

Off-Campus Sites and Distance Learning

Information regarding off-campus sites and centers as well as distance learning efforts should be included. Teams are charged with assuring the Commission of quality of all programs.

The college does not maintain off-campus sites or centers. We do, however, provide non-credit instruction at various locations in the community, primarily on high school campuses.

During the summer, the noncredit program offers high school summer school programs at Azusa High School, Claremont High School, Duarte High School and Monrovia High School. Approximately 3,000 high school students participate in the program, along with 75-80 noncredit adjunct faculty.

All curriculum taught has been approved by our local Curriculum Committee and the Chancellor's

Office for high school completion. All instructors are hired and paid through Citrus College, and must meet state minimum qualifications for community colleges.

A separate and equally rigorous approval process as that applied to traditional classes is required for distance education courses at Citrus College. This process is overseen by the Curriculum Committee. In addition, faculty entering the program are offered training to prepare them for teaching through this medium. Finally, faculty and their distance education websites are reviewed on a regular basis by the dean and faculty coordinator to make certain they conform to accessibility standards as well as maintain academic excellence.

External Independent Audit and Financial Integrity

Information regarding an external independent audit and information demonstrating integrity in the use of federal grant monies.

Citrus Community College District practices sound and fiscally conservative budget management practices. The institution follows standard accounting practices and consistently meets standards for exemplary audits. Since the last accreditation site visit, Citrus College has continued to receive unqualified audit opinions. In the opinion of Vicenti, Lloyd & Stutzman, LLP, external independent auditing firm, the basic financial statements present fairly, in all material respects, the financial position of the district. No material weaknesses were identified. The district adheres to the legal requirements of the Education Code, California Code of Regulations, *California Community Colleges Budget and Accounting Manual*, federal guidelines and other applicable statutes and regulations. The district also presents the financial statements in accordance with generally accepted

accounting principles for state and local governments. With regard to the demonstration of integrity in the use of federal grant monies, the district provides clean and concise fiscal data to the federal government. Three large federal grants have been received since the last accreditation site visit; the Hispanic Serving Institution Title V Grant (HSI Solo), the Hispanic Serving Institution Title B Grant (HSI Coop), and the Science, Technology, Engineering, Math Grant (STEM). Narrative and fiscal reports have been made on time and in proper order as per all of the necessary requirements and guidelines put forth by the federal government. There is a system of cross checks to ensure integrity in the spending of federal grant monies.