

CITRUS COLLEGE CERTIFICATION OF CONTINUED COMPLIANCE WITH ELIGIBILITY REQUIREMENTS

AUTHORITY

Citrus College is authorized to operate as an educational institution and award degrees through governance by the Citrus Community College District Board of Trustees, which derives its authority from the California Education Code. The college is regulated by the California Community Colleges Board of Governors and is accredited by the Western Association of Schools and Colleges as well as other specialized accrediting agencies.

MISSION

Citrus College's mission statement was adopted by the district June 26, 1996. The statement is clearly defined and is appropriate to a degree-granting institution of higher education and the constituency served. The mission statement appears in the catalog and all class schedules.

GOVERNING BOARD

The Board of Trustees of the Citrus Community College District is a functioning governing board bearing the responsibility for the quality and integrity of the institution and for ensuring that the college's mission is carried out. The board

consists of five elected members and a non-voting student member. The voting members are elected by the community from five district areas that have developed along school district lines. The board is sufficient in size and composition to fulfill its responsibilities as consistent with the California Education Code. The majority have no employment, family or personal financial interest in the institution and annually verify compliance with the state's conflict of interest code.

CHIEF EXECUTIVE OFFICER

The new college president was selected by the district board in April 2003 from finalists identified by a campus committee. The president's primary responsibility is to the Citrus Community College District, the fulfillment of the college's stated mission, and adherence to federal, state and local mandates and board policies. The president's most important charge is to lead effectively in fiscal management, long-range planning, achievement of goals, cultivation of human resources and institutional integrity.

ADMINISTRATIVE CAPACITY

The Citrus Community College District and appropriate faculty and staff establish clearly delineated and published standards for fulfillment of administrative duties and responsibilities. Careful screening of candidates confirms experience, credentials and personal and professional capacity to support the college mission and purpose.

OPERATIONAL STATUS

Approximately 12,000 credit students enroll each semester, which includes full- and part-time students taking day and/or evening classes. Students are seeking fulfillment of transfer, general education, associate degree or certificate requirements. Additionally, 3,000 students enroll in noncredit classes offered through the continuing education program. Credit and continuing education class schedules are published at least two times per year.

DEGREES

The college catalog lists all requirements for the associate in arts and the associate in science degrees and certificate programs, as well as course descriptions for all credit courses. Students indicate their educational goals as part of the application and registration process. The majority of students are seeking a degree or certificate and/or wish to prepare for transfer to a four-year institution.

EDUCATIONAL PROGRAMS

The associate in arts and associate in 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 in arts and the associate in science degree to those who complete 60 degree-applicable units including general education and major requirements. Fields of study are recognized as appropriate to higher education and are sufficient in content, length, quality and academic rigor. The college also awards certificates for specially designed learning activities.

ACADEMIC CREDIT

The college awards academic credit based on generally accepted practices in degree-granting institutions of higher education.

EDUCATIONAL OBJECTIVES

The college's educational objectives and objectives for degree and certificate programs are published in the Citrus College catalog. All course outlines approved by the Curriculum Committee are required to have clearly stated objectives and learning outcomes.

GENERAL EDUCATION

To ensure breadth of knowledge and promote intellectual inquiry, the college has established three options for general education requirements, including the Citrus College general education requirements, the California State University general education requirements and the Intersegmental General Education Transfer Curriculum (IGETC).

All requirements are outlined and published in the catalog. The general education components

include demonstrated competencies in writing, reading and computational skills, and an introduction to major areas of knowledge. Credit is consistent with levels of quality and rigor appropriate to higher education.

FACULTY

Citrus College has 172 full-time faculty, representing approximately 64 percent of the teaching capacity needed. Adjunct faculty represent 36 percent of the teaching staff. All full-time faculty names and degrees are published in the catalog. Replacements of faculty and new faculty positions are determined by a committee of faculty and administrators according to published criteria. Faculty meet the teaching/hiring requirements of Title 5 and are substantially qualified and experienced to support the college's educational programs and mission.

STUDENT SERVICES

Student service provides comprehensive services and development programs consistent with student characteristics and the institution. Such services and programs are outlined in the catalog, the *Citrus College Planning Guide for Associate Degree and Transfer* and other student resources. Special programs for the learning disabled and educationally and economically disadvantaged students are conducted. Campus centers are in operation for transfer, international students and assessment processes. A full program of student life includes clubs and leadership opportunities for a diverse student population.

ADMISSION

Admission policies are consistent with the college's mission and specify the qualifications of

students appropriate for all programs. Admission information and requirements are published in the college catalog. Applications are available in the class schedule and also can be found on the college web site.

INFORMATION AND LEARNING RESOURCES

The college has a full-service library, media services and computer center. Internet access is available to faculty, staff and students. An instructional center is dedicated to distance learning resources, and 30 learning resource labs are available for student and instructor use. There is sufficient access to information and learning resources and services to support the college's mission and its educational programs.

FINANCIAL RESOURCES

The funding base, financial resources and plans for financial development are adequate to support the college's mission and educational programs. The college budget is available and is reviewed regularly. The college maintains conservative financial management policies and practices that ensure fiscal stability. Districtwide quarterly reports are presented to the board in public session.

FINANCIAL ACCOUNTABILITY

The Citrus Community College District demonstrates financial accountability through the findings of an independent auditor secured by the board. The independent audit report is presented annually to the board in public session. The board reviews audit findings, any exceptions, letter to management and any recommendations

made by the audit firm. In all fiscal matters, the college adheres to board-approved policies and procedures.

INSTITUTIONAL PLANNING AND EVALUATION

Citrus College has an educational and facilities master plan. The 10-year plan was developed in 2000 through a campuswide process and approved by the board on May 15, 2001. The plan evolved from departmental, division and service area plans covering all operations of the college. An institutionwide system for program review is in place with program review validation processes formally established for both instruction and student services.

PUBLIC INFORMATION

All information pertinent to mission, objectives, admissions requirements and procedures, rules and regulations directly affecting students, programs and courses, degrees offered, requirements, costs, refund policies, grievance procedures, academic credentials of faculty and administrators, and other items relative to attending the institution and withdrawing from it are published in the college catalog.

RELATIONS WITH THE ACCREDITING COMMISSION

The Citrus Community College District assures that the institution adheres to the eligibility requirements and accreditation standards and policies of the commission. The institution describes itself in identical terms to all its accrediting agencies, communicates any changes in its accredited status and agrees to disclose information required by the commission to carry out its accrediting responsibilities.

STATEMENT OF ASSURANCES

We hereby certify that the Citrus Community College District continues to meet the eligibility requirements for accreditation.

Edward C. Ortell
President, Citrus Community College District
Board of Trustees

Michael J. Viera
Superintendent/President, Citrus College