



2016 ACCREDITATION

UPDATE

Board of Trustees

Committee of the Whole

April 29, 2015

Accreditation 2016:

- ❑ **Where We've Been**
- ❑ **Where We Are Now**
- ❑ **Where We're Going**

Accreditation Recap: 2012-13

2012

- Seaside Colleges file Self Studies (*January*)
- ACCJC responds to Seaside colleges' reports with request for District Special Report (*July*)
- ESC prepares responses to issues identified in Special Report (*Fall*)

2013

- ESC files Special Report with ACCJC (*April*)
- ACCJC site visit to ESC (*May*)
- ACCJC requests ESC Follow Up report (*July*)
- ESC files Follow Up report (*October*)

Accreditation Recap: 2014-15

2014

- ACCJC accepts ESC Follow Up report (*February*)
- ACCJC issues new standards (*June*)
- District responds to previous recs for inclusion in Seaside Mid-Term (*November*)
- ACCJC issues new Manual for Institutional Self-Evaluation (*December*)

2015

- Harbor, Southwest and West (Seaside) colleges file Mid-Term reports (*March*)
- Valley and Mission file Follow Up reports (*March*)
- ACCJC visits Valley (*April*)
- Colleges and ESC begin writing 2016 Self- Evaluation reports using new standards and format

Accreditation 2016

2016

- All colleges on a simultaneous 7-year reporting cycle
- All nine LACCD colleges submit Self-Evaluations (*January*)
- All nine colleges and ESC receive site visits (*March*)

Net impact on LACCD?

Changes to Timeline: VISITS

Harbor,
Southwest,
West (*Seaside*)

Last visit:
Spring 2012

Next visit (old timeframe):
Spring 2018

Next visit
(new timeframe):
Spring 2016

TOTAL LOSS =
-2 YEARS

Mission,
Pierce, Valley
(*Valleyside*)

Last visit:
Spring 2013

Next visit (old timeframe):
Spring 2019

Next visit
(new timeframe):
Spring 2016

TOTAL LOSS =
-3 YEARS

East, City,
Trade-Tech
(*Cityside*)

Last visit:
Spring 2009

Next visit (old timeframe):
Spring 2015

Next visit
(new timeframe):
Spring 2016

TOTAL GAIN =
+1 YEAR

Changes to Timeline: **REPORTS**

**Harbor,
Southwest,
West (*Seaside*)**

Self Study 2012

**Follow Up Reports
2013, 2014;
Mid-Term 2015**

Self Study 2016

**Mission,
Pierce, Valley
(*Valleyside*)**

Self Study 2013

**Follow Up Reports
2014, 2015**

Self Study 2016

**East, City,
Trade-Tech
(*Cityside*)**

Self Study 2009

Mid-Term 2012

Self Study 2016

Changes to ACCJC College Self-Evaluation Requirements

- ❑ Changes to the standards (June 2014)
 - Standard subsections added
 - Increased emphasis on roles and accountability
- ❑ Changes to reporting requirements
 - Self Evaluation layout and components
 - Qualitative essay added
 - ACCJC published revisions in December 2014, January 2015 and February 2015
- ❑ Emphasis on **evidence-based reporting**

The Board's Response: IESS Committee

- ❑ Revamped mission to become “accreditation-centric”, especially regarding deadlines
- ❑ IESS Committee agenda and reports must relate back to process on accreditation
- ❑ IESS held Special Committee meetings at all colleges filing reports (total of 5 thus far, including mid-term and follow-up) to ensure accessibility to college stakeholders
- ❑ Set standards to ensure consistent formatting for college reporting and presentations to ensure “apples to apples” comparisons

The District's Response: ESC Focus Areas

- I. Revitalize program review for all units in the ESC
- II. Support colleges with ESC evidence and content
- III. Strengthen student survey
- IV. Review and strengthen District-level planning and governance documents
- V. Strengthen EPIE infrastructure and **maximize limited resources** to support accreditation

THE EPIE TEAM

I. Focus Area:

Revitalize ESC Program Review

- ❑ District Office Service Outcomes (DOSOs) in place since 2006, but needed “real” program evaluation to meet current standards
 - Matthew Lee contracted to help develop and administer a new program review process
 - Facilitated creation of Service Area Outcomes (SAOs) to comply with new standards
 - Conducted workshops for ESC staff
 - Provided individual consultation to each ESC unit
- ❑ By December 2014, each ESC unit had established 3 SAOs, measures and goals

Institutionalizing ESC's Program Review Cycle

- ❑ User satisfaction surveys currently underway**
- ❑ Assess each unit's SAOs via survey data and internal metrics**
- ❑ Set improvement goals**
- ❑ Complete another cycle, with improvements, in by the time of the 2016 visit**

ESC Program Review: 2015 and Onwards

- ❑ Program review system for ESC being implemented via software already used at Mission and Valley (in-house program, limited cost)
- ❑ Joint venture: District IT is providing secured server space and technical support, IE is providing user support
- ❑ Institutional Effectiveness staff will assist ESC units with annual program review activities, ensuring a **continuous improvement cycle**

II. Focus Area: District Evidence and Reports

- ❑ Previously, ESC provided individual reports/responses to each college as their cycle came up (Seaside, Valleyside, Cityside)**
- ❑ Three different cycles = three different sets of evidence, provided at staggered intervals**
- ❑ All reports were provided as Word documents, with evidence included in the appendix of each report**

Reporting Challenges for 2016

- ❑ No cross-referencing system = no way to track evidence used across multiple reports
- ❑ No way to update evidence between reports
- ❑ New ACCJC requirements: evidence **MUST** be provided electronically
- ❑ 128 subsections of the new Accreditation Standards (June 2014) must be responded to with evidence
- ❑ ESC will provide narrative and evidence for 29 of these subsections
- ❑ Huge file management (logistical) problem

Create an Online Document Management System

- ❑ **Catalog evidence from all reports back to 2013 (or earlier, depending on context)**
- ❑ **Convert all files to pdf's, create a cross-referencing system**
- ❑ **Upload all documents to a new LACCD Intranet site (SharePoint)**
- ❑ **Create separate evidence folders for the 29 Standard subsection the District is responsible for content**
- ❑ **Hyperlink evidence on SharePoint site to individual standards**

All Documents Accessible Through New District Intranet Site

<http://spidev.laccd.edu>

LOS ANGELES COMMUNITY COLLEGE DISTRICT
EMPLOYEE INTRANET

Search the LACCD Intranet **Go!**

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PROPOSED 2014 - 2015 BUDGET PRESENTED TO BOARD OF TRUSTEES

My Memberships

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LACCD Homepage **Go!**

Announcements

New Documents

No Items are currently available. Please



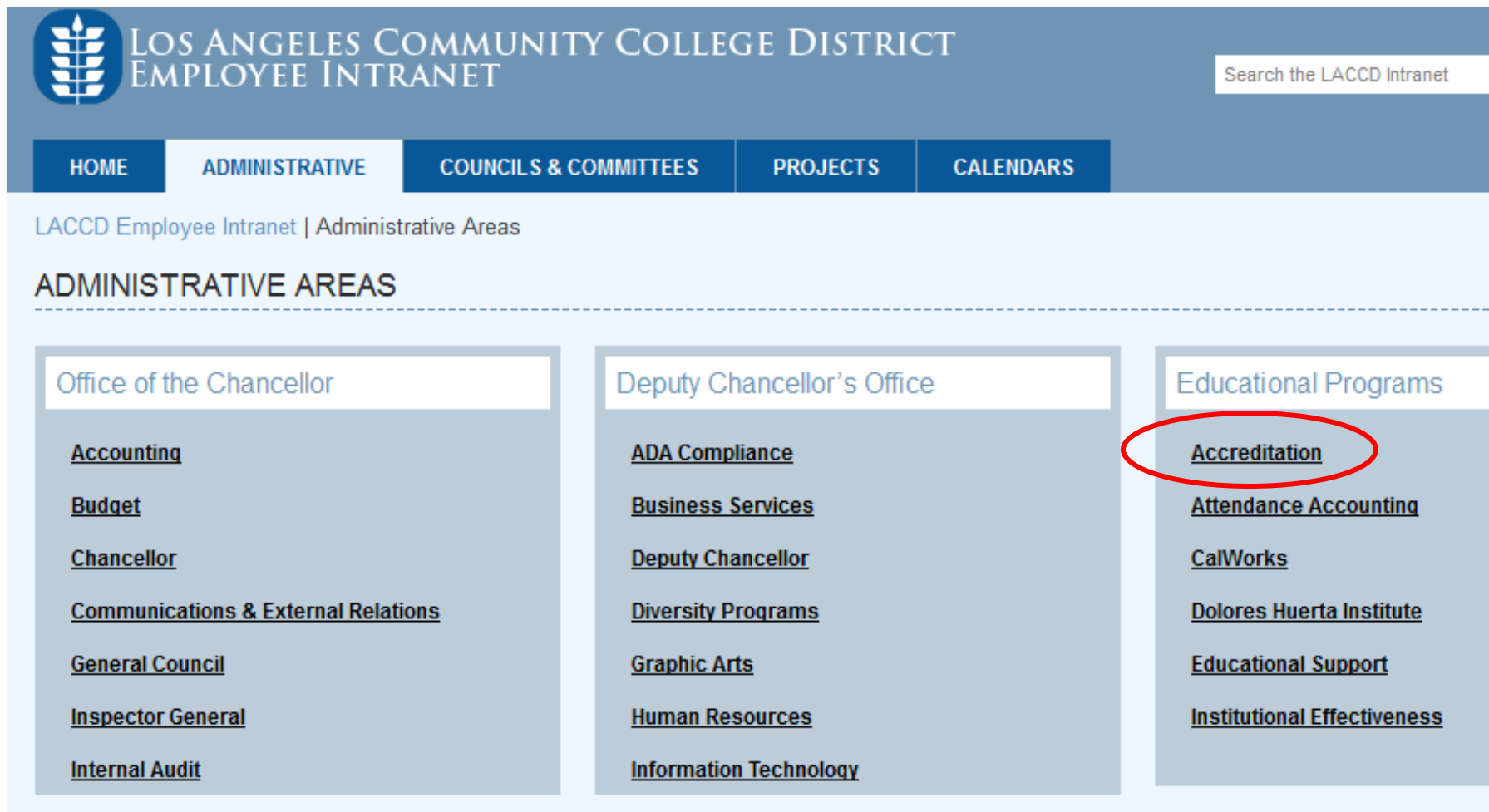
☆ FOLLOW




**Sign-in
here**

- Campus users received email w/login info
- District users use their computer login

Click the **Accreditation** Link



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HOME ADMINISTRATIVE COUNCILS & COMMITTEES PROJECTS CALENDARS

LACCD Employee Intranet | Administrative Areas

ADMINISTRATIVE AREAS

Office of the Chancellor	Deputy Chancellor's Office	Educational Programs
Accounting	ADA Compliance	Accreditation
Budget	Business Services	Attendance Accounting
Chancellor	Deputy Chancellor	CalWorks
Communications & External Relations	Diversity Programs	Dolores Huerta Institute
General Council	Graphic Arts	Educational Support
Inspector General	Human Resources	Institutional Effectiveness
Internal Audit	Information Technology	

Two Folders of Accreditation Evidence



LOS ANGELES COMMUNITY COLLEGE DISTRICT
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+ new document or drag files here

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✓		Name		Modified	Mo
		2016 Self Evaluation	...	Tuesday at 3:11 PM	<input type="checkbox"/>
		Seaside Evidence 2014	...	Tuesday at 3:10 PM	<input type="checkbox"/>

District-Level Evidence Organized by Standard Subsection



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✓		Name	...	Modified	Modified By
		StandardIII_B4	...	January 15	<input type="checkbox"/> Tom-Miura, Allison
		StandardIII_D10	...	January 15	<input type="checkbox"/> Tom-Miura, Allison
		StandardIII_D11	...	January 15	<input type="checkbox"/> Tom-Miura, Allison
		StandardIII_D12	...	January 15	<input type="checkbox"/> Tom-Miura, Allison
		StandardIII_D13	...	January 15	<input type="checkbox"/> Tom-Miura, Allison
		StandardIII_D14	...	January 15	<input type="checkbox"/> Tom-Miura, Allison
		StandardIII_D5	...	January 15	<input type="checkbox"/> Tom-Miura, Allison
		StandardIII_D8	...	January 15	<input type="checkbox"/> Tom-Miura, Allison
		StandardIII_D9	...	January 15	<input type="checkbox"/> Tom-Miura, Allison
		StandardIV_C1	...	January 15	<input type="checkbox"/> Tom-Miura, Allison
		StandardIV_C10	...	January 15	<input type="checkbox"/> Tom-Miura, Allison

Self Evaluation Evidence Files



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✓		Name	Modified	Modified By
		BOT_Agd_FPD4_4_15_2015 ✱	... Yesterday at 5:36 PM	<input type="checkbox"/> Tom-Miura,
		BOT_Min_4_30_2014_p3	... April 16	<input type="checkbox"/> Tom-Miura,
		BuildLACCDNewsltr_Feb2015	... April 15	<input type="checkbox"/> Tom-Miura,
		Coll_StrExc_Plns_1_30_2015	... February 11	<input type="checkbox"/> Tom-Miura,
		CollBudgtRecPlanSum_6_17_14	... February 26	<input type="checkbox"/> Tom-Miura,
		ConnectLACCDFeasRpt_6_16_14 ✱	... Yesterday at 5:37 PM	<input type="checkbox"/> Tom-Miura,
		CustdIEnhExecSum_7_23_2014	... February 25	<input type="checkbox"/> Tom-Miura,
		CustdISvcsEnhPgm_7_23_2014	... February 11	<input type="checkbox"/> Tom-Miura,
		DCOC_Min_11_21_2014	... February 11	<input type="checkbox"/> Tom-Miura,
		DCOCAnnIRpt_2012_2013	... April 15	<input type="checkbox"/> Tom-Miura,
		DCOCAnnIRpt_2013_2014	... April 15	<input type="checkbox"/> Tom-Miura,
		Fac_Life_Cyc_Custdl_5_28_14	... February 11	<input type="checkbox"/> Tom-Miura,

Self Evaluation Evidence Cross-Listing (250+ documents)

EV#	DATE	FILE NAME	TITLE/DESCRIPTION	AUTHOR/ PRESENTER	CROSS- REF	NOTES
III.B.4. Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment.						
13	7/23/2014	CustdlEnhExecSum_7_23_2014	LACCD Custodial Services Enhancement Program Executive Summary; total cost utilization	Duane Hickling		uploaded 2/25
14	6/17/2014	CollBudgtRecPlanSum_6_17_14	College Budget Recovery Plan executive summary	James O'Reilly	3.D.5., 3.D.10.	uploaded 2/26
15	6/16/2014	FMPOC_Min_6_16_2014	FMPOC minutes: Reviewed and approved draft Pierce Facilities Master Plan and Connect LACCD Project Validation		SS-R1, 11/2014, 3.D.14	uploaded
16	6/14/2014	ConnectLACCDFeasRpt_6_14_2014	Feasibility Report on Connect LACCD PPT			uploaded 4/23
17	5/28/2014	Fac_Life_Cyc_Custdl_5_28_14	AECOM Facilities Lifecycle Review and Custodial & Building Maintenance Analysis; total cost of ownership	AECOM & Hinkling	SS-R1, 11/2014	uploaded
18	5/28/2014	FMPOC_Min_5_28_2014	FMPOC Minutes: Reviewed and approved AECOM Facilities Lifecycle Review and Custodial & Building Maintenance Analysis			uploaded
19	4/30/2014	BOT_Min_4_30_2014_p3	BOT Minutes approved TCO resolution			uploaded 4/16

III. Focus Area: Districtwide Student Survey

- ❑ First administered in 1996; biennially since 2007
- ❑ Originates with EPIE and the District Research Council
- ❑ Survey topics remain generally consistent, however, questions revised over time for relevance
- ❑ Administered in-class by faculty members and online for distance-education courses
- ❑ Classes are selected based on random sampling, allowing colleges to draw conclusions about the entire student population based on survey results

Fall 2014 Student Survey

- ❑ Survey conducted September 29 - October 19
 - Included 1,484 class sections, involving 1,256 faculty members , and approximately 30,000 students
- ❑ 2014 survey topics included:
 - Student goals, academic plans and experiences
 - Student background and financial resources
 - Satisfaction with college services
 - College facilities and security
- ❑ Survey questions now linked to accreditation standards
- ❑ Questions linked to Student Learning Outcomes (SLOs)

Survey Questions and Corresponding Standards

Survey Question	Accreditation Standard
I am familiar with the mission statement of this college	I.A Mission
I am aware of the intended learning outcomes of this college	I.B Academic Quality
I know where to find information on: Student success rates for this college and my program	I.B Institutional Effectiveness
The policies and penalties for cheating are clear and enforced	I.C Institutional Integrity
Course syllabi are followed	II.A Instructional Programs
Equipment and labs are adequate and up-to-date	II.B Library and Learning Support Services
Have you been able to follow the recommended list of courses in your Educational Plan?	II.C Student Support Services
I receive excellent instruction in most of my courses	III.A Human Resources
Campus buildings are clean and well maintained	III.B Physical Resources
I know who to contact if I have a problem with my LACCD email account	III.C Technology Resources
Student needs are taken into consideration by this college when making decisions	IV.A Decision-Making Roles and Processes

Survey Questions Linked to Student Learning Outcomes (SLOs)

How much have your experiences at this college, both in and out of class improved your ability to...	Student Learning Outcome Area
Contribute to the welfare of your community	Civic Responsibility
Write and speak clearly and effectively	Communication
Think critically and analytically	Critical Thinking
Understand people of other racial, cultural, or ethnic backgrounds	Cultural Diversity
Solve numerical problems	Quantitative Reasoning
Learn effectively on your own	Self-awareness and Interpersonal Skills
Use computers and other information technology	Technical Competence

IV. Focus Area: District-level Planning & Governance

- ❑ Lead/facilitate District Planning and Accreditation Committee (DPAC) activities, including review of new standards and evidence**
- ❑ Provide ongoing training for DPAC and college participants**
- ❑ Review timing and integration of District-level plans**
- ❑ Review committees, charges and websites for accuracy**
- ❑ Update Governance Handbook**

District Plans

- ❑ Review District plans for timing, congruence and internal consistency
 - Strategic Plan (Vision 2017)
 - Technology Plan
- ❑ Ongoing review of District Strategic Plan
 - Are the objectives still accurate?
 - Do they need to be stronger to support college goals?
 - Is anything missing ?
- ❑ Revise as needed to ensure all District plans sync appropriately

District Committees

- ❑ Review Districtwide Committees
 - District Budget Committee (DBC)
 - Technology Policy Planning Committee (TPPC)
 - District Planning and Accreditation Committee (DPAC)
- ❑ How do the committees interact?
- ❑ What are the points of mutual contact?
- ❑ Are there any redundancies?
- ❑ How do we *show evidence* of our working together?

Review Shared Governance Handbook

- ❑ **Fit-Gap questions included:**
 - Does it accurately reflect our current practices?
 - Are all internal references congruent?
 - How does it match against the new standards?
- ❑ **Gaps identified:**
 - Planning processes are out of sync
 - Update councils and committees
 - Update organizational charts and functional maps
- ❑ **Revisions underway: next steps**
 - Vetting with constituent groups
 - Board review and approval

V. Focus Area: Strengthen EPIE Infrastructure

- Ongoing updates to Board rules and Administrative Regulations
- Create master calendar to track Board approval of benchmark documents
- Create accreditation 2016 Newsletter
- Complete revision of EPIE website

Semester/Year	Entity	Status as of April 2015	Status
Fall 2014	Colleges	1) Submit Strategic Plan updates (City, Mission, Southwest and West) December	✓
	Board	1) IE Committee conducts site visits at Southwest, West (December 9) and Harbor (December 11)	✓
		2) IE Committee reviews college Strategic Plan updates (City, Mission, Southwest, West)	✓
	DPAC	1) Review District and college evidence against new standards	✓
		2) Begin review of LACCD Strategic Plan (DSP)	In Progress
	ESC	1) Develop program review for all units in the ESC: 3-5 Service Area Outcomes (SAO's) for each unit (December 2014)	✓
		2) Begin internal review of District Governance and Functions Handbook, Parts I & 2 (December 2014)	✓
		3) Review Districtwide councils and committees, Board committees, and corresponding websites (December 2014)	✓
		4) Provide final draft of District recommendation updates for Seaside colleges (October 2014)	✓
		5) Develop SharePoint document management system for District evidence (October-December 2014)	✓
		6) Conduct student survey (September-October)	✓

Semester/Year	Entity	Status as of April 2015	Status
Winter 2015	Colleges	1) Mid-Term Reports from Harbor, Southwest and West; Follow-Up Report from Valley (January 2015)	✓
	Board	1) IE accepts Mid-Term reports from Harbor, Southwest and West; Follow-Up from Valley and Mission (January 2015)	✓
	DPAC	1) Revise DPAC mission, membership; establish annual goals	In Progress
		2) Continue review of LACCD Strategic Plan	In Progress
	ESC	1) Complete internal review of Parts I, II District Governance and Functions (DG&F) Handbook	In Progress
		2) Finalize Service Area Outcomes (SAOs) for ESC units, conduct program review	✓
		3) Begin development of online program review system for ESC	✓
		4) Complete District evidence files; begin drafting District-level responses to Standards III, IV	✓
		5) Begin analysis of student survey	✓

Semester/Year	Entity	Status as of April 2015	Status
Spring 2015	Colleges	1) Annual College Effectiveness Reports from City, East and Harbor (February 2015)	✓
		2) Annual College Effectiveness Reports from Mission, Pierce and Southwest (March 2015)	✓
		3) Annual College Effectiveness Reports from Trade, Valley and West (April 2015)	✓
	Board	1) Receive Annual College Effectiveness Reports (all)	✓
	DPAC	1) Finalize mission, membership and annual goals (February 2015)	In Progress
		2) Review updates of District Governance and Functions Handbook Part 1 (March 2015)	In Progress
		3) Review update of District Governance and Functions Handbook Part 2 (February 2015)	In Progress
		4) Complete review of District Strategic Plan (April 2015)	In Progress
	ESC	1) Vet updates to District Governance & Functions Handbook with constituent groups (March-May)	In Progress
		2) Finalize updates to District-level planning framework (May 2015)	In Progress
		3) Continue drafting District-level responses to Standards III, IV	In Progress
		4) Finalize online program review system for ESC; transfer existing paper documentation into system	In Progress
		5) Publish student survey results keyed to ACCJC Standards and SLO Outcomes	In Progress

Semester/Year	Entity	Status as of April 2015	Status
Summer 2015	Colleges	1) Ongoing preparation for Spring 2016 visits	
	Board	1) Board to review and approve updates to District Strategic Plan (July 2015)	
	DPAC	1) Review first draft District-level responses to Standards III, IV	
	ESC	1) Release first draft District-level responses to Standards III, IV	
Fall 2015	Colleges	1) Finalize Self-Evaluation Reports (all)	
	Board	1) IESS Committee conducts site visits (all - dates TBD)	
		2) Board receives and approves Self-Evaluation Reports (all - dates TBD)	
	DPAC	1) Review, update annual goals	
	ESC	1) Release final District-level responses to Standards III, IV (September 2015)	
		2) Conclude first-year ESC program review cycle; make improvements as needed	
3) Continue review of internal systems, ensure all evidence files are in order and posted to SharePoint (ongoing)			
Winter 2016	Colleges	1) Finalize preparation for Spring 2016 visits	
	Board	1) IESS Committee continues site visits (all - dates TBD)	
	DPAC	1) Review ESC websites, note discrepancies, make recommendations	
	ESC	1) Finalize review of internal systems, ensure all evidence files are in order and posted (ongoing)	

Semester/Year	Entity	Status as of April 2015	Status
Spring 2016	Colleges	1) Annual College Effectiveness Reports from City, East and Harbor (February 2016)	
		2) Annual College Effectiveness Reports from Mission, Pierce and Southwest (March 2016)	
		3) Annual College Effectiveness Reports from Trade, Valley and West (April 2016)	
		4) ACCJC Visit (March 2016)	
	Board	1) Receive Annual College Effectiveness Reports (all)	
		2) ACCJC Visit (March 2016)	
	DPAC	1) Pray for Positive ACCJC Visit	
	ESC	1) ACCJC Visit (March 2016)	

Accreditation 2016 Newsletter



LOS ANGELES COMMUNITY COLLEGE DISTRICT
CITY / EAST / HARBOR / MISSION / PIERCE / SOUTHWEST / TRADE-TECHNICAL / VALLEY / WEST

ACCREDITATION 2016

Message from the Chancellor

The reaccreditation requirements are the vehicles through which our colleges showcase their commitment to, and fulfillment of, the standards of the Accrediting Commission for Community and Junior Colleges (ACCJC).

The process for reaccreditation is intense and I commend those at the colleges and District office who are working tirelessly to ensure that we not only meet the standards, but exceed them.

At LACCD, our administrators, faculty and staff are crafting robust self-evaluation reports, as we prepare



Chancellor Rodriguez

to host concurrent site visits from peer evaluators representing ACCJC in spring 2016.

I encourage us to use the writing of these reports as an opportunity to improve, and through widespread campus dialogue, create the infrastructure necessary for sustained and continuous quality improvement. Sincerely,

Francisco C. Rodriguez, Ph.D.
Chancellor

Message from the District Academic Senate President

Updated EPIE Website

LACCD > Departments > Educational Programs and Institutional Effectiveness > Planning and Accreditation

➤ Educational Programs and Institutional Effectiveness

➤ Planning and Accreditation

➤ District Strategic Plan

➤ District Governance and Functions Handbook

➤ Contact Us

Planning and Accreditation

"Accreditation is the process for evaluating and assuring the quality of education used by the American higher education community. It is a uniquely American quality assurance process through which institutions collectively set standards for good practice, conduct peer-based evaluations of institutions on a regular basis, confer accredited status on institutions, and make the results of accreditation review of institutions known to the public." - ACCJC

Accrediting Commission for Community and Junior Colleges (ACCJC)

The nine LACCD colleges participate in a comprehensive accreditation "Self Study" every six years. During this process, teams of college faculty, administrators, support staff, and students work together to assess the effectiveness of current institutional efforts and to make plans to improve college performance. They are guided in this process by standards of good practice established by the Accrediting Commission for Community and Junior Colleges, an arm of the Western Associate of Schools and Colleges.

District Review Cycle

[District Effectiveness Review Cycle.pdf](#)

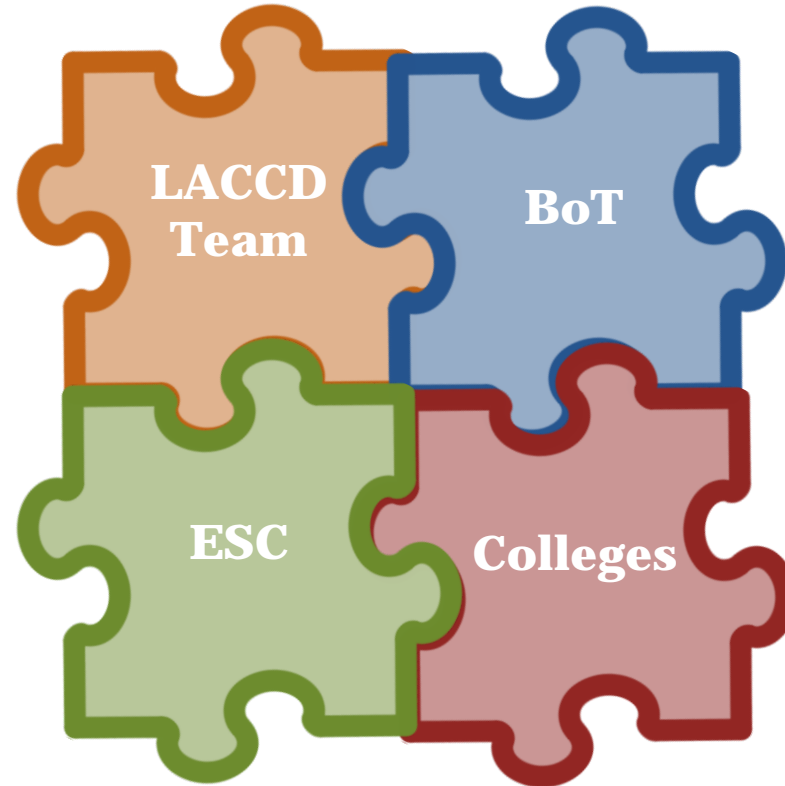
[2014-15 Institutional Effectiveness and Accreditation Calendar.pdf](#)

College Accreditation Calendar

[2015-16 Scheduled Accreditation Reports and Visits.pdf](#)

LACCD Accreditation Reports

How does it all fit together?



**Prepare, prepare, prepare for
accreditation success in 2016!!**