**ACCJC 2020 Midterm Report timeline and leads (draft 7/18/2019)**

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| August 2019 | EdCAP to review timeline and leads, and discuss actions to address recommendations |
| September 2019-March 2020 | Complete action items to address recommendations (e.g. review vendors to disaggregate SLOs), and write draft report |
| April 2020 | Share draft report for feedback at EdCAP, Academic Senate, via email to the college community, at the planning retreat, and at a town hall |
| May 2020 | Revise draft based on feedback and approve draft at EdCAP and Senate |
| June 2020 | Approve final report at Executive Council, Chancellor’s Cabinet, and Board of Trustees |
| July 2020-Sepetember 2020 | Leave as buffer just in case any delays in process |
| October 15, 2020 | Report due to ACCJC |

From *Guidelines for Preparing Institutional Reports to the Commission (for reports due Fall 2020 and beyond)*

<https://accjc.org/wp-content/uploads/Guidelines-for-Preparing-Institutional-Reports_Fall-2020-and-beyond.pdf>

**5. Plans Arising from the Self-Evaluation Process**

During the college’s self-evaluation process, colleges identify areas of improvement to strengthen their alignment to the Standards. This section reports on those self-identified Improvement plans. The institution should describe their progress on these plans and resulting outcomes. A chart format can be used for this section of the report as appropriate. Any plans still pending for action should be clearly identified with specific timelines for completion and should identify responsible parties.

* I.B.2/II.C.2: With the recent growth in institutional research staff, the College will resume its focus on collaborating with all college programs to address research needs, as further discussed in the Quality Focused Essay. LEAD: OLEG
* III.A.1/IV.C.3: The College working with the District Council on Human Resources (DCHR) will complete and submit for Board review BP/AP 2170 with expanded wording to include policy and procedure related to interim hiring and emergency hiring. The College will be presented with a summary regarding chancellor and president evaluations. LEAD: SILVIA
* III.A.1: The College working with human resources will attempt to broaden and clarify job announcements related to equity hiring practices. LEAD: SILVIA
* III.A.5: The District will assess the feasibility of using an electronic tool to assist in gathering data for evaluations of all employees. LEAD: SILVIA
* III.A.5: The District and Colleges will provide additional training opportunities for evaluators related to an effective performance evaluation process. LEAD: SILVIA
* III.A.9/III.A.10: The District and Colleges will continue to analyze the barriers to timely hiring, and work with the human resources department to review and streamline current hiring processes. LEAD: SILVIA
* III.A.10: The College and District will use the new functional maps to define roles and responsibilities. LEAD: SILVIA
* III.A.10: The College will examine the compensation structure for administrative employees, including salary schedule and benefit contributions. LEAD: SILVIA
* IV.A.6: The College will examine how to centralize where resource prioritization decisions are posted on the web to ensure ease of access to the information. LEAD: SILVIA/EDCAP CHAIRS
* IV.D.5: The College and District will work together to complete the District Strategic Plan as defined in the Integrated Planning Manual. LEAD: OLEG
* IV.D.5: The College and District will work together to determine a process for the development of the District Facilities Master Plan to align with the College master plans as defined in the Integrated Planning Manual. LEAD: SILVIA

*Note: See pages 326-327 of 2016 ISER for additional details*

**6. Institutional Reporting on Quality Improvements**

**6.A Response to Recommendations for Improvement**

If identified in the Commission Action Letter, colleges will address recommendations for improvement in order to increase institutional effectiveness. The college should refer to the External Evaluation Team Report for further information and direction on the improvement recommendations. The institution should explain the manner in which each recommendation to improve was considered, and what, if anything, was done by the institution as a result of the recommendation.

* College Recommendation 1 (Compliance): In order to meet the Standard, the team recommends that the College analyze and disaggregate learning outcomes for subpopulations as defined by the College. (I.B.5, I.B.6) \*\*note: changed by ACCJC to improvement recommendation\*\* LEADS: OLEG/DANI
* College Recommendation 2 (Improvement): In order to increase effectiveness, the team recommends that the College conduct regular assessment of the approved course learning outcomes (CLOs) for all officially approved courses appearing in the College Catalog. (II.A.3) LEADS: OLEG/DANI
* College Recommendation 3 (Improvement) In order to increase effectiveness, the team recommends that the College develop a long-range financial plan that incorporates all cost components of other College and District plans ensuring that long-range financial planning is considered when making short-term financial decisions. (III.D.11) LEADS: SILVIA/DAVID El FATTAL

**6.B Reflection on Improving Institutional Performance: Student Learning Outcomes and Institution Set Standards**

* Student Learning Outcomes (Standard I.B.2) LEADS: OLEG/DANI

ACCJC Standard I.B.2 states: “The institution defines and assesses student learning outcomes for all instructional programs and student and learning support services.”

Reflect on the college’s assessment processes since the last comprehensive review:

-What are the strengths of the process that helps lead the college to improve teaching and learning?

-What growth opportunities in the assessment process has the college identified to further refine its authentic culture of assessment?

-Provide examples where course, program, or service improvements have occurred based on outcomes assessment data.

-In those areas where assessment may be falling behind, what is the college doing to complete the assessments per the college’s schedule.

Evidence: Provide evidence to support the information and narrative described above.

* Institution Set Standards (Standard I.B.3) LEADS: OLEG/EDCAP CHAIRS

ACCJC Standard I. B. 3. reads: “The institution establishes institution-set standards for student achievement, appropriate to its mission, assesses how well it is achieving them in pursuit of continuous improvement, and publishes this information.”

Using the most recent Annual Report, the college will reflect on its trend data on institution-set standards for course completion, certificate completion, degrees awarded, and transfer.

-Has the college met its floor standards?

-Has the college achieved its stretch (aspirational) goals?

-What initiative(s) is the college undertaking to improve its outcomes?

-How does the college inform its constituents of this information?

Evidence: Provide the most recent Annual Report used for this reflection.

**6.C Report on the outcomes of the Quality Focus Projects**

The Quality Focus Essay in the Institutional Self-Evaluation Report identified quality focus projects to improve Student Learning and Achievement. The Midterm Report will report on the goals, outcomes, and data identified for each quality focus project and the changes in Student Achievement and Student Learning that resulted from the projects. Of particular interest, if appropriate, is commentary on further expansion of the projects, the potential and intent to expand those projects to other areas of the College, and the ability to replicate these projects. The institution should also identify which, if any, projects did not achieve the desired outcomes and provide information as to the factors that contributed to that outcome.

* Action Project#1: Expanding institutional effectiveness resources to enhance the College’s culture of communication and evidenceLEAD: OLEG
* Action Project #2: A holistic look at the program planning process LEADS: OLEG/EDCAP CHAIRS

**6.D Fiscal Reporting** LEADS: SILVIA/DAVID El FATTAL

Please provide the most recent Annual Fiscal Report with your Midterm Report.

If any of the areas of the most recent Annual Fiscal Report indicate that the college is not meeting its goals, such as high loan default rates, unmet liabilities, and/or projected deficits, please describe any plans for improvement.

If the institution is on enhanced fiscal monitoring, please provide narrative describing progress on the institution’s improvement plans.

If the conditions above do not apply, narrative is not required. Nevertheless, the institution should still include a copy of the most recent Annual Fiscal Report as part of its Midterm Report.