



**Accreditation Follow-Up Report Summary  
March 2016 Comprehensive Visit  
Educational Services Center**

Recommendation for Compliance	Related Standard(s)	Action Taken to Address Recommendation	Status of Action (Completed / In Progress)?
<p><b>District Recommendation 1:</b> 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.</p>	<p>III.A.1</p>	<p>District Academic Senate (DAS) and Human Resources Division jointly developed a uniform_hiring procedure for all adjunct positions.</p>	<p>Completed</p>
		<p>Human Resources Division developed a centralized web-based adjunct recruitment system of applicant lists by discipline.</p>	<p>Completed</p>
		<p>The hiring process was revised to include a hiring selection committee with an Equal Employment Opportunity officer for screening and interviewing applicants.</p>	<p>Completed</p>
		<p>Human Resources Division developed templates for posting adjunct positions.</p>	<p>Completed</p>
<p><b>District Recommendation 2:</b> 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.</p>	<p>III.A.5</p>	<p>District has completed an update of the SAP system to enhance tracking and congruence in the evaluation process. The system is now used for all personnel, classified, and academic employees as the system of record for evaluations and has been updated to include the ability to upload the evaluation.</p>	<p>Completed</p>



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<b>District Recommendation 3:</b> 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	Human Resource Division has worked with collective bargaining groups to add Student Learning Outcomes (SLO) and Service Area Outcomes (SAO) language to job descriptions, job duty statements, and evaluation forms for academic supervisors, unrepresented management and executive level administrators and each college has implemented the new evaluation process for academic supervisors and managers.	Completed
<b>District Recommendation 4:</b> 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	The District has developed a comprehensive Business Continuity plan that is consistent across all colleges and for the District centralized functions, utilizing the California Community College System Office Information Security Center Template as the framework for a robust disaster recovery process. Plan is now codified in Administrative regulation B-37.	Completed
		District developed a Strategic Execution Plan to ensure that colleges are operating at the same standard and included improvements of storage systems, firewall security, and servers that were used in the development of the business continuity and disaster recovery plan.	Completed
<b>District Recommendation 6:</b> In order to meet the Standard, the team recommends that the District comprehensively responds to the recurring audit findings concerning:	III.D.7	Increase segregation of duties and further implement Security Weaver software.	Completed
		Hired a Software Systems Engineer who developed and improved the processes related to security and change management.	Completed



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<p>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.</p>		<p>Refined internal controls to establish a list of users who should have administrative and other elevated (Super User) access within the district enterprise systems (SAP).</p>	<p>Completed</p>
		<p>The District worked to develop a new corrective action plan that involves increased central review and control over the TBA reporting, in which the Division of Educational Programs and Institutional Effectiveness will audit attendance records for compliance and scheduled sections not meeting requirements will not be submitted for apportionment.</p> <p>The most recent external audit report found no deficiencies with TBA documentation and reporting, indicating that the reoccurring finding regarding TBA hours had been addressed.</p>	<p>Completed</p>
<p><b>District Recommendation 8:</b> 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.</p>	<p>III.D.12</p>	<p>Through collaboration with the college offices of academic affairs, the District has developed a system that, each semester, requires the colleges to submit required detailed information to calculate the district-wide load banking liability resulting from load banking at the colleges.</p>	<p>Completed</p>
		<p>Load banking information will be regularly reported to the Accounting Department and recorded as a liability in the District’s books for use in the District’s financial statements at the end of the fiscal year.</p>	<p>Completed</p>



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<p><b>District Recommendation 10:</b> 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.</p>	IV.C.3	<p>Section 10309 was added to Board Rule Chapter X, Article III to clearly define the process for the selection of the Chancellor. The revised Board Rule was approved by the Board on March 8<sup>th</sup>, 2017 and is in effect for the next selection process.</p>	Completed
		<p>The evaluation of the Chancellor was added to Board Rule Chapter X Article I, Human Resources Services. The Board Rule was approved on March 8<sup>th</sup>, 2017. The evaluation process goes into effect immediately and will be used in the annual evaluation of the Chancellor.</p>	Completed
<p><b>District Recommendation 11:</b> 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.</p>	IV.C.7	<p>Administrative regulation C-12 was updated in May 2016 to include the provision that the Board review all policies on a triennial basis regardless of whether changes were recommended.</p>	Completed
		<p>To date, all Board Rules have been reviewed and approved by the Board at least once in the past three years, and the Office of General Counsel will continue its practices of tracking the review of all policies and procedures to ensure that triennial reviews occur.</p>	Completed



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		<p>The Office of Educational Programs and Institutional Effectiveness in consultation with the Office of General Counsel will be working toward the adoption of the Community College League of California model policies. The District has developed a crosswalk of the model policies to current policies beginning with Chapter 2 and assigned the revision of District policies to appropriate consultation groups. The District plans on integrating the model policies over the course of the next 18 months and believes that these efforts will provide additional uniformity to the District policies and a greater ability to respond to legislative changes from the state.</p>	<p>In Progress</p>



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**Current and Future Accreditation Challenges**

Current Challenges

- Increase the number of evaluations completed and submitted

Future Challenges

- Continue to refine the Evaluation Alert System for submitting and tracking employee evaluations
- Implement the Strategic Execution Plan to ensure business continuity through segregated onsite storage, local offsite storage, and offsite emergency backups, and additional server capacity
- Continue to audit class scheduling and attendance documentation requirements in new student information system to avoid TBA audit findings
- Implement the Community College League of California model policies to provide additional uniformity to the District policies and a greater ability to respond to legislative changes from the state