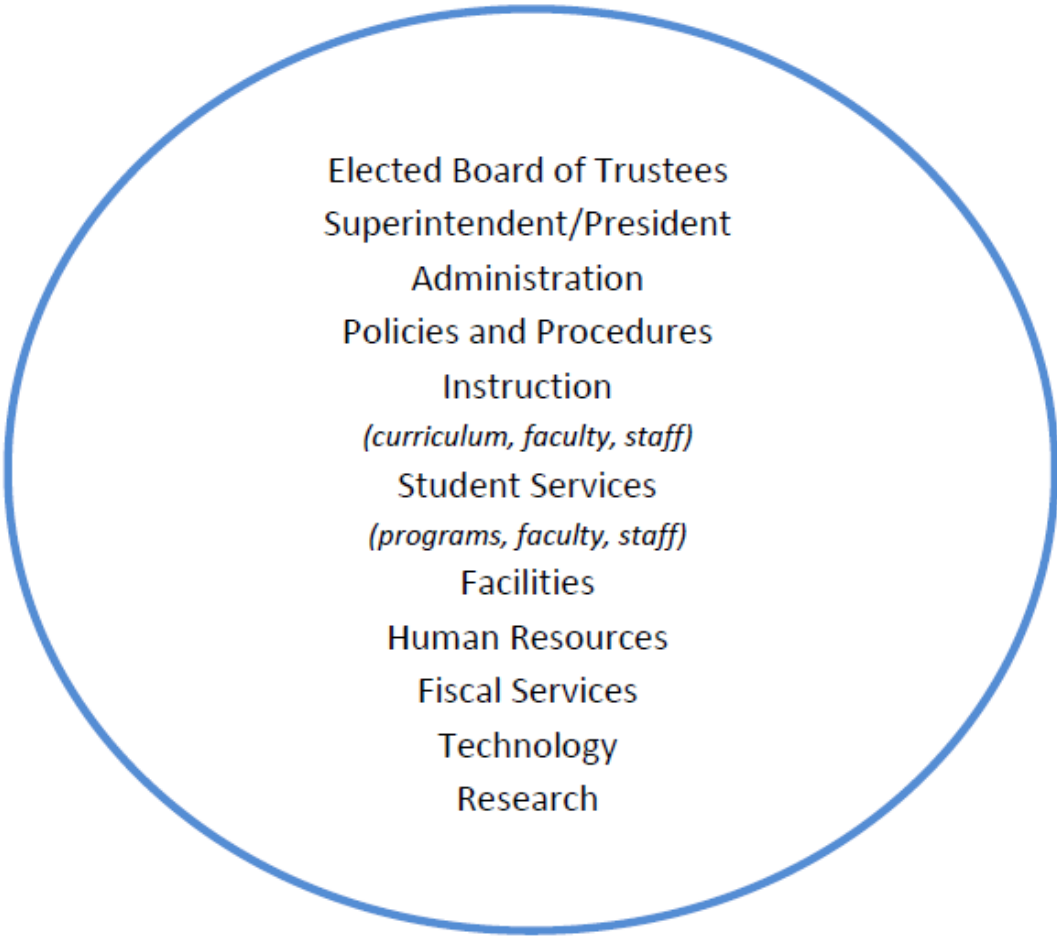


# Accreditation Follow-Up Report 2011

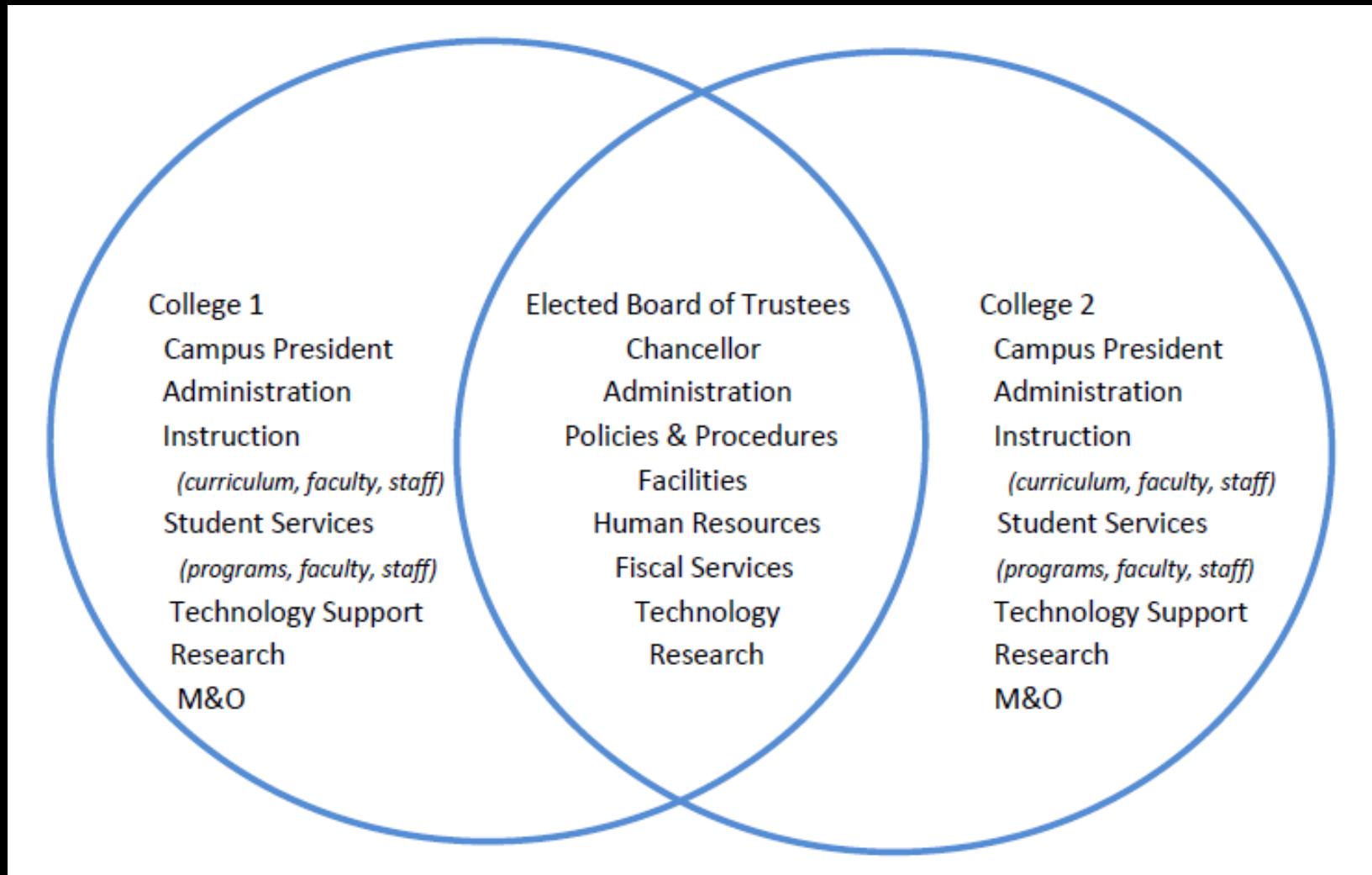
Presented by the Saddleback College Accreditation Steering Committee  
August 16, 2011

# An Institution in a Single-College District



Elected Board of Trustees  
Superintendent/President  
Administration  
Policies and Procedures  
Instruction  
*(curriculum, faculty, staff)*  
Student Services  
*(programs, faculty, staff)*  
Facilities  
Human Resources  
Fiscal Services  
Technology  
Research

# Institutions in a Multi-College District



# District-wide Collaboration

- District-wide Accreditation Steering Committee
  - Chair – Chancellor Gary Poertner
  - Met monthly beginning in March 2011
- Recommendation Task Forces
  - Chair – A Vice Chancellor
  - Met regularly beginning in March 2011
- Saddleback Accreditation Steering Committee
  - Co-Chairs – Don Busché and Bob Cosgrove
  - Met every other week since February 2011

# Process Characterized by:

- Inclusiveness
- Collaboration
- Openness/Honesty
- Transparency
- Real Desire to Understand and Change
- Recognition of the Hard Work Necessary

# Benefit

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- Having received these recommendations has made us a better District.

# Report Outline

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- Statement of Report Preparation
- The Six Recommendations
- Conclusions

# For Each Recommendations

- Our Self Study Report
- Visiting Team Evaluation Report and Recommendation
- Task Force Process and Recommendations
- Evaluation
- Additional Planning Agendas



# District Recommendation 1

- ***District Recommendation 1:*** *The teams recommend that the chancellor develop and implement both a strategic short-term and long-term plan that is inclusive of the planning at the colleges and that this planning structure drive the allocation of district resources for the colleges, Advanced Technology Education Park (ATEP), and the district (I.B.4.).*

# Outcomes

- Educational and Facilities Master Plan (EFMP)
- District-wide Strategic Plan
- Administrative Unit Reviews (AURs) of all District service units
- *SOCCCD Planning and Decision-Making Manual*

# Additional Planning Agendas

- Institutionalize the District-wide Accreditation Committee as a new District-wide Strategic Planning Committee in order to ensure that there will continue to be broad participation in the ongoing oversight of strategic planning on the district-level.
- Continue to assess, evaluate, and further develop the strategic planning process utilized during this first iteration of a district-wide plan.
- All District services units to complete an Administrative Unit Review by May 2012.
- Update the *SOCCCD Planning and Decision-Making Manual* as needed.

# District Recommendation 2

- ***District Recommendation 2: The teams recommend that the district and the colleges develop and implement a resource allocation model driven by planning that includes all district funds and is open, transparent, and that is widely disseminated and reviewed/evaluated periodically for effectiveness (I.A.1., I.B., III.D.1., III.D.1.b., III.D.1.c., III.D.1.d., III.D.2.b., III.D.3., IV.B.3 c.).***

# Outcomes

- District Resource Allocation Process  
Flowchart/Definition of Terms
- List of Funds
- Board Policy 3110 – Basic Aid Allocation Policy
- Administrative Regulation 3110 – Outline of process to directly link Basic Aid allocations with planning

# Additional Planning Agendas

- Complete AR 3110 in a way that clearly links resource allocations to planning.
- Regularly review BP 3110 and AR 3100 for effectiveness, and revise if necessary.

# District Recommendation 3

- ***District Recommendation 3:*** *The teams recommend that the college, district administrators, faculty and staff develop a communications process among the entities on key issues of district-wide concern including academic calendar, planning, (ATEP) Advanced Technology Education Park, technology and building priorities (Standards IV.A.2., IV.B.3.).*

# Outcomes

- Creation of Intranet (SharePoint) sites for all District Committees
- Standardized templates for agendas and minutes to be used by all District-wide committees
- Searchable Board meeting agendas and minutes
- Standards of communication for the District
- Chancellor's newsletter and twice a year forums at the Colleges



# Five Areas Identified

- Academic Calendar
- Planning
- ATEP
- Technology
- Building Priorities

# Additional Planning Agendas

- Institutionalize the practices for improving communication identified by the Recommendation 3 Task Force.
- Employees at the Colleges and in District services will continue to be collaborative on issues of key concern within the District.

# District Recommendation 4

- ***District Recommendation 4:*** *The teams recommend that the Board of Trustees widely communicate the results of its self evaluation process annually and use this as the basis for improvement (IV.A.5., IV.B.1.g.).*

# Outcomes

- Revised BofT self evaluation process which includes dissemination of results
- Greater awareness on the part of the BofT that the perception of the employees within the District is important
- A Board which has education and student success as its priority

# Additional Planning Agenda

- The Chancellor, the District Director of Public Affairs, and the College Presidents will ensure that employees and the general public are kept apprised of progress on the action items from the 2011 Board of Trustees Self Evaluation.
- The Chancellor will evaluate the success of this process, and make any necessary adjustments for future years.

# District Recommendation 5

- ***District Recommendation 5: The teams recommend that the Board of Trustees develop a clearly defined policy for a code of ethics which must include dealing with violations of the Board's code of ethics (III.A.1.d., IV.B.1.h.).***

# Outcomes

- Revised Board Code of Ethics policy which includes an enforcement section (BP 110)
- Greater civility and mutual respect at Board meetings

# Additional Planning Agendas

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- None



# District Recommendation 6

- ***District Recommendation 6:*** *The teams recommend that the district provide a clear delineation of its functional responsibilities, the district level process for decision making and the role of the district in college planning and decision making. The district should provide a regular review of district communities, conduct an assessment of the overall effectiveness of services to the college and communicate the results of those reviews (IV.B.3.a., IV.B.3.b., IV.B.3.e., and IV.B.3.f.).*

# Outcomes

- Revised Function Map which includes the District and both Colleges
- Committee SharePoint sites
- Updates list of all district-wide committees and an evaluation of their purposes
- Creation of *SOCCCD Planning and Decision-Making Manual* which includes information about all district-wide committees

- Implementation of annual self evaluation for all district-wide committees
- Standardized templates for committee minutes so that all decisions and action items are clear and easily accessed
- Directions for how committees should function in relation to decision making (consensus model)

# Additional Planning Agendas

- Develop work flow documents for the Colleges and District offices in relation to their different functions in key areas (e.g., human resources, purchasing).
- Regularly update the *SOCCCD Planning and Decision-Making Manual* so that it always reflects current processes.
- Regularly review the district-wide committee structure to determine if all existing committees are still relevant and make changes as needed.

# Feedback Needed

- Please review the draft report at:  
<http://www.saddleback.edu/accreditation/>
- Give your feedback to:
  - Don Busché
  - Bob Cosgrove
  - Claire Cesareo-Silva
- Deadline for feedback – September 1, 2011