

# All-Campus Accreditation Forum



Wednesday, September 30, 2009

# OVERVIEW

- Process and Timeline
- Review of Responses to Prior Recommendations
- Chapter Reviews
- Institutional Planning Agendas
- Program Review
- Planning
- Student Learning Outcomes
- Site Visit Schedule

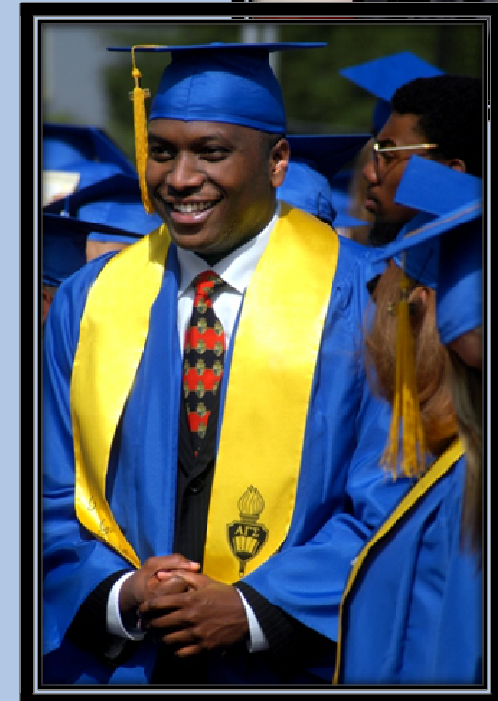
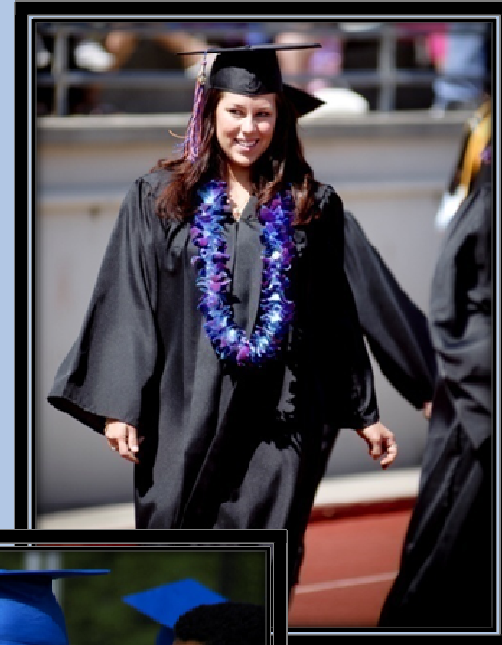


# Process and Timeline



# PROCESS AND TIMELINE

- Co-chair committee began meeting in February '08
- Drafts of chapters completed in Fall '08
- Drafts edited and shared campuswide Spring '09
- Approval by Steering Committee in June and Board of Trustees in July '09
- Self Study published on college website in August '09
- Site visit – October 12 through 15



# Response to Prior Recommendations



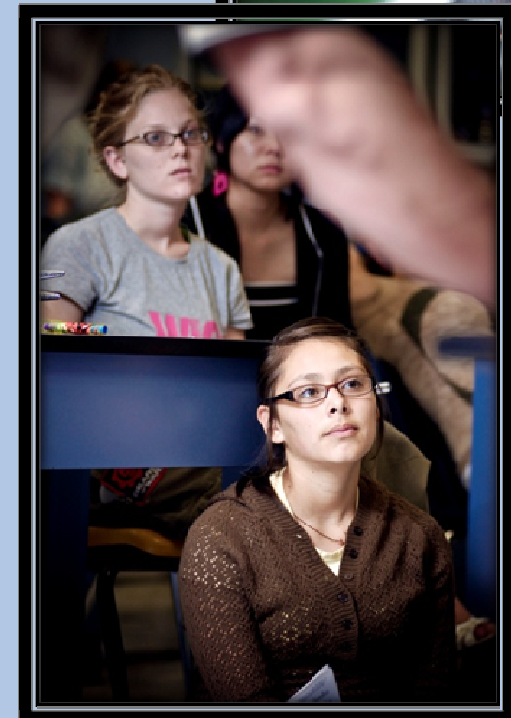
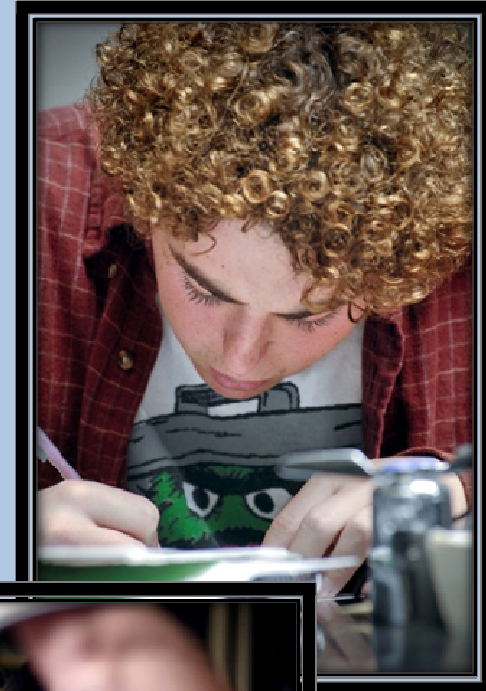


# RESPONSE TO PRIOR RECOMMENDATIONS

1. Review the mission statement and implement a mission statement review process to ensure it remains current.



*Current statement adopted in 2006 and is the foundation for the Strategic Plan. Institutional planning agenda #5 specifies the mission statement will be updated on a regular basis.*



# RESPONSE TO PRIOR RECOMMENDATIONS

2. Implement a strategic plan emanating from the mission statement, link all other planning documents to both and ensure:

- They have measurable outcomes with timelines and identified staff responsible for implementation.
- They are clearly tied to the budgeting process.
- There are sufficient resources allocated, especially in the area of research.

*The Strategic Plan was developed in spring and fall 2007 with annual updates to accomplish stated goals.*



# RESPONSE TO PRIOR RECOMMENDATIONS

3. The administration and Academic Senate exercise the responsibility with which they are charged under board policy on the Curriculum Committee:

- ☑ *In 2003, improvements were made to membership structure of the Curriculum Committee. Faculty are voting members, administrators provide support, agendas are set by the faculty chair.*







# RESPONSE TO PRIOR RECOMMENDATIONS

4. Careful consideration should be given to increase resources for counseling services to support a diverse student population.



*Number of full time counselors has increased from 12 to 19 since the last accreditation visit.*

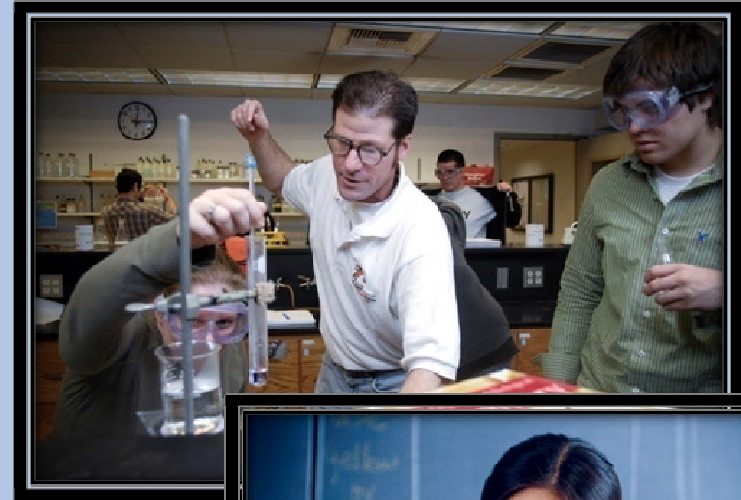


# RESPONSE TO PRIOR RECOMMENDATIONS

5. Carefully review decisions regarding the appropriate number of full time faculty to ensure there are sufficient faculty to support the quality of programs and services offered.



*The college has met or exceeded its full time faculty obligation since the last accreditation visit.*



# RESPONSE TO PRIOR RECOMMENDATIONS



6. Find ways to define and clarify governance decision making and communication so there is a clear understanding of roles and responsibilities.



*Technical assistance visit outcome resulted in a commitment to work toward collaborative governance decision making, including:*

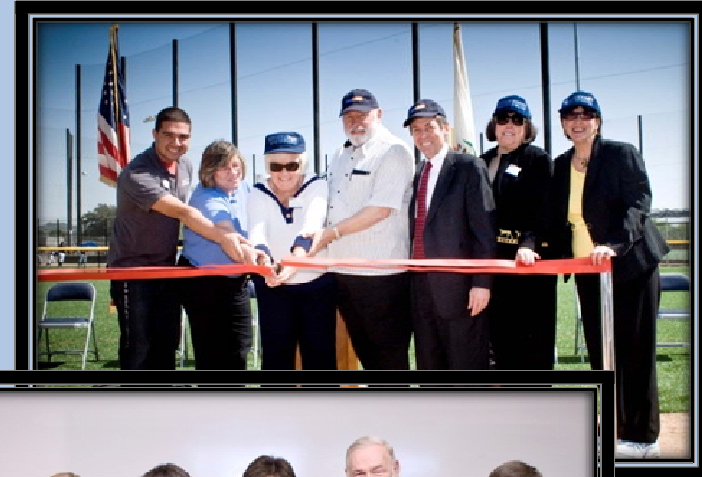
- *Big 5*
- *Agenda Review*
- *Improved Website*
- *Organization & Governance Handbook*
- *Strategic Planning Goal: Communication*
- *Board Policy Update*
- *Campus Forums*



# RESPONSE TO PRIOR RECOMMENDATIONS

7. It is recommended the Board of Trustees adopt a code of ethics statement, implement a process for self-evaluation, and develop annual goals and objectives aligned with the college mission and goals.

- ☑ *Board Code of ethics statement and policy adopted.*
- ☑ *Annual board self-evaluation process in place since 2003.*
- ☑ *Board goals and objectives developed and updated annually.*



# Chapter Reviews





# STANDARD IA: MISSION

- **Major Strengths**
  - The mission statement communicates the college's commitment.
  - The mission statement is one of the five major planning documents.
  - The mission statement guides the process by which we direct the college's efforts.
- **Findings**
  - Sets the tone for all policies, procedures, goals and objectives.
  - Guides us to be intentional in planning, budgeting and resource allocation.





# STANDARD IB: INSTITUTIONAL EFFECTIVENESS

## ● Major Strengths

- Program review is the most comprehensive and fundamental planning process collegewide.
- The strategic planning process is integrated with area and departmental planning.
- The re-establishment of an institutional research office contributes to more consistent evidence-based decision making practices.

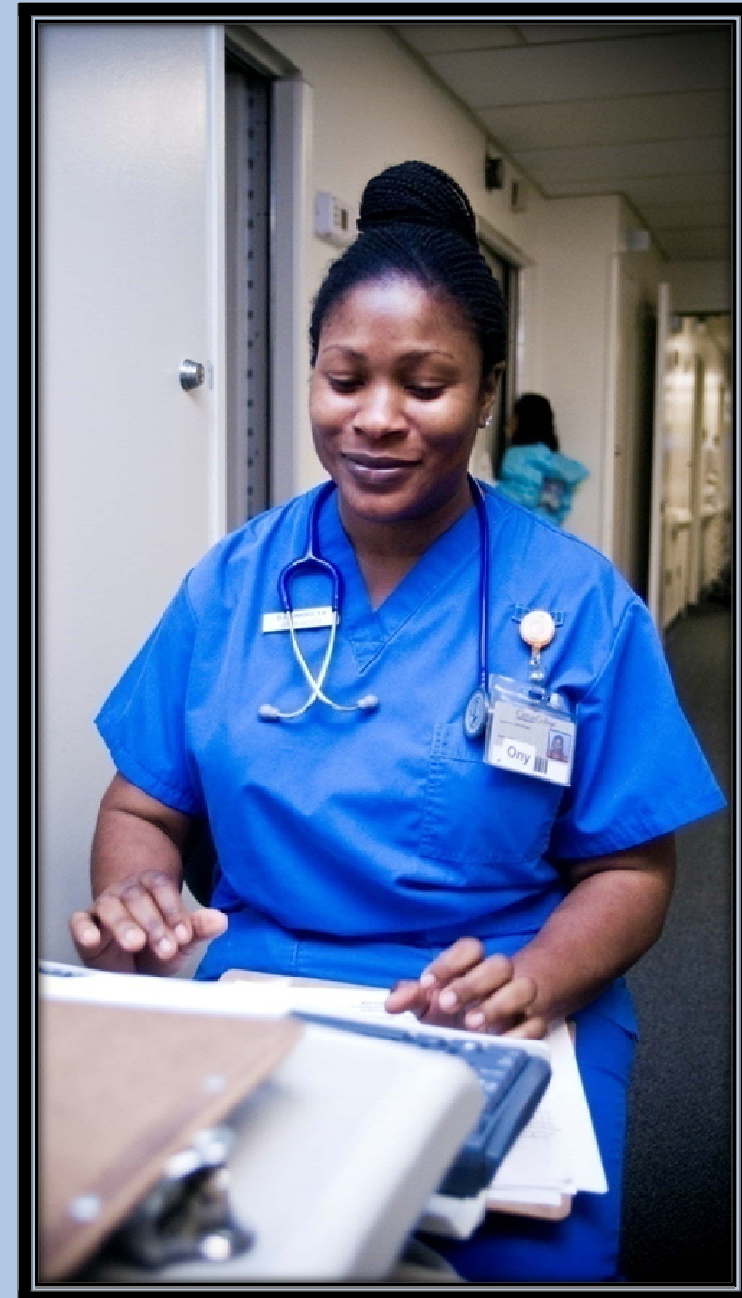
## ● Findings

- Continuous quality improvement will come through reviewing the effectiveness of major planning documents and deliberately linking to resource allocation (Planning Agenda 5).



# STANDARD IIA: INSTRUCTIONAL PROGRAMS

- **Major Strengths**
  - Many areas are involved in ensuring the quality of courses offered.
  - Faculty, administration and institutional research are involved in the program review process.
  - SLOs are integrated into courses and are driving the evaluation and budget planning process.
- **Findings**
  - Complete the integration of SLOs and continue assessing (Planning Agenda 1).







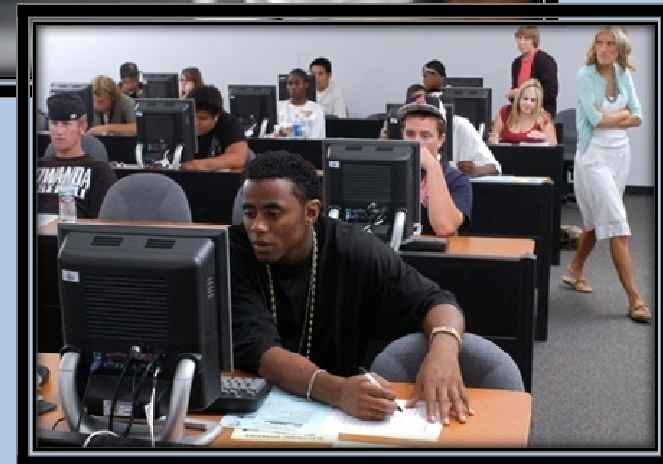
# STANDARD IIB: STUDENT SUPPORT SERVICES

- **Major Strengths**
  - SLOs completed in all student services programs over the last two years. Assessment completed in most programs.
  - Student services goals are reviewed annually and aligned with board goals and major planning documents.
  - Excellent coordination between student services and instruction.
  
- **Findings**
  - Completion of online counseling, online appointment scheduling and electronic transcripts is necessary.

# STANDARD IIC: LIBRARY AND LEARNING SUPPORT SERVICES

## ● Major Strengths

- TeCS provides semiannual process to request new online equipment and an maintenance program for requests.
- The Library offers twice as many instruction sessions with fewer faculty than other California community colleges of equal size.
- The Learning Center's online tutoring program was the first in the nation.

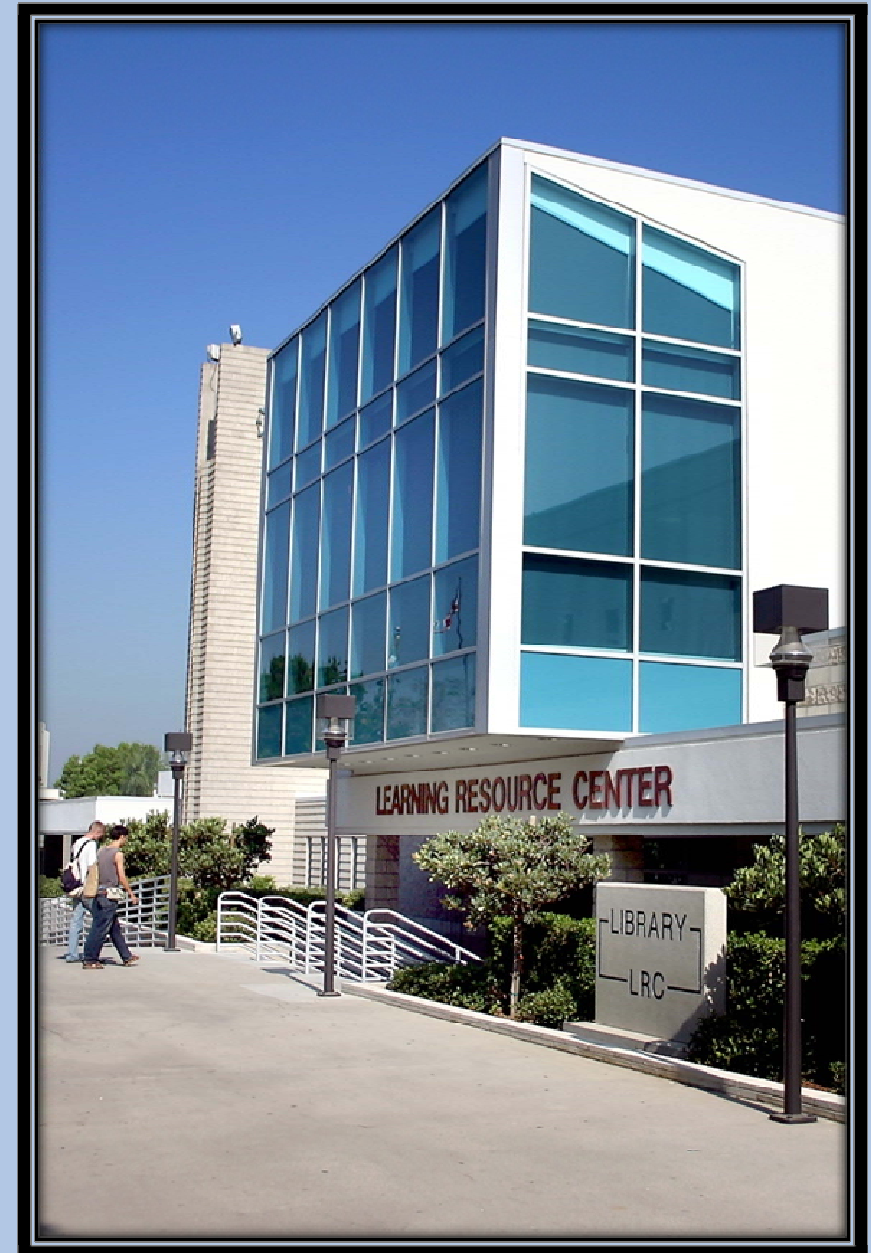


# STANDARD IIC: LIBRARY AND LEARNING SUPPORT SERVICES



## Findings

- The college needs a computer room for reserveable use.
- Need a method to authenticate users of online library databases.
- Expand and/or reconfigure Learning Center space.



# STANDARD IIIA: HUMAN RESOURCES

## ● Major Strengths

- District employees meet or exceed minimum qualifications. Met or exceeded full time faculty hiring obligations since 2004.
- Number of employees in historically underrepresented groups has increased.
- Teaching effectiveness is measured using a variety of criteria.
- Faculty hiring established through FNIC and supported by program review.





# STANDARD IIIA: HUMAN RESOURCES



## Findings

- Revise classified job descriptions and establish a process to ensure periodic updating by 7/1/10  
(Planning Agenda 2).
- Develop written board policies and procedures for hiring classified and management positions by 7/1/10  
(Planning Agenda 3).
- Work with appropriate constituent groups to review and revise evaluation process.
- Work with appropriate bargaining unit to review and revise Human Resources policies and procedures.
- Develop new non-discrimination and equal employment policies and procedures.



# STANDARD IIIB: PHYSICAL RESOURCES

## ● Major Strengths

- Facilities Master Plan has endured with few adjustments needed.
- Construction program on time, on target and within budget.

Physical resources integrated with institutional planning.

- Scheduled maintenance projects continue during implementation of Master Plan.

## ● Findings

- Need to ensure safety supplies are available in individual buildings.





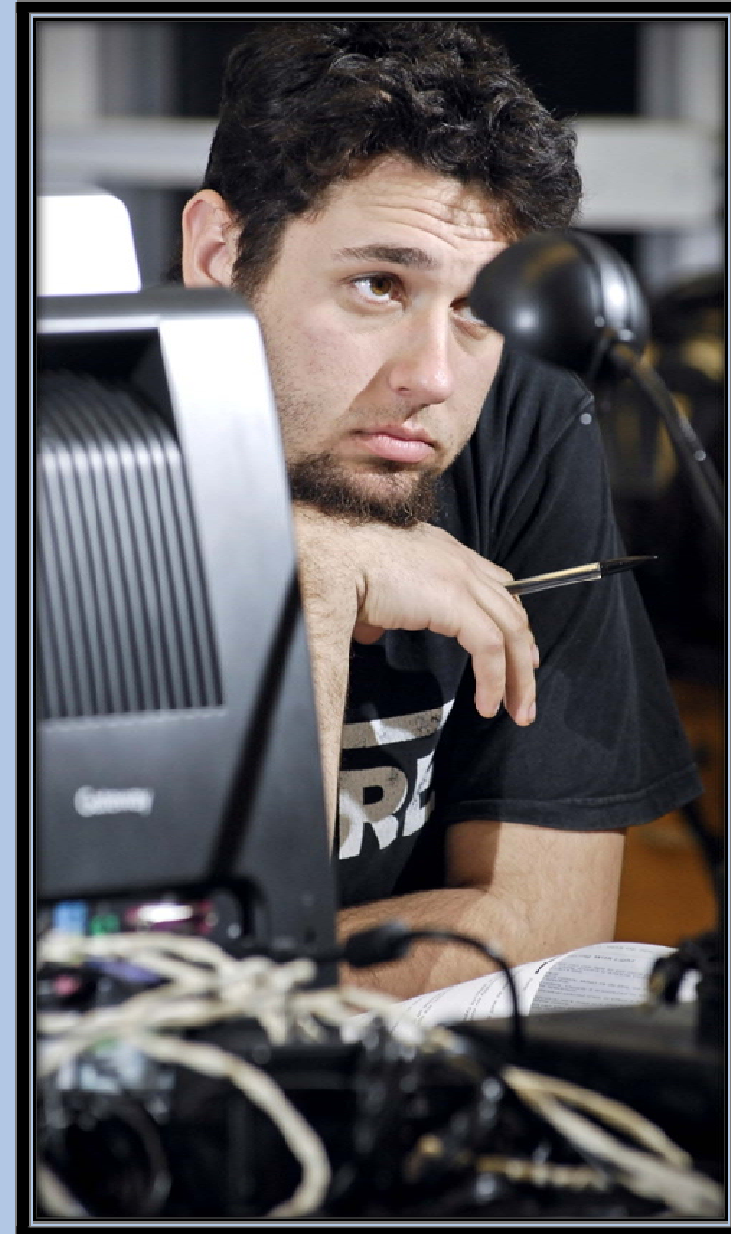
# STANDARD IIIIC: TECHNICAL RESOURCES

## ● Major Strengths

- Creation of an “implementation” environment.
- Technology integrated into governance through new College Information Technology Committee (CITC).
- Technology Master Plan developed.

## ● Findings

- Hardware replacement cycles impacted by budget limitations.
- Continue working toward fully institutionalizing technology planning.





# STANDARD IIID: FINANCIAL RESOURCES

## ● Major Strengths

- Financial planning integrates and supports institutional planning.
- Multiple college plans link planning with budgeting for long and short range growth.
- Constituent groups are informed and participate through Financial Committee.
- Integrity demonstrated through dissemination of accurate information and data.

Resources

## ● Findings

- Must adjust quickly to maintain adequate reserves and cash flow due to economic downturn.





# STANDARD IVA: DECISION MAKING ROLES

## ● Major Strengths

- Staff actively support the college mission resulting in a collegial workplace.
- Curriculum Committee faculty provide major voice on student success and program development.
- Campus commitment to addressing planning agendas.

## ● Findings

- Include staff more in development of budget and financial plans.
- Good communication system needed to deal with the volume of information.





# STANDARD IVB: BOARD & ADMINISTRATIVE ORGANIZATION

## ● Major Strengths

- Major progress made on updating all board policies, especially 2000 series.
- Ethics statement adopted in 2004 and revised in 2009.
- Annual board goals adopted and relate to strategic goals.
- Structured board self evaluation process implemented.

## ● Findings

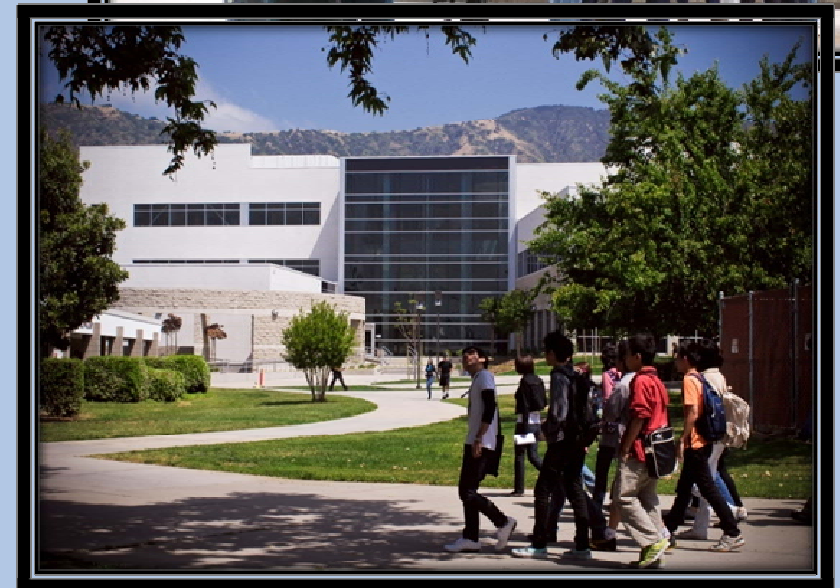
- Ensure board policies are updated on a regular 3-year cycle (Planning Agenda 4).
- Consider alternatives to current organizational model to improve communication between deans and students.

# Institutional Planning Agendas



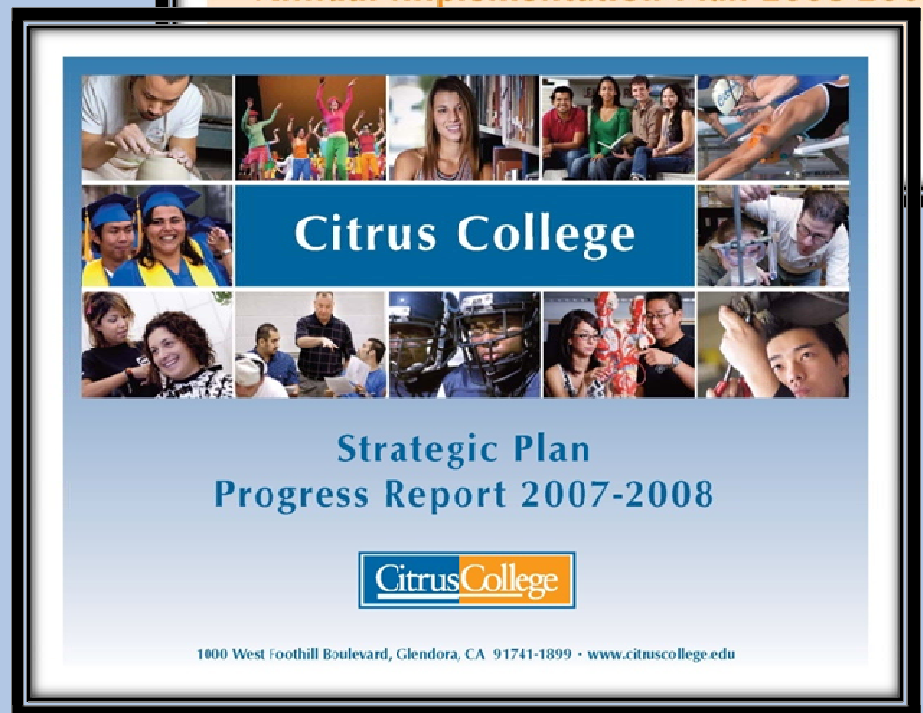
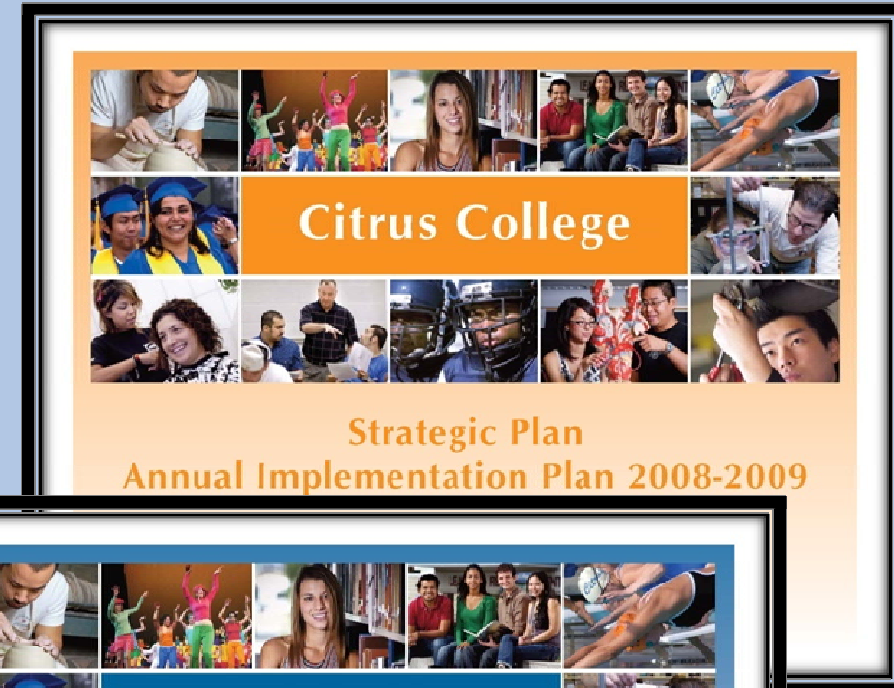
# INSTITUTIONAL PLANNING AGENDAS

1. **Achieve proficiency level of the ACCJC rubric relative to student learning outcomes by 2012.**
2. **Review and revise classified job descriptions by July 1, 2010.**
3. **Develop written procedures for recruitment and selection of administrators, supervisors and classified staff by July 1, 2010.**



# INSTITUTIONAL PLANNING AGENDAS

4. Establish procedure for systematic updating of board policies and procedures by July 1, 2010.
5. Continuous quality improvement through systematic updating of the college's five major planning documents.





# FIVE MAJOR PLANNING DOCUMENTS

- Mission Statement
- Strategic Plan
- Educational Master Plan
- Technology Master Plan
- Program Review

**Citrus College**

**Mission,**  
Citrus College delivers high quality instruction that empowers students to compete globally and to contribute to the economic growth of today's society. We are dedicated to fostering a diverse educational community and cultural learning environment that supports student success in pursuit of academic excellence, economic opportunity, and personal achievement.

**Vision**  
Citrus College will provide excellent educational opportunities that are responsive to the needs of the community and help students meet economic, social, and environmental challenges to become active participants in shaping the world of the future.

**& Values**

1. Student Focus
2. Excellence
3. Collaboration
4. Diversity
5. Life-Long Learning
6. Integrity
7. Technological Advancement

**Citrus College**

**Educational Master Plan  
2009**

**Citrus College**

1000 West Foothill Boulevard, Clendora, CA 91741-1839 • [www.citruscollege.edu](http://www.citruscollege.edu)

# Program Review





# RUBRIC PART I: PROGRAM REVIEW

## SUSTAINABLE CONTINUOUS QUALITY IMPROVEMENT

- Program review processes are ongoing, systematic and used to assess and improve student learning and achievement.
- Program review processes are reviewed and refined to improve institutional effectiveness.
- Program review results are used to continually refine and improve program practices resulting in appropriate improvements in student achievement and learning.



# Planning





# RUBRIC PART II: PLANNING

## SUSTAINABLE CONTINUOUS QUALITY IMPROVEMENT

- Ongoing and systematic evaluation and planning to refine key processes and improve student learning.
- Dialogue about institutional effectiveness that is ongoing, robust and pervasive; data and analyses are widely distributed and used throughout the institution.
- Ongoing review and adaption of evaluation and planning processes.
- Consistent and continuous commitment to improving student learning; and educational effectiveness is a demonstrable priority in all planning structures and processes.

# Student Learning Outcomes





# RUBRIC PART III: STUDENT LEARNING OUTCOMES

**PROFICIENCY  
LEVEL  
BY  
2012**

- SLOs and assessment are ongoing, systematic and used for continuous quality improvement.
- Dialogue about student learning is ongoing, pervasive and robust.
- Evaluation and fine-tuning of organizational structures to support student learning is ongoing.
- Student learning improvement is a visible priority in all practices and structures across the college.
- Learning outcomes are specifically linked to program reviews.

# Site Visit Schedule

A large, rectangular concrete sign for Citrus College. The sign has a light-colored top section and a darker, textured bottom section. The text "CITRUS COLLEGE" is engraved in large, blue, serif capital letters. Below it, "FOUNDED 1915" is engraved in smaller, blue, serif capital letters. The sign is surrounded by green ferns and other plants. In the background, a building and a car are visible.

CITRUS COLLEGE

FOUNDED 1915

# SITE VISIT SCHEDULE

Monday 10-12	Tuesday 10-13	Wednesday 10-14	Thursday 10-15
	8:00 Meet and Greet with Co-chairs CFI		
1:00 Team arrives at hotel in Monrovia			1:30 Exit Interview CFI
	2:40 Campus Open Forum CFI		
	5:30 Special Board Meeting for Accreditation AD	6:00 Evening Open Forum CFI	

# All-Campus Accreditation Forum



Wednesday, September 30, 2009