

# Citrus College



## Institutional Self Study Report 2009

# Citrus College

**ACCREDITATION  
REAFFIRMED!**

Institutional Self Study Report 2009

**ACCREDITATION  
REAFFIRMED!**

**Citrus College  
received the action  
letter from ACCJC  
reaffirming our  
accreditation on  
Wednesday,  
February 3, 2010.**



**ACCREDITING  
COMMISSION  
for COMMUNITY and  
JUNIOR COLLEGES**

10 COMMERCIAL BOULEVARD  
SUITE 204  
NOVATO, CA 94949  
TELEPHONE: (415) 506-0234  
FAX: (415) 506-0238  
E-MAIL: accjc@accjc.org  
www.accjc.org

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January 29, 2010

Dr. Geri Perri  
Superintendent/President  
Citrus College  
1000 West Foothill Boulevard  
Glendora, CA 91741-1899

Dear President Perri:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 6-8, 2010, reviewed the institutional Self Study Report and the report of the evaluation team which visited Citrus College Monday, October 12-Thursday, October 15, 2009. The Commission took action to reaffirm accreditation, with a requirement that the college complete a Follow-Up Report.

The Commission asks that the Follow-Up Report be submitted by **October 15, 2011**. The Follow-Up Report should demonstrate the institution's complete resolution of the recommendations noted below:

**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. (Standards I.B.3, I.B.5, I.B.6)

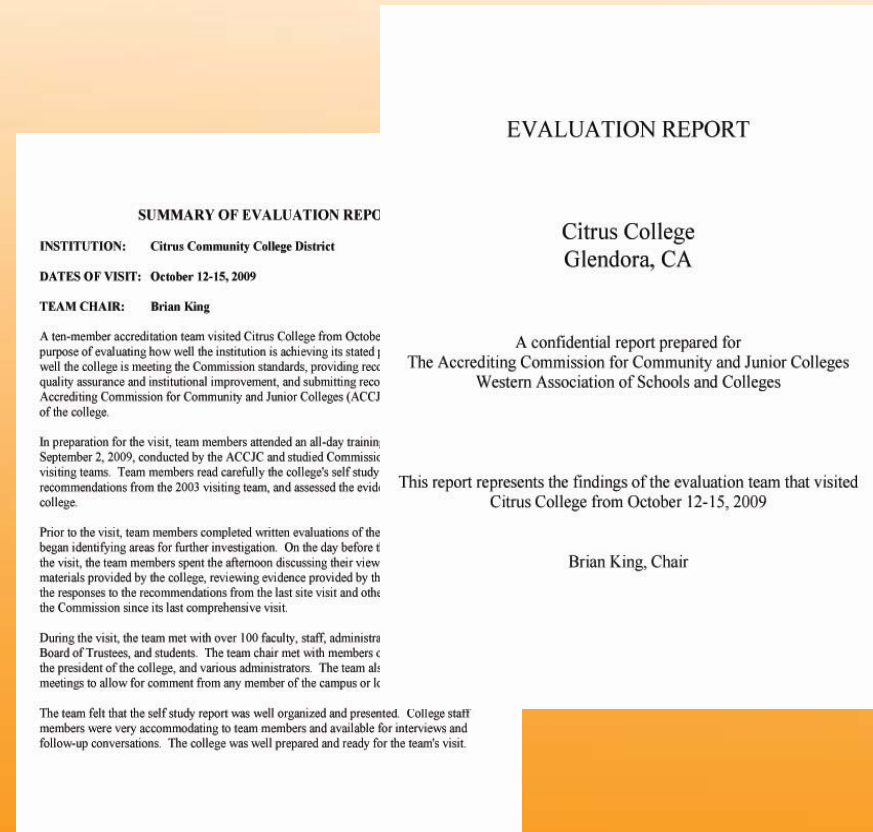
**Recommendation #3:**  
In order to meet the standards, the team recommends that the college accelerate the program review timeline for student support services that have yet to undergo review and assess the effectiveness of recent program initiatives to Student Services and ensure that effective practices are maintained in the base budget. (Standard II.B.2 c, d, II.B.3 a, II.B.4)

**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 with them in budget development." (Standards III.A.6, III.B.2 b, III.C.2)



## 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***



**ACCREDITATION  
REAFFIRMED!**

# Major Findings and Recommendations of the 2009 Visiting Team



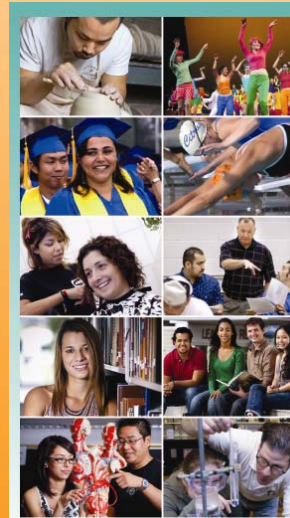
**ACCREDITATION  
REAFFIRMED!**

## 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.***



**FACT BOOK** Spring 2009



**Citrus College**

**Strategic Plan  
Annual Implementation  
Plan 2009-2010**



1000 West Foothill Boulevard, Glendora, CA 91741-1899  
www.citruscollege.edu

**ACCREDITATION  
REAFFIRMED!**

## 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.*



**FACT BOOK** Spring 2009

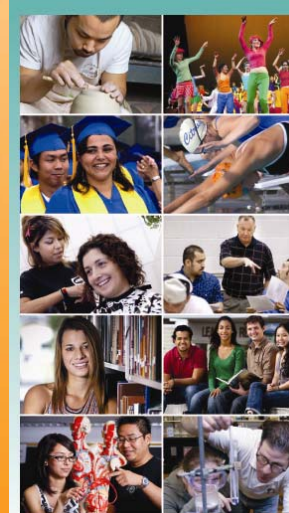


**Citrus College**

**Strategic Plan  
Annual Implementation  
Plan 2009-2010**



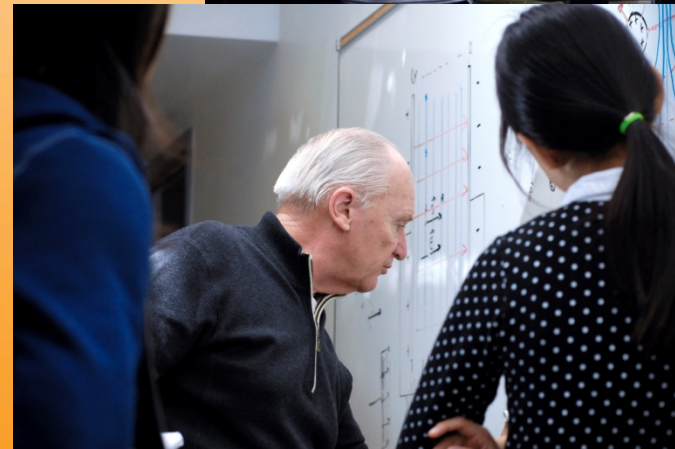
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**ACCREDITATION  
REAFFIRMED!**

## 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.***





**ACCREDITATION  
REAFFIRMED!**

## 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.***



**ACCREDITATION  
REAFFIRMED!**

## 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.***



**ACCREDITATION  
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## Recommendation # 3

- *Instructional program review schedule*
- *Institutional support program review schedule*



**ACCREDITATION  
REAFFIRMED!**

## 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.**



**ACCREDITATION  
REAFFIRMED!**

## 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.*



**ACCREDITATION  
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## **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:***

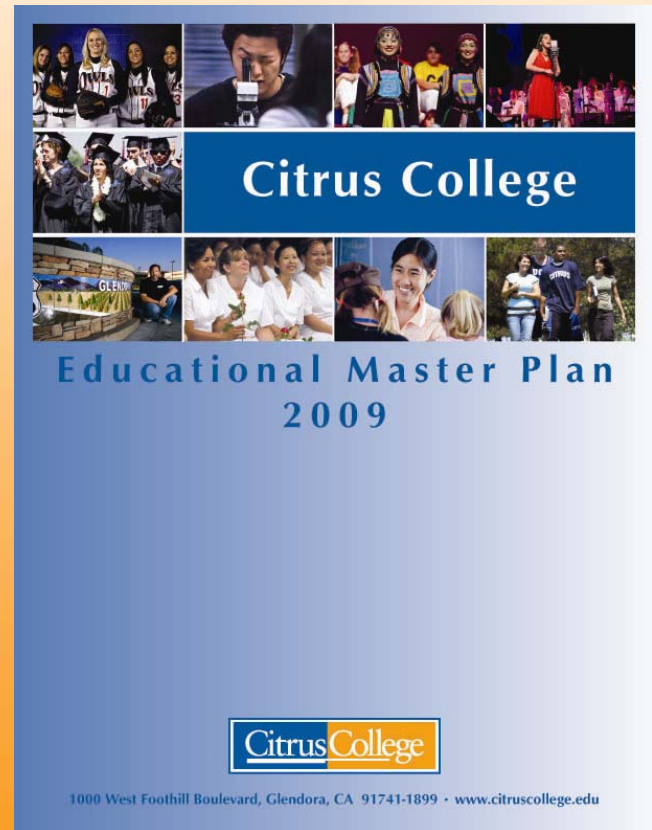
- ***Review of all Classified job descriptions to be completed in fall 2011***



**ACCREDITATION  
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## 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.”***



The image shows the cover of the Citrus College Educational Master Plan 2009. The cover features a collage of photos showing students and faculty in various settings, including a graduation ceremony, a student working at a computer, and a group of students. The text "Citrus College" is prominently displayed in a blue box, and "Educational Master Plan 2009" is written below it. The Citrus College logo is at the bottom, along with the address "1000 West Foothill Boulevard, Glendora, CA 91741-1899" and the website "www.citruscollege.edu".

**Citrus College**

**Educational Master Plan  
2009**

**Citrus College**

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## 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***

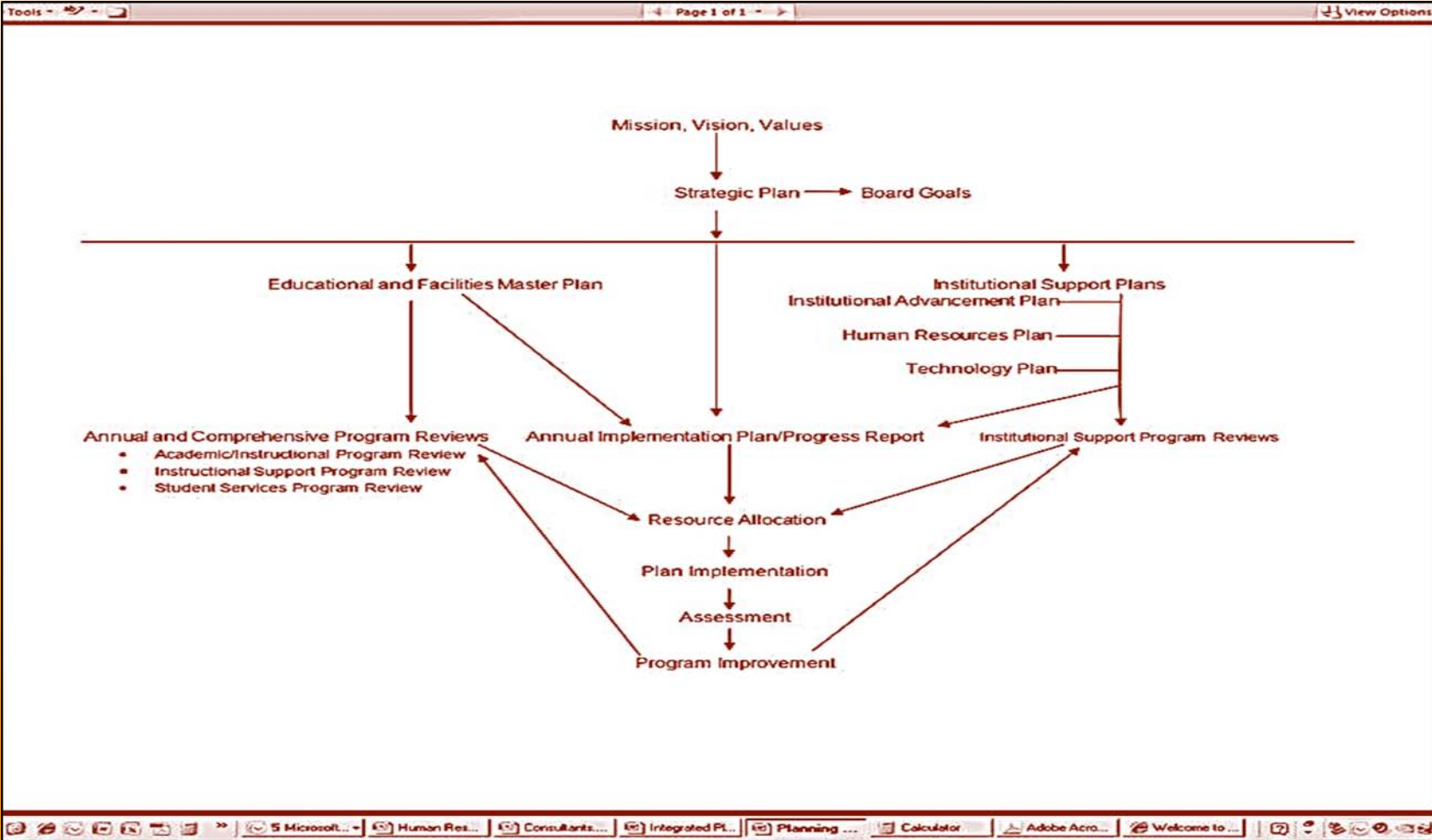
### ***Educational and Facilities Master Plan***

- Academic Affairs and Student Services***
- Facilities***
- Ten years***



**ACCREDITATION  
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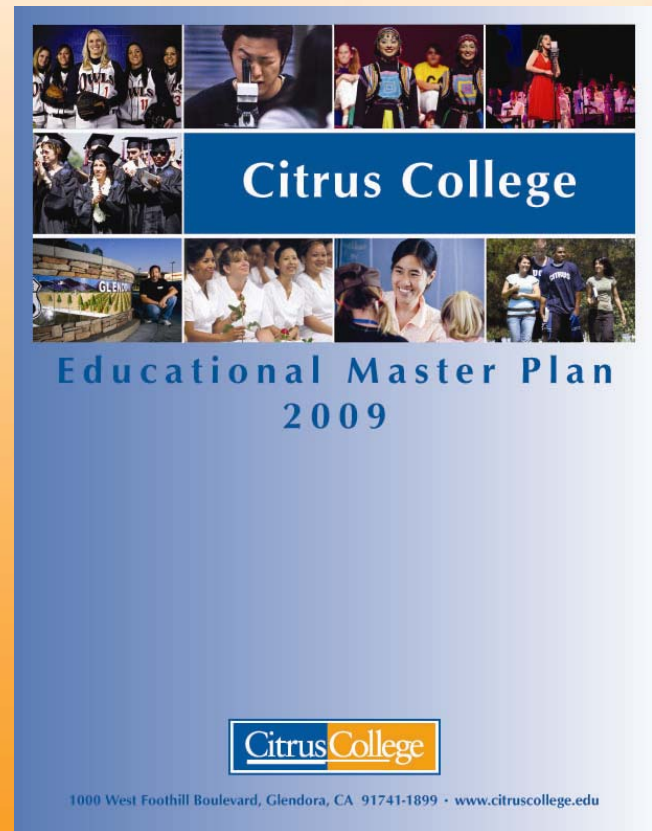
# Recommendation # 5



**ACCREDITATION  
REAFFIRMED!**

## 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.***

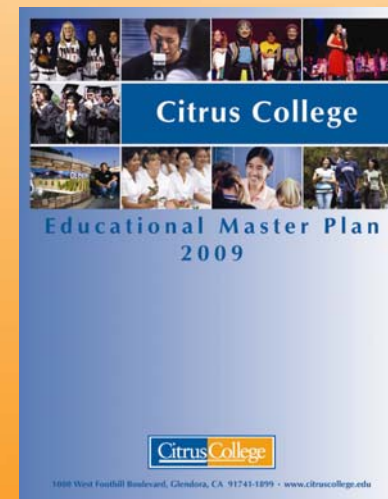


**ACCREDITATION  
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## Recommendation # 6

*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.***

**ACCREDITATION  
REAFFIRMED!**

**What's Next?**



**ACCREDITATION  
REAFFIRMED!**

**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**

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