ACCREDITATION 101
FALL 2012
SLOCCCD AND ACCREDITATION
TEST YOUR ACCREDITATION IQ

SLOCCCD Opening Day - Fall 2012
Where we’ve been

• 2009
  • Recommendation 1: Mission Statement
  • Recommendation 2: Planning and Assessment
  • Recommendation 3: Student Learning Outcomes
  • Recommendation 4: Library and Learning Support Services
  • Recommendation 5: Human Resources
  • Recommendation 6: Technology Resources
  • Recommendation 7: Financial Planning and Stability
  • Recommendation 8: Board of Trustees Evaluation and Policies
  • Recommendation 9: Leadership and Governance

Warning!
Where we’ve been

2010
- Recommendation 2: Planning and Assessment
- Recommendation 6: Technology Resources
- Recommendation 7: Financial Planning and Stability
- Recommendation 8: Board of Trustees Evaluation and Policies
- Recommendation 9: Leadership and Governance
- Eligibility Requirement 5: Administrative Capacity

Probation!
Where we’ve been

• 2011
  • Recommendation 2: Planning and Assessment
  • Recommendation 6: Technology Resources
  • Recommendation 7: Financial Planning and Stability
  • Eligibility Requirement 5: Administrative Capacity

Probation!
Where we’ve been

• 2012
  • Recommendation 2: Planning and Assessment
  • Recommendation 6: Technology Resources
  • Recommendation 7: Financial Planning and Stability
  • Eligibility Requirement 19: Institutional Planning and Evaluation

Show Cause!
WHERE WE ARE:
SPRING 2012 ACCOMPLISHMENTS

- Equal Employment Opportunity Plan (EEO)
- Educational Master Plan Addendum
- Technology Plan
- Technology Spring 2012 Update
- Long Term Fiscal Plan
- Facilities Master Plan
- Resource Development Plan
- 2012-2014 Enrollment Management Plan

- 2012-14 Strategic Plan
- Spring 2012 Strategic Plan Progress Report
- Integrated Planning Manual
- Annual 3 Year Master Calendar
- Institutional Goals and Objectives

SLOCCCD Opening Day – Fall 2012
WHAT WE STILL NEED TO DO
SHOW CAUSE, CLOSURE & PROFICIENCY REPORTS REVIEW

<table>
<thead>
<tr>
<th>Group</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Accreditation Steering Committee</td>
<td>8/20/12, 9/10/12 &amp; 9/17/12</td>
</tr>
<tr>
<td>College Council</td>
<td>8/28/12 &amp; 9/11/12</td>
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<tr>
<td>Planning &amp; Budget</td>
<td>8/21/12 &amp; 9/04/12,</td>
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<tr>
<td>Academic Senate</td>
<td>8/24/12 &amp; 9/14/12 (additional if necessary)</td>
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<tr>
<td>President’s Cabinet</td>
<td>9/5/12 &amp; 9/26/12</td>
</tr>
<tr>
<td>Board of Trustees</td>
<td>9/05/12 &amp; 10/03/12</td>
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</table>
YOUR ACCREDITATION IQ

• Which recommendations are we on show cause for?
AND THE RECOMMENDATIONS ARE:

- **Recommendation 2:** Planning and Assessment
- **Recommendation 6:** Technology Resources
- **Recommendation 7:** Financial Planning and Stability
- **Eligibility Requirement 19:** Institutional Planning and Evaluation
RECOMMENDATION 2

- To meet the standards, the team recommends that the college complete the Strategic Plan, institute an ongoing systematic evaluation process that communicates and clarifies the assessment tools used to measure the effectiveness of ongoing planning, program review, resource allocation processes and student learning outcomes.
RECOMMENDATION 6

• To meet the standards, the team recommends the college establish a process for regular and systematic planning, acquisition, maintenance and replacement of its technology infrastructure, existing and newly acquired technology and equipment to meet institutional needs; and that the process is integrated with other college planning, assessment, resource allocation process and student learning outcomes.
RECOMMENDATION 7

• To meet standards, the team recommends that the college review and assess its long range financial and capital planning strategies to ensure sufficient funding levels for ongoing operations. The team also recommends that the college foundation review and communicate the fiscal status of investments and implement appropriate protections to secure fiscal solvency.
• The institution systematically evaluates and makes public how well and in what ways it is accomplishing its purposes, including assessment of student learning outcomes. The institution provides evidence of planning for improvement of institutional structures and processes, student achievement of educational goals, and student learning. The institution assesses progress toward achieving its stated goals and makes decisions regarding improvement through an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation.
SHOW CAUSE REPORT

San Luis Obispo County Community College District

SLOCCCD Opening Day – Fall 2012
YOUR ACCREDITATION IQ

• When is the Show Cause Report Due?
AND THE DUE DATE IS:

15 October
The purpose of the show cause report is to describe the work the district has done in response to the recommendations we received from ACCJC in February.

The show cause report also describes how the district meets the standards referenced for each recommendation.

- Recommendation 2
  - (1.B, 1.B.3, 1.B.4, 1.B.6, 1.B.7)
SHOW CAUSE REPORT

- There is redundancy.
  - That redundancy is necessary because we’re providing an overview and then providing specific responses to sections that have already been included in the overview.
AUDIENCE FOR THE SHOW CAUSE REPORT

• Visitors to our district.

• This is not an internal campus document...
  • We are not writing this report for our Board or for our college.
CONTENT OF THE SHOW CAUSE REPORT

• The place to tell the story about how we function.
  • This is the description summary in the report.

• The place to tell the story about how we hope to function.
  • This is the self-evaluation and actionable improvement plans in the report.

• The place to be proud and brag about all the things we are doing right!
CONTENT OF THE SHOW CAUSE REPORT

• A formal document intended to explain our processes.
  • As clearly as possible.

• Strike the right balance
  • Enough detail to convey we know what we’re doing, but not so much detail we lose sight of the big picture.

• There are no abbreviations.

• Not a lot of actionable improvement plans.
Two things to keep in mind.

1. The titles of our documents changed at various points.
   - Cuesta College Technology Plan 2012-2017
   - San Luis Obispo County Community College District Technology Plan 2012-2017, Revised Spring 2012

2. In some places we refer to the original version of the document...and in some places we refer to the most recent version of the document.

   • Please help me make sure that we’re using the right titles in the right places so that our evidence lists match the evolution of our planning processes.
In addition to the “Show Cause Report” what other reports are due on October 15?
AND THE REPORTS ARE:

PROFICIENCY REPORT

CLOSURE PLAN

San Luis Obispo County Community College District

CUESTA COLLEGE

2012-2017

San Luis Obispo County Community College District

CUESTA COLLEGE

SLOCCCD Opening Day - Fall 2012
CLOSURE REPORT
Preparation of The San Luis Obispo County Community College District (SLOCCCD) Closure Report is a required element of Show Cause status as determined in January 2012 by ACCJC.

Steps associated with closure, as outlined in this report, will only be implemented should ACCJC determine such steps are necessary in their January 2013 response to the San Luis Obispo County Community College District Accreditation Follow-up Report, October 2012.
MOVING FORWARD POSSIBLE OUTCOMES

October 15, 2012
- Submit Show Cause Report and Closure Plan

November 2012
- Team Visit
  - evaluate and confirm show cause report is factual
  - talk with key individuals
  - examine what the college has done to address the remaining recommendations and eligibility requirement

January 2013
- Accreditation Commission meets
  - Reaffirm Cuesta’s accreditation unconditionally for six years
  - Move Cuesta to the lesser sanction of “Probation” or “Warning” for 6 months to a year
  - Continue Cuesta’s “Show Cause” status for another 6 months to a year
  - Remove Cuesta’s Accreditation (effective June, 2013)
COUGAR QUICK NOTES

Accreditation
2012
San Luis Obispo County Community College District

Your shortcut to success!
Quick Verified Reliable
INTEGRATED PLANNING
WHAT IS INTEGRATED PLANNING?

- Developing Planning processes as well as a commitment to implement planning processes that are linked to one another as described in the ACCJC standards.

- Part of the infrastructure that supports continuous quality improvement, planning processes themselves need to be assessed.

- As a result of this assessment, planning processes are revised.
FIGURE 1: The San Luis Obispo County Community College District Model of Integrated Planning depicts how the components in district planning processes connect to the mission and link to one another in a cycle of evaluation, development of challenges, goals and objectives, resource allocation, plan implementation, and re-evaluation.
INSTITUTIONAL GOALS AND OBJECTIVES
INSTITUTIONAL GOALS

• **Goal 1:** San Luis Obispo County Community College District will enhance its programs and services to promote students’ successful completion of transfer requirements, degrees, certificates, and courses.

• **Goal 2:** San Luis Obispo County Community College District will build a sustainable base of enrollment by effectively responding to the needs of its local service area.

• **Goal 3:** San Luis Obispo County Community College District will assess and improve the quality and effectiveness of its participatory governance and decision-making structures and processes.
Goal 4: San Luis Obispo County Community College District will implement, assess, and improve its integrated planning processes.

Goal 5: San Luis Obispo County Community College District will strengthen its partnerships with local educational institutions, civic organizations, businesses, and industries.
YOUR ACCREDITATION IQ

• Where can you find our Institutional Goals?
AND THE PLACES ARE:

- EMP Addendum
- Accreditation Web site
- Strategic Plan
INSTITUTIONAL OBJECTIVES

• 1.1: Increase the percentage of transfer-directed students who are transfer prepared by 2% annually

• 1.2: Increase the percentage of degree- or certificate-directed students who complete degrees or certificates by 2% annually

• 1.3: Increase successful completions in distance education courses by 2% annually

• 1.4: Increase English as a second language credit course success and improvement rates by 2% annually

• 1.5: Increase basic skills course success and improvement rates by 2% annually
INSTITUTIONAL OBJECTIVES

• 2.1: Increase the capture rate of the local 24-40 age cohort by 2% annually

• 2.2: Increase the local high school capture rate by 2% annually
INSTITUTIONAL OBJECTIVES

• 3.1: Develop and distribute an institutional decision-making handbook that clarifies and documents the purpose, membership, meeting schedule, and reporting structure of its participatory governance and decision-making bodies.

• 3.2: Assess participatory governance and decision-making structures and processes and revise as needed to ensure that the processes are effective, transparent, and include broad participation.
INSTITUTIONAL OBJECTIVES

• 4.1: Train the internal community about the integrated planning processes

• 4.2: Complete all processes outlined in the San Luis Obispo County Community College District Integrated Planning Manual 2012 within the identified timelines
INSTITUTIONAL OBJECTIVES

• 5.1: Increase participation at district events for business and civic leaders

• 5.2: Increase participation at district events for K-12 districts and universities
YOUR ACCREDITATION IQ

- Where can you find our Institutional Objectives?
AND THE PLACES ARE:

- Strategic Plan
- Accreditation Web site
MISSION STATEMENT

• Did you know a mission statement must define the institutions’ broad educational purposes, its intended student population, and its commitment to achieving student learning (Standard I. A).
YOUR ACCREDITATION IQ

- Does our mission statement meet ACCJC standards?
AND THE ANSWER IS:

NO!
The institution has a statement of mission that defines the institution’s broad educational purposes, its intended student population, and its commitment to achieving student learning.

1. The institution establishes student learning outcomes and services aligned with its purposes, its character, and its student population.

2. The mission statement is approved by the governing board and published.

3. Using the institution’s governance and decision-making processes, the institution reviews its mission statement on a regular basis and revised it as necessary.
Data Analysis
To identify current and anticipated challenges

- All plans are based on data and plan outcomes and are assessed using quantitative and qualitative data.

- Program outcomes are assessed.

- District data is assessed to determine its effectiveness in meeting the mission and,

- Community demographic data is used to determine challenges and opportunities.
MISSION

Data Analysis

Long-Term Planning

Educational Master Plan        Facilities Master Plan

[Blank boxes connected by arrows]
Long-term planning

Educational Master and Facilities Master Plan

• Based on data, current and anticipated challenges are identified. These challenges are foundational for the development of the Educational Master Plan and the Facilities Master Plan.

• Through the process of developing the Educational Master Plan, the district develops Institutional Goals that are intended to focus the district for advancing the mission and meeting the identified current and anticipated challenges.
In the development of the Strategic Plan, the Institutional Goals are used to develop the Institutional Objectives that describe specific initiatives that will be undertaken to achieve the Institutional Goals.

The Strategic Plan informs two other types of short-term plans, the Institutional Program and Planning Reviews and the Operational Plans.
SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

Model of Integrated Planning

MISSION

Data Analysis

Long-Term Planning

Educational Master Plan

Facilities Master Plan

Strategic Plan

Institutional Program Planning & Review

Operational Plans

Resource Allocation
RESOURCE ALLOCATION

• Resource allocations are determined at three levels: unit, cluster and institution. These allocations are based on the priorities established in the Strategic Plan, the Institutional Planning and Program Reviews, and the Operational Plans.

• Spring 2011-12 the Planning and Budget Committee approved and used the Resource Allocation Rubric to prioritize all funding requests.
MISSION

Data Analysis

Long-Term Planning
- Educational Master Plan
- Facilities Master Plan

Strategic Plan
- Institutional Program Planning & Review
- Operational Plans

Resource Allocation

Implement the Plans
IMPLEMENT THE PLANS

• Once resources are allocated, the district implements the plans by completing the action steps identified in the Strategic Plan, the initiatives in the Operational plans and by completing the program objectives as identified in the Institutional Program Planning and Reviews.
YOUR ACCREDITATION IQ

• Can you name all of the planning documents?
AND THE DOCUMENTS ARE:

- 9 total:
  - Integrated Planning Manual
  - Educational Master Plan Addendum
  - Facilities Master Plan
  - Strategic Plan
  - Long Term Fiscal Plan
  - Technology Plan
  - Enrollment Management Plan
  - Equal Employment Opportunity Plan
  - Resource Development Plan
SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

Model of Integrated Planning

MISSION

Data Analysis

Long-Term Planning

Educational Master Plan
Facilities Master Plan

Strategic Plan

Institutional Program Planning & Review
Operational Plans

Annual Data Analysis to Assess:
Program Effectiveness
Plan Effectiveness

Resource Allocation

Implement the Plans
ANNUAL DATA ANALYSIS TO ASSESS:

1. Assessments of program effectiveness measures each unit’s effectiveness in comparison to historical data as well as in comparison to the Institutional Goals and Institutional Effectiveness Outcomes. This data analysis is the foundation for the Institutional Program Planning and Review process.
2. Assessments of plan effectiveness measure the district’s progress in achieving Institutional Goals and Institutional Objectives. This data analysis is documented in an annual San Luis Obispo County Community College District progress report that informs the internal and external community about progress toward long-term goals.

- The annual progress reports will be compiled and used in the next ten-year master planning cycle to identify ongoing challenges.
Model of Integrated Planning

**MISSION**

DATA ANALYSIS
to identify current and anticipated challenges

Long Term Planning

- Educational Master Plan
- Facilities Master Plan

Strategic Plan

- Institutional Program Planning & Review
- Operational Plans

ANNUAL DATA ANALYSIS TO ASSESS:
- Program Effectiveness
- Plan Effectiveness

RESOURCE ALLOCATION

IMPLEMENT THE PLANS

**FIGURE 1:** The San Luis Obispo County Community College District Model of Integrated Planning depicts how the components in district planning processes connect to the mission and link to one another in a cycle of evaluation, development of challenges, goals and objectives, resource allocation, plan implementation, and re-evaluation.
NOW WHAT . . . . .
NOW WHAT . . . .
IMPLEMENT AND FOLLOW THE PLANS

1. Set Goals
2. Assess
3. Analyze
4. Improve
THE COMPREHENSIVE EVALUATION 2014

- People needed for standard teams.
MOST IMPORTANT THING TO REMEMBER

KEEP CALM AND CARRY ON