective on institutional governance. Several years ago, the college moved to a model that replaced department chairs with associate deans. There is still some disagreement surrounding this matter and others. The college clearly states the role of staff in institutional governance, and staff actively participate in this role.

## **SPECIAL REPORT ON DISTANCE EDUCATION**

The distance education program has increasingly become an important mode of delivery for the students. The college offers an associate in arts, associate in science and associate in arts in liberal arts with most classes available online. In 2000, the Academic Senate approved guidelines for all distance education courses to ensure quality and consistency. This special report provides a thorough review of how this mode of delivery is working at the college.