DISTRICT ACCREDITATION UPDATE

Report on Districtwide Accreditation Recommendations

Institutional Effectiveness and Student Success Committee

February 22, 2017

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)
  - **In Progress – Expected completion by end of spring**
  - Human Resources Division has worked with shared governance groups to develop a plan
  - Job openings will be posted centrally on the District website
  - Central pools will be developed
  - Hiring committees at the College will select successful candidates from the pool
  - Fall adjunct hires will utilize the new process

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)
  - **In Progress – Expected completion by end of spring**
  - Human Resources Division has worked with IT to modify existing systems (Easy) to enhance tracking of evaluations
  - Academic personnel have been added to the Easy system
  - Records will now be uploaded and stored digitally rather than paper
  - Evaluations must be complete by the end of spring and on an ongoing basis based on contractual requirements

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)
- **Complete**
  - The Human Resources Division has worked with collective bargaining groups to add Student Learning Outcomes (SLO) and Service Area Outcome (SAO) language to job descriptions, job duty statements, and evaluation forms
  - Evaluations in spring will use the newly approved language and forms

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)
  - **In Progress: Expected completion by fall**
  - The District has completed a plan that will satisfy the recommendation and the equipment required will be in place by fall
  - All colleges will have segregated backups for all data
  - The District has purchased servers to help maintain centralized services in the event of an emergency
  - The current IT assessments are being reviewed to determine the best strategy forward for college, offsite back-ups as part of the 3-2-1 recovery plan
  - All IT policies and procedures will be updated to match the new equipment

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)

- **Complete**
  - The technology controls and security management have been updated to audit standards, meeting this objective
    - Additional changes are being made on the user end to further substantiate this effort
  - The District made changes to TBA tracking and had no further findings in the last audit

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)

- **Complete**
  - The District has developed a procedure to capture and regularly update the liability for load banking and has added this liability the financial statements

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)
- **Complete**
  - Board Rules Chapter X, Article III articulates hiring processes, including college presidents. Sections 10309 was added to the Board Rule to clearly define the process for the selection of the Chancellor
  - The evaluation of the Chancellor was added to Board Rule Chapter X Article I, Human Resources Services

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)

- **Complete**
  - Administrative regulation C-12 was updated to include the provision that the Board review all policies on a triennial basis regardless of whether changes were recommended
  - To ensure that all current Board Rules have been reviewed by the Board in the past three years, the Office of General Council provided all unchanged Board Rules for approval to the Board

Questions?