

Citrus College

Institutional Self Evaluation Report



2015

Public Forum
In preparation for the
Accreditation Follow-Up
Report
Due March 15, 2017

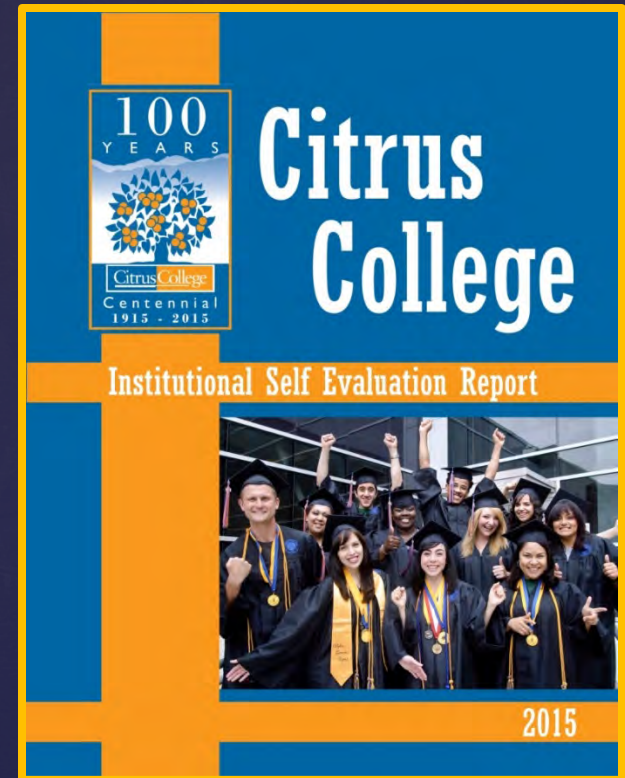
December 1, 2016

Citrus College



A quick review...

- ❖ Comprehensive team evaluation in fall 2015
- ❖ Team report for review
- ❖ Commission action letter, February 5, 2016





Commission Action Letter February 5, 2016

Two Recommendations and Two Commission Concerns

References: Two Eligibility Requirements and five Standards

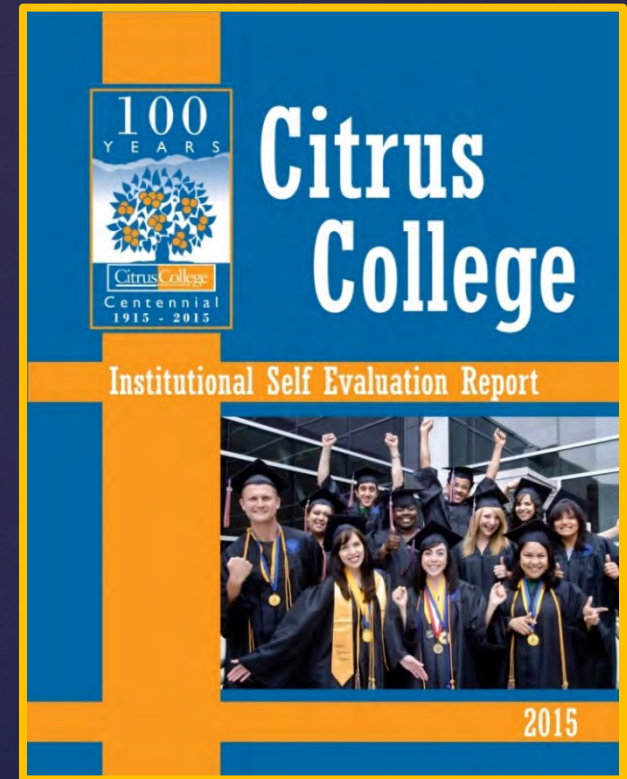
- ❖ ER20, II.B.2.c
- ❖ ER 21, I.A.3, I.B.3, IV.A.4, I.B.2

Citrus College



What is the Follow-Up Report?

- ❖ A Follow-Up Report is required when an institution must provide evidence that demonstrates it has addressed recommendations, resolved deficiencies identified in the evaluation team report, and meets Commission's Standards.





Timeline of actions since the fall 2015 site visit

Fall 2015

- ❖ Review and reflection on content from exit meeting
- ❖ Survey of Accreditation Standards Co-leads
- ❖ Supplemental material sent to the Commission
- ❖ Early work on anticipated recommendations



Timeline

Spring 2016

- ❖ Receipt and review of Commission action letter
- ❖ Contextual analysis of recommendations, report, ERs, and Standards
- ❖ Institution-set standards reviewed and agreed to
- ❖ ACCJC annual reports filed

Citrus College



Timeline

Fall 2016

- ❖ Discussed Commission recommendations and emerging responses with constituent groups
- ❖ Collected materials and evidence
- ❖ Drafted report
- ❖ College forum December 1, 2016



Timeline

Winter, Spring 2017

- ❖ Edit, revise report as needed
- ❖ Board of Trustees first reading January 17
- ❖ Final draft to Board of Trustees February 7
- ❖ Flex day report and breakout session
- ❖ Send report to the Commission March 15
- ❖ Annual report to Commission

**Citrus
College**



**What do we need to address
in the Follow-Up Report?**

Citrus College



Recommendation #1:

Integrity in Communications with the Public:

In order to meet the Eligibility Requirement and the Standard, and to comply with federal regulations, the team recommends the college include precise, accurate, and current information concerning grievance and complaint procedures and sexual harassment in its print or electronic catalog for its constituencies **(ER20, II.B.2.c)**.

Citrus College



Recommendation #1 topics of concern:

Eligibility Requirement 20: “The institution provides a print or electronic catalog for its constituencies with precise, accurate, and current information”

Standard II. B.2.c: “Catalog provides ... precise accurate, and current information ... major policies affecting students...”



Grievances and Complaints, Sexual harassment Actions and Evidence:

- ❖ Separated grievance procedure from complaint process
- ❖ Updated grievance and complaint information in Catalog, both print and online (pages 257- 258)
- ❖ Webpage updated and forms posted online
- ❖ Sexual harassment information in Catalog, both print and online (pages 258-259)

Citrus College



Recommendation #2 topics of concern:

Standard I.A.3:

“Using the institution’s governance and decision-making processes, the institution reviews its mission statement on a regular basis and revises it as necessary. “



Recommendation #2 topics of concern:

Standard I.B.3:

“The institution assesses progress toward achieving its stated goals and makes decisions regarding the improvement of institutional effectiveness in an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. Evaluation is based on analyses of both quantitative and qualitative data.”

Citrus College



Recommendation #2 topics of concern:

Standard IV.A.4:

“The institution advocates and demonstrates honesty and integrity in its relationships with external agencies. It agrees to comply with Accrediting Commission Standards, policies, and guidelines, and Commission requirements for public disclosure, self study and other reports, team visits, and prior approval of substantive changes. The institution moves expeditiously to respond to recommendations made by the Commission.”



Action: ER 21

Team Report Assessment

- Public Notification of an Evaluation Team Visit and Third Party Comment: **Not met**
- Standards and Performance with Respect to Student Achievement: Addressed in ISER and met
- Credits, Program Length, and Tuition: Not addressed in ISER, but met
- Transfer Policies: Not addressed in ISER, but met
- Distance Education and Correspondence Education: Not addressed, but met
- Student Complaints : **Met, but follow-up is recommended**
- Institutional Disclosure and Advertising and Recruitment Materials: Not addressed ISER, but met
- Title IV Compliance: Not addressed in ISER, but met



Action: ER 21

- ❖ Cross-checked lists of policies in team report, U.S.D.E checklist, manuals
- ❖ Addressed identified policies
- ❖ Clarified compliance with policies and College's commitment to integrity in relations with the Commission

Citrus College



Action: I.A.3

Clarified 5 year cycle for mission review as linked to Strategic Plan and other major plans

Evidence:

Integrated Planning Manual
Strategic Plan, 2016 – 2021
BP 1200

Citrus College



	Mission	Strategic Plan	Educational & Facilities Master Plan	Program Review	Technology Plan
2015-2016	revisit and review	Year 5; finalize the new plan	Year 5; midterm review and status check	Year 4	Year 4
2016-2017		new plan Year 1	Year 6	Year 5	Year 5; develop new plan in line with Strategic Plan
2017-2018		Year 2	Year 7	Year 1 – Assessment & Planning	Year 1
2018-2019		Year 3	Year 8	Year 2	Year 2
2019-2020		Year 4	Year 9; start planning the new plan	Year 3	Year 3
2020-2021	revisit and review	Year 5	Year 10; finish the new plan	Year 4	Year 4
2021-2022		new plan Year 1	new plan Year 1	Year 5	Year 5; develop new plan in line with Strategic Plan



Action: I.B.3

Institution-set standards

Student achievement:

- ❖ IEC discussions of data, historical experience, IEPI requirements
- ❖ Adjusted standards in 2016 annual report
- ❖ Embedded standards in Strategic Plan
 - ❖ Intermediate metrics
 - ❖ Annual Evaluation Reports

Exam pass rates, job placement rates:

- ❖ Embedded related objectives in Strategic Plan, 2016 – 2021



Action: I.B.3

Successful student course completion

As reported in...	Institution-set Standard	Actual Achievement
2014 Annual Report	67%	69.2%*
2015 Annual Report	67%	69.2%
2016 Annual Report	70.3%	69.3%

*The commission was notified about the correction in 2015.

Citrus College



Action: I.B.3

Number of students achieved completion of degrees

As reported in...	Institution-set Standard	Actual Achievement
2014 Annual Report	778	1,056
2015 Annual Report	778	1,244
2016 Annual Report	1,270	1,254

Citrus College



Action: I.B.3

Number of students achieved completion of certificates

As reported in...	Institution-set Standard	Actual Achievement
2014 Annual Report	429	496
2015 Annual Report	429	404
2016 Annual Report	1,140	1,127



Action: I.B.3

Number of students transferred to 4-year colleges or universities

As reported in...	Institution-set Standard	Actual Achievement
2014 Annual Report	905	952
2015 Annual Report	905	1,082
2016 Annual Report	1,260	1,234

Citrus College



Action: I.B.3

Institution-set standards

Job Placement Rates

- ❖ Minimum levels set by CCCCCO
- ❖ Citrus core indicators targets negotiated

Exam Pass Rates

- ❖ Discuss pass rates at the program level
- ❖ Consider adjustments for 2017 Annual Report

Evidence

Strategic Plan, Perkins submissions

Citrus College



Action: IV.A.4

Centralized listing of accrediting agencies and other external agencies with agreements, MOUs, contracts

Evidence:

Updated webpage

Citrus College



Recommendation #2:

Integrity in its Relations with the Accrediting Commission

In order to meet the Eligibility Requirement and the Standards, the team recommends the college comply with Commission requests, directives, decisions and policies, and make complete, accurate, and honest disclosure (ER 21, I.A.3, I.B.3, IV.A.4).



Recommendation #2 topics of concern:

Eligibility Requirement 21:

“The institution provides assurance that it adheres to the Eligibility Requirements and Accreditation Standards and policies of the Commission, describes itself in identical terms to all its accrediting agencies, communicates any changes in its accredited status, and agrees to disclose information required by the Commission to carry out its accrediting responsibilities. The institution will comply with Commission requests, directives, decisions and policies, and will make complete, accurate, and honest disclosure.”

Citrus College



Commission Concern #1:

The Institutional Self Evaluation Report was disappointing, particularly with respect to providing access to evidence and including all of the required information in the team report. The Commission notes that evaluation team also stated that Citrus College did not provide the evidence of its own excellent performance with respect to some of the Standards, and therefore the College may not have developed an accurate assessment of its own quality, as is the purpose of the self-evaluation process.

Citrus College



Commission Concern #1: *continued*

The Commission urges Citrus College to develop a different approach to its next report to the Commission – one that provides for broader college input, more careful attention to presenting the factual evidence of the College's performance with respect to standards, and more careful review of the report before finalizing it.



Actions on Concern #1

- ❖ Analyzed team co-leads survey data
- ❖ Revised duties of accreditation co-chair to address increased training
- ❖ Served on two visiting teams to assure currency in Standards, ERs, policies, and practices
- ❖ Developed objectives for improved continuous engagement in Accreditation matters

Citrus College



Commission Concern #2:

The Commission discussed the institution-set standards established by Citrus College, and like the team, believes that they are set low. The College should review and consider resetting those standards to a more rigorous level. **(Standard I.B.2)**

Citrus College



Commission Concern #2:

Standard I.B.2: “The institution sets goals to improve its effectiveness consistent with its stated purposes. The institution articulates its goals and states the objectives derived from them in measurable terms so that the degree to which they are achieved can be determined and widely discussed. The institutional members understand these goals and work collaboratively toward their achievement.”
(2012)



Actions on Concern #2 Institution-set standards

Adjusted Standards:

- ❖ Successful student course completion
- ❖ Number of students completing degrees
- ❖ Number of students completing certificates
- ❖ Number of students transferring to 4-year colleges or universities



Citrus College

Institutional Self Evaluation Report



2015

Please feel free to comment or suggest improvements to the draft report.

December, 2016

Citrus College



Citrus College



Citrus College



Citrus College



Citrus College

