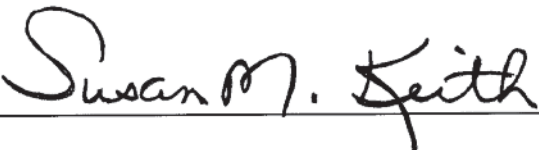


Certification of Continued Compliance with Accreditation Eligibility Requirements

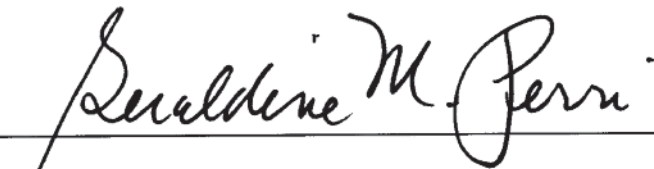
The Citrus College Steering Committee reviewed the eligibility requirements for accreditation and validated that the college is in continued compliance.

Statement of Assurance

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



Susan M. Keith, President, Board of Trustees



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

Certification of Compliance with Eligibility Requirements



Compliance with Eligibility Requirements

1. Authority

Founded in 1915, Citrus College was the first two-year college to be established in Los Angeles County and the fifth 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 that defines the institution's broad educational purposes, its intended student population and its commitment to student learning. The college's most recently revised mission statement was adopted by the governing board in 2006. The mission statement is published in the college catalog, the schedule of classes, the college website, and the *Annual Report to the Community*.

3. Governing Board

A five-member board of trustees is elected by the voters of the Citrus Community College District to represent five designated trustee areas. This board sets policy and provides direction and goals for the district. The board is responsible for the quality, integrity and financial stability of the institution, and considers constituent and public interests in decision-making. The board is an independent policy-making body and ensures that the educational mission of the district is implemented. The board adheres to conflict of interest policies and legal requirements.

4. Chief Executive Officer

The 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.

5. Administrative Capacity

The administrative capacity of Citrus College is documented in the organizational charts contained in this self study. The administrators have full-time responsi-

bility to provide leadership to their assigned areas. Administrators are selected based on preparation and experience and are evaluated based on performance of duties.

6. Operational Status

Citrus College served approximately 13,000 full time equivalent students in the 2008-2009 academic year. The *Citrus College Factbook* contains data about student achievement, demographics, degrees, certificates and transfers. Enrollment information is also available from the California Community Colleges Chancellor's Office.

7. Degrees

The college catalog lists the degrees that are available and identifies the courses required for completion of degrees and certificates. The number of degrees and certificates granted each year is available in the *Citrus College Factbook*.

8. 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 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 2008-2009 college catalog on page 16. Administrative Procedure 4050 Articulation details the process for accepting units from other institutions of higher learning.

10. Student Learning Achievement

Citrus College defines student learning outcomes for courses, programs, certificates and degrees, student services, instructional support, and appropriate administrative support services. Achievement outcomes are defined as well. These outcomes are published in a variety of documents that include, but are not limited to, course outlines of record and program review reports. The six-year cycle of program review as well as the annual program review process assure that learning outcomes are assessed regularly and systematically.

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

11. General Education

To ensure breadth of knowledge and promote intellectual inquiry, the college has established general education requirements for the associate in arts and the associate in 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 contains the district's academic freedom statement.

13. Faculty

Citrus College has 171 full-time faculty, who teach approximately 65 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 Board Policy 4020. The Academic Senate constitution and bylaws 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 provides leader-

ship 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 consistent with student characteristics and the institutional mission. All support programs are outlined in the college catalog, the schedule of classes and the college website. Services include admissions and records, financial aid, student employment services, counseling, career/transfer, DSP&S, EOP&S, assessment, orientation, health, security, food services, bookstore, international students, veterans and outreach.

15. Admissions

The college catalog describes the institution's admissions policies and procedures, which are in compliance with state regulations. Board Policy 5010 Admission and Concurrent Enrollment delineates admissions requirements.

16. Information and Learning Resources

The college has a full-service library, media services, specialized and open computer labs and technology support. A full description of learning support and technology support can be found in the self study standard **IIC** and **IIIC**.

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 annually undergoes and makes publicly available a financial audit by an independent certified public accounting firm. The firm makes a presentation to the board 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.

19. Institutional Planning and Evaluation

The college utilizes its program review process in instruction, student services and administrative services to evaluate the ways in which it is accomplishing its mission. The college publishes information about the outcomes for students in the *Citrus College Factbook*, which presents a wide array of data about student demographics, performance and achievement. The college includes the campus community in the strategic planning process, with three year goals and annual implementation plans. 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 SLOAC, or “HotShots.”

20. Public Information

The 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 college mission, degree and course offerings, 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, policy on acceptance of transfer credits, nondiscrimination and sexual harassment, and complaint procedures. The catalog is available in both print copy and on the college website.

21. 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.