

# Accreditation 301..Responsive and Flexible!

## WEST HILLS COLLEGE LEMOORE



### **Institutional Self Study Report In Support of Reaffirmation of Accreditation Spring 2017**

Submitted by  
West Hills College Lemoore  
555 College Avenue  
Lemoore, CA 93245

to  
Accrediting Commission for Community and Junior Colleges,  
Western Association of Schools and Colleges



# Accreditation Guidebook

- Overview
- College History
- Mission, Vision, Goals, & Institutional Set Standards
- Integrated Planning & Governance Process
- Organizational Chart
- College Planning
- Institutional Student Learning Outcomes
- Quality Focus Essay
- Next Steps
- Notes Pages!



MARCH 6-9, 2017

**What you need to know before the  
peer review visit**

# Accreditation 101

- **WHC Lemoore and ACCJC History**
- 1/31 or 2/1 from 3:00 p.m.-4:00 p.m.
- Putting the Self-Study Together
- WHCL Accreditation Guidebook (Cliffnotes!)
- Participatory Governance @ WHC Lemoore
- Poll Everywhere Quick Quiz and ?'s





# Accreditation 201

- **Budget Process and Standards Highlight Reel**
- 2/13 or 2/14 from 3:00 p.m.-4:00 p.m.
- Institutional Analysis
- Standard 1 and Standard 2 Highlights
- The Budget Process @ WHC Lemoore
- The QFE (Quality Focus Essay)
- Team Challenge



# Accreditation 301

- **Getting Prepped for the Visit and Quiz Mania!**
- 2/28 or 3/1 from 3:00 p.m.-4:00 p.m.
- Standard 3 and 4 Highlights
- Getting Ready for the ACCJC Visit
- The Plicker SuperQuiz!
- Raffle Prize Drawing!

# Kyle's Corner: Data Highlights



# Standard 3: Highlight Reel (LH + OV)

## Standard III. Resources

*Assures that the institution effectively uses its human, physical, technology, and financial resources to achieve its mission and improve academic quality and institutional effectiveness*

- *ST 3A: Human Resources*
- *ST 3B: Physical Resources*
- *ST 3C: Technology Resources*
- *ST3D: Financial Resources*



# Standard 3A: Human Resources

- District level function
- Responsible for all recruitment and hiring
- Staffing needs identified through the program review process and strategic planning
- Responsible for screening all applicants prior to interviewing to ensure that minimum qualifications are met
- Equivalency is granted through the equivalency committee under the auspices of the academic senate.
- Monitors all performance evaluations
  - confidential and classified management employees are evaluated annually
  - Tenured faculty are reviewed once every three years
  - Non-tenured are evaluated annually the first 4 years or until tenure is granted

Part-time and adjunct faculty are evaluated annually





# Standard 3A: Human Resources

- The College employs 43 full-time faculty, approximately 112 adjunct faculty, 45 full-time classified, and 21 part-time classified employees.
- College currently has 13 administrators and shares one administrator with West Hills College Coalinga—the District Director Health Careers and Nursing. In addition, the District has an administrator who oversees the Child Development Centers on both campuses. Two of the child development centers are located on the West Hills College Lemoore campus.

# Standard 3B: Physical Resources

<b>Safe and Sufficient Physical Resources III.B.1</b>	<b>Plans, Acquires, Builds, Maintains, Upgrades and/or Replaces Physical Resources III.B.2</b>	<b>Physical Resources Support Institutional Programs and Services III.B.3</b>	<b>Institutional Improvement Goals and Total Cost of Ownership III.B.4</b>
<p><i>Director of Maintenance &amp; Operations chairs the Facilities and Safety Committee (FSC)</i></p> <ul style="list-style-type: none"> <li>Facilities have a continuously reviewed scheduled maintenance plan</li> <li>Annual campus assessment conducted with District architect, faculty, &amp; students</li> <li>Members of FSC attend District Risk Committee to share info, identify needs &amp; request funds</li> </ul>	<p><i>District contracts with architectural firm to develop educational and facilities master plans for each college</i></p> <ul style="list-style-type: none"> <li>RFP issued in FA16 for hiring of new architectural firm</li> <li>FSC and other campus constituents will provide input &amp; work with new firm</li> <li>New process implemented in FA16 directing resource requests to Budget Allocation Committee (BAC), then to FSC, then to PGC</li> </ul>	<p><i>District office reviews facility recommendations from the College and evaluates them to overall needs of the District</i></p> <ul style="list-style-type: none"> <li>5-year capital outlay plans, Initial Project and Final Project Plans are developed through the College strategic planning process</li> <li>Physical resources &amp; equipment needs are identified through program review</li> <li>Existing facilities and future facilities are evaluated and planned to meet the needs of the College</li> </ul>	<p><i>WHCL FSC collaborates with District architect to produce long-range capital plans</i></p> <ul style="list-style-type: none"> <li>The program review process, vocational advisory committee input and annual review of the mission statement guide future capital outlay projects and equipment replacement</li> <li>General bond initiatives are incorporated into construction plans and matched with state dollars</li> </ul>



# Standard 3C: Technology Resources

- Campus technology support is received from two district departments
  - Information Technology Service (ITS)
    - ITS assigns resources and manages technology based on DTC prioritization
  - Connected learning
    - Provides instructional technology support to faculty and students
- Campus technology needs are routed through WHCL technology committee, the technology committee prioritize and recommends technology projects to PGC



# Standard 3D: Financial Resources

- WHCL receives \$ from WHCCD annually....
- The budget process begins when the district advises the college of its allocation and enrollment/FTES targets for the coming year. The WHCCD Business Services Department develops a budget, prioritizing salaries, benefits and other fixed costs.
- Adjustments to the amount of \$ are made during the year due to enrollments and state funding...
- Through the program review process, the college allocates \$ to areas demonstrating need.....



# Standard 3D: Financial Resources

- WHCCD uses Ellucian Colleague financial data management system.
- The Ellucian Colleague system provides checks and balances forbidding a single person from initiating a purchase, authorize an expenditure, or spend funds.
- The district contracts with external auditors to provide complete business service audits annually. They include a review of resources to ensure funds are properly allocated and consistent with the intended funding source purpose. The audit report is presented annually to the WHCCD board of trustees in public session.
- Annual audits over the past six years have shown no deficiencies or material weaknesses in the District's financial procedures.



# Standard 4 Highlight Reel

	IV.A - Leadership	IV.B – President	IV.C - Board	IV.D - Chancellor
Highlights and Structure	<b>7 Sub standards</b> <ol style="list-style-type: none"> <li>1. Leaders encourage innovation</li> <li>2. Policy defines governance</li> <li>3. Admin/faculty govern policies</li> <li>4. Faculty does curriculum</li> <li>5. Expertise in decision making</li> <li>6. Documentation of decisions</li> <li>7. Regular evaluation of governance</li> </ol>	<b>6 Sub standards</b> <ol style="list-style-type: none"> <li>1. CEO Responsibility</li> <li>2. CEO oversight</li> <li>3. CEO Guidance</li> <li>4. CEO leadership in Accreditation</li> <li>5. CEO implementation</li> <li>6. CEO communication</li> </ol>	<b>13 Sub standards</b> <ol style="list-style-type: none"> <li>1. Governing board authority</li> <li>2. GB unity</li> <li>3. GB selection of CEO</li> <li>4. GB Independence</li> <li>5. GB adherence to mission</li> <li>6. GB policies</li> <li>7. Same</li> <li>8. GB review of data</li> <li>9. GB training</li> <li>10. GB evaluation</li> <li>11. GB Code of ethics</li> <li>12. GB delegation of authority to CEO</li> <li>13. GB is informed</li> </ol>	<b>7 Sub standards</b> <ol style="list-style-type: none"> <li>1. Chancellor leadership</li> <li>2. Chancellor delineates responsibilities</li> <li>3. Resource Allocation</li> <li>4. Chancellor delegation of authority</li> <li>5. All kinds of planning</li> <li>6. Timely district/college communication</li> <li>7. CEO evaluation of roles</li> </ol>
Main Evidence sources	PGC Manual and Board Policy	President stuff Meeting minutes PGC Manual Org chart.	Lots of BP's Lots of AP's Boarddocs	Function map Resource Allocation model Strategic Plans (EMP, Equity Plan, EEO Plan, SSSP Plan, etc.) Eval Communication Meeting Minutes

# True or False?

Standard IV.A

The central question, per the 2016-2017  
Planning and Governance Manual is  
"How does it benefit our students?"



**True.** The central question, per the 2016-2017 Planning and Governance Manual is "How does it benefit our students?" Committee members put students and their needs at the center of deliberations and discussions. Faculty, staff, students, and administrators work collaboratively and cooperatively to focus on broad issues that affect student learning to improve outcomes.

Everyone has access to the budget prioritization list.

**True.** The PGC budget prioritization list is posted on the College portal for stakeholder viewing with details including item name, description, total cost, cost per unit, whether the items were financed and funding source, or if not, reasons substantiated to not fund. The prioritization list also identifies if the item originated in program review.

# Whose job is that?

Standard IV.B

Who is responsible for guiding institutional improvement of the teaching and learning environment?

Through established policies and procedures, the CEO guides institutional improvement of the teaching and learning environment.

Who is responsible for implementing Board Policies at WHCL?

The CEO assures the implementation of statutes, regulations and governing board policies and assures that institutional practices are consistent with institutional mission and policies, including effective control of budget and expenditures.



# The Visiting Team Line-Up (KC)



Dr. Angela Fairchilds

Team Chair

President of Columbia College



Dr. Julianna Barnes

President

Cuyamaca College



Dr. Bertha Barraza

Counselor

Mt. San Jacinto College



# The Visiting Team Line-Up (KC)



Michelle A. Beasley

Associate Professor, ECE & Family Studies

Taft College



Roanna Bennie

Vice President of Academic Services

Las Positas College



Dr. Janet Fulks

Dean of Institutional Effectiveness

Bakersfield College



# The Visiting Team Line-Up (KC)



Dr. Howard Irwin

Vice President of Student Services

Los Angeles Southwest College



Edward Knudson

Superintendent / President

Antelope Valley College



Jonah Nicholas

Associate Vice Chancellor / CFO

Contra Costa Community College District

# The Visiting Team Line-Up (KC)



Georg Romero  
Library Director  
Cabrillo College



Linda Wah  
Trustee  
Pasadena City College



Aeron Zentner  
Dean  
Institutional Research, Effectiveness & Grant Development  
Contra Costa Community College District



# The Visiting Team Line-Up (KC)



Cari Craven

Team Chair's Executive Assistant

Columbia College





# Visiting Team Schedule

## Monday, March 6

**“Open Reception”** for Accreditation Steering Committee with Visiting Evaluation Team

3:00 p.m.

Lg. Conference Center Rm. 253

## Tuesday, March 7

**Open Forum** for employees, students & community members with Visiting Evaluation Team

3:00 p.m.—4:00 p.m.

Lg. Conference Center Rm. 253

## Wednesday, March 8

**Open Forum** for employees, students & community members with Visiting Evaluation Team

8:00 a.m.—9:00 a.m.

Lg. Conference Center Rm. 253

## Thursday, March 9

**Exit Interview** for employees with Visiting Evaluation Team

1:00 p.m.—1:30 p.m.

Lg. Conference Center Rm. 253

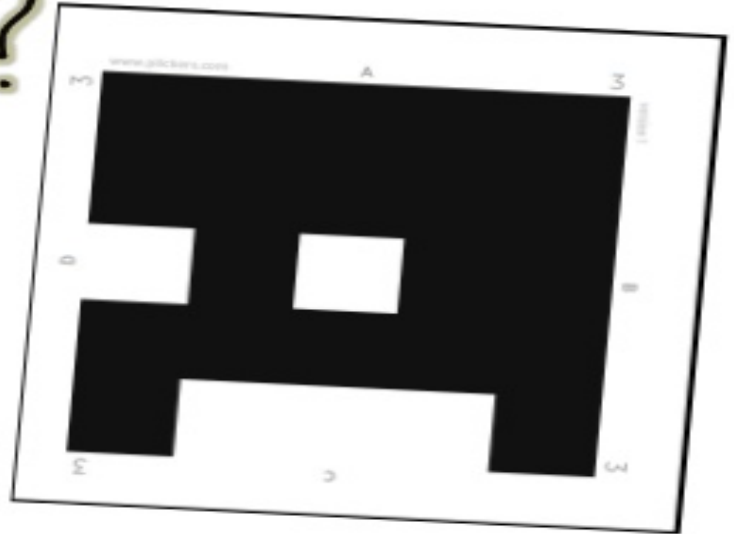


# The Plicker Super Quiz Team Festival Challenge

## plickers

### How does it work?

- Each student is given a card with a unique visual code.
- The code has 4 sides, each lettered A, B, C, and D.
- The student holds the card so that the letter they choose to answer the question with is at the top of their card.



# Let's Go.... Golden Eagles!

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