

District Recommendation 1 (Compliance): In order to meet the Standard, the team recommends that the District ensure consistent and uniform guidelines for the search and selection of adjunct faculty. (III.A.1)	
Type: Compliance	Due Date: October 1, 2017
Required Activities:	Responsible Area:
Create uniform process for adjunct selection across all nine colleges.	HR
Update HR-130 (What is the timeline for the consultation process)	HR
Create system for central application process	HR
Use new process for faculty positions needed in Spring 2017	Colleges
Needed evidence:	
Minutes demonstrating consultation and approval	
Updated HR guide	
Links or screen shots of job postings	
Sample applications (de-identified)	
Hiring paperwork	

District Recommendation 2 (Compliance): In order to meet the Standard, the team recommends that the District ensure all personnel are systematically evaluated at stated intervals in accordance with the bargaining agreements and Board policies. (III.A.5)	
Type: Compliance	Due Date: October 1, 2017
Required Activities:	Responsible Area:
Create uniform process for evaluation	HR
Update SAP as needed for enhanced tracking	HR
Use new process for evaluations in Spring 2017	Colleges/ESC
Demonstrate 100% evaluations	Colleges/ESC/HR
Needed evidence:	
Guide for use of new evaluation process	
Screen shots of new tracking components	
Evaluation reports by site (all paperwork needs to be available for the visit)	

District Recommendation 3 (Compliance): In order to meet the Standard, the team recommends that the District update the performance evaluations of academic administrators to include the results of the assessment of learning outcomes to improve teaching and learning. (III.A.6)	
Type: Compliance	Due Date: October 1, 2017
Required Activities:	Responsible Area:
Sign MOU	HR/Teamster
Update evaluation paperwork	HR
Use new process for evaluations in Spring 2017	Colleges/ESC

Demonstrate 100% evaluations	Colleges/ESC/HR
Needed evidence:	
Signed MOU	
New evaluation forms	
Example of evaluations	
Evaluation reports by site (all paperwork needs to be available for the visit)	

District Recommendation 4 (Compliance): In order to meet the Standard, the team recommends that the District and colleges develop a comprehensive Business Continuity/Disaster Recovery plan to ensure reliable access, safety, and security. (III.C.3)	
Type: Compliance	Due Date: October 1, 2017
Required Activities:	Responsible Area:
Develop Business Continuity Plan	IT
Develop budget and timeline of the plan	IT
Fund required elements of plan	Finance and Resource Development
Purchase needed equipment and software	IT/ Finance and Resource Development
Develop procedure guide for use in the event the disaster recovery plan must be enacted	IT
Needed evidence:	
Business Continuity Plan	
Budget request	
Board approvals of expenditures	
Procedure guide	

District Recommendation 6 (Compliance): In order to meet the Standard, the team recommends that the District comprehensively responds to the recurring audit findings concerning: 1) the internal control weakness in information technology controls over the areas of security and change management; and 2) the state compliance exceptions related to “To Be Arranged” (TBA) hours attendance documentation and course classifications. (III.D.7)	
Type: Compliance	Due Date: October 1, 2017
Required Activities:	Responsible Area:
Develop WSCH TBA review process	EPIE
Implement new WSCH TBA review process	EPIE/Colleges
Conduct audit	EPIE/Colleges/External Auditor
Review findings	EPIE/Colleges/IT
Needed evidence:	
WSCH TBA Review Process	
Minutes approving process	
Sample Emails	
Sample documentation	
Audit report	

District Recommendation 8 (Compliance): In order to meet the Standard, the team recommends that the District develop a process to capture the full impact of the District’s liability for load banking and to record the liability in the District’s financial statements. (III.D.12)	
Type: Compliance	Due Date: October 1, 2017
Required Activities:	Responsible Area:
Collect current liability data	Finance and Resource Development/College Academic Affairs Office
Revise process to include submission to the ESC	Finance and Resource Development/College Academic Affairs Office
Revise request forms as needed	Finance and Resource Development/College Academic Affairs Office
Document liability on standard reports	Finance and Resource Development
Needed evidence:	
Liability reports including Load Banking	
New process guide	
Revised forms	
List of loads banked by college	

District Recommendation 10 (Compliance): In order to meet the Standard, the team recommends that the Board adopt policies that clearly define the process for the selection and evaluation of the chancellor. (IV.C.3)	
Type: Compliance	Due Date: October 1, 2017
Required Activities:	Responsible Area:
Update Board Rule	Chancellor/Board
Complete updated evaluation process	Chancellor/Board
Needed evidence:	
Board agenda and minutes for BR approval	
Updated BR	
Board agenda and minutes reporting out on the evaluation	

District Recommendation 11 (Compliance): In order to meet the Standard, the team recommends that the Board establish a formal process for approving the review of policies in which no revisions are made and to regularly assess the effectiveness of all policies in fulfilling the District mission. (IV.C.7)	
Type: Compliance	Due Date: October 1, 2017
Required Activities:	Responsible Area:
Update regulations	Chancellor, Deputy Chancellor, OGC
Bring Board Rules in bulk for review	Senior Staff, Board
Needed evidence:	
Board agenda and minutes showing approval	
Updated regulation	
Updated BR review forms	
Schedule of BR review	

District Recommendation 5 (Improvement): In order to increase effectiveness and better assess financial resource availability, the team recommends that the District implement a District position control system to track and budget for personnel costs. (III.D.4)	
Type: Compliance	Due Date: Midterm report 2020
Required Activities:	Responsible Area:
Make changes to SAP as needed	IT
Develop process guide demonstrating the requirement that budget be available for a hire to occur	HR/Finance and Resource Development
Needed evidence:	
TBD	

District Recommendation 7 (Improvement): In order to increase effectiveness, the team recommends that the District develop and publicize a plan to fully fund the Other Post Employment Benefit (OPEB) Liability, which is currently funded at 16.06 percent. (III.D.12)	
Type: Compliance	Due Date: Midterm report 2020
Required Activities:	Responsible Area:
Actuarial review	Finance and Resource Development
Updated plan	Finance and Resource Development, Board, DBC
Needed evidence:	
Board and DBC agenda and minutes showing review and approval	
Actuarial report	
Final Budgets	
Account statements	

District Recommendation 9 (Improvement): In order to increase effectiveness, the team recommends that the District review the membership of institutional governance committees to ensure all employee groups, particularly classified staff, have formal input on institutional plans, policies, and other key considerations as appropriate. (IV.A.5)	
Type: Compliance	Due Date: Midterm report 2020
Required Activities:	Responsible Area:
Update DPC membership	EPIE
Needed evidence:	
DPC Charter	
DPC Agenda and Minutes	
Revised organizational chart of governance bodies	
Revised consultation process	

District Recommendation 12 (Improvement): In order to improve effectiveness, the team recommends that the District expand efforts to communicate decisions made in the institutional governance process to all stakeholders. (IV.D.6)	
Type: Compliance	Due Date: Midterm report 2020
Required Activities:	Responsible Area:
Develop communication plan	Director of Communication
Update website to meet planning objectives	Director of Communication/IT
Post all minutes to web in more accessible manner	All
Implement Plan	Unknown
Needed evidence:	
TBD	

Timeline

October 1, 2017	Final Report received by ACCJC
September 25, 2017	Send final report
September 6, 2017	Board Approval
August 16, 2017	IESS Review of report (If meeting is held)
August 11, 2017	Final reports sent to the Board
August 4, 2017	Final reports reviewed in Joint DPC and Accreditation Committee meeting
July 10 – July 31	Vetting and editing of final report at college level, addition of college level content to District Recommendations
June 29, 2017	Final narratives and evidence from recommendation writing groups due
June 15, 2017	Recommended revisions to District recommendation Narratives due
June 1, 2017	First draft narrative to District Recommendations and Evidence Due
January-May 2017	Monthly meeting of Accreditation Committee for updates on District recommendations work and narrative, and for discussion on college-level response on District Recommendations