

**EL CAMINO COLLEGE COMPTON CENTER
2017 ACCREDITATION SELF-EVALUATION PLAN
FOR CANDIDACY APPLICATION**

Following the Accrediting Commission for Community and Junior Colleges (ACCJC) approval of the El Camino College Eligibility Application for the Compton Center, the Accreditation Steering Committee (ASC) developed this Accreditation Self-Evaluation Plan for the ECC Compton Center. This plan is reviewed on a regular basis through the ASC, and will be updated/revised as needed as we continue our progress to completing and submitting the Self-Evaluation Report to the ACCJC.

Below are the El Camino College Compton Center 2015 Accreditation Self-Evaluation Activities:

1. **Accreditation 101 Workshop:** Provide basic knowledge and understanding to all employees regarding the accreditation process.
Desirable Outcome: Compton Center employees complete online ACCJC Accreditation Basics Training.
Timeline: Deadline to submit was April 3, 2015

2. **Accreditation Assessment of Standards:** Standards teams determine if El Camino College Compton Center meets ACCJC Accreditation Standards
Desirable Outcome: Create Actionable Improvement Plans (if needed)
Timeline: Report due April 2, 2015
Status Report: Completed, need to review Actionable Improvement Plans in January 2016.

3. **ACCJC Meeting:** President Fallo and Tom Henry discuss Candidacy Timeline with Commission.
Desirable Outcome: Have a solid timeline leading to accreditation for El Camino College Compton Center.
Timeline: June 2015
Status Report: Timeline was communicated to El Camino College through letter from ACCJC dated June 17, 2015. The letter is available online at:
<http://www.elcamino.edu/administration/vpaa/accreditation/LetterReaffirmingEligibilityforComptonwithTimelinesandPolicyonCommissionActions-June172015.pdf>

4. **Flex Day Training with Barbara Beno:** Provide information about the accreditation process to all Compton Center employees.
Desirable Outcome: Recruit faculty, staff, and administrators to serve on Accreditation Standards teams.
Timeline: Friday, August 21, 2015

Status Report: We were able to recruit several employees for the Accreditation Standard teams. Dr. Beno's PowerPoint presentation is available online at: <http://www.compton.edu/campusinformation/accreditation/docs/ECC-Compton-Center-Convocation.pdf>

5. **Training for Accreditation Standard Committee Members:** Focus on how to write to the standards and how to collect meaningful evidence.
Desirable Outcome: Standards teams to review and discuss "Guide to Evaluating Institutions", and to begin researching evidence to support narratives.
Timeline: September 15, 2015 and September 29, 2015.
Status Report: Completed. However, very few faculty members participated in the training on Tuesday, September 29, 2015 due to faculty contract negotiations.
6. **Accreditation Training by ACCJC Commission:** The first Accreditation team meeting on September 18, 2015 featured a presentation on the rules and regulations of writing a Self-Evaluation Report. Information presented by members of the ACCJC Commission.
Desirable Outcome: Standard team members learn how to use ACCJC manuals and guides.
Timeline: Friday, September 18, 2015
Status Report: Completed. The presentation from this training is available online at: <http://www.compton.edu/campusinformation/accreditation/docs/Self-Evaluation-Training-Compton-2015-JP.pdf>
7. **Accreditation Team Meeting:** The second Accreditation team meeting on October 16, 2015 focused on finding and using quality evidence and how to begin writing the Self-Evaluation Report narrative. Teams to complete an Evidence Outline.
Desired Outcome: Begin working on the first portion of Self-Evaluation Report by identifying evidence and writing the narrative.
Timeline: Evidence Outline due to Faculty Accreditation Co-Chair on November 20, 2015.
Status Report: All evidence outlines were submitted to the Faculty Accreditation Co-Chair. The presentation from this Accreditation Team Meeting is available online at: http://www.compton.edu/campusinformation/accreditation/docs/Acred-Mtg_Findings_Evidence-for-Standards_Oct16.pdf
8. **Accreditation Team Meeting:** The third Accreditation team meeting on November 13, 2015 featured a presentation from Ryan W. Theule Vice President, Canyon Country Campus & Grants Development, and James Glapa-Grossklag Dean, Educational Technology, Learning Resources & Distance Learning from the College of the Canyons concerning the process for using evidence in the Self-

Evaluation Report. Teams will also work on completing the Self-Evaluation narrative.

Desired Outcome: Understanding evidence and completing narratives.

Timeline: Self-Evaluation Narratives are due January 29, 2016.

Status Report: The presentations from this Accreditation Team Meeting are available online at:

http://www.compton.edu/campusinformation/accreditation/docs/Accred_Evidence_Documentation%20111315.pdf.

<http://www.compton.edu/campusinformation/accreditation/docs/Accreditation-Meeting-Completing-the-Narrative-11-2015.pdf>

Below are the El Camino College Compton Center 2016 Accreditation Self-Evaluation Activities:

- 1. Update the Compton Center Process to Accreditation Document:** Ann Garten will update the Compton Center Process to Accreditation document.

Desired Outcome: Update the Compton Center Process to Accreditation document. This document will be shared with the ECC Board and the Compton District board; and will be posted on the ECC and Compton Center website.

Status Report: Completed and posted on the ECC and Compton Center Websites. Will be shared with the ECC Board and the Compton District boards at their May 2016 meetings.
- 2. Accreditation Team Meeting:** The fourth Accreditation meeting on January 22, 2016 focused on editing the Self-Evaluation Report. Amber Gillis, Accreditation Steering Committee, Faculty Co-Chair, also talked about completing the Summary and Actionable Improvement Plan sections of the Report.

Outcome: Teams will complete narratives, summaries and Actionable Improvement Plans for all parts of the standards.

Timeline: Summaries and Action Plans due February 26, 2016.
- 3. El Camino College Compton Center Comprehensive Master Plan:** The El Camino College Compton Center will prepare a Comprehensive Master Plan for 2017-2022.

Desired Outcome: Working with a consultant develop a Comprehensive Master Plan that will be approved by the El Camino College and Compton District boards in November 2016. The Comprehensive Master Plan will include the Educational Master Plan, Facilities Master Plan, Technology Plan, and Staffing Plan for the Compton Center and Compton District.

Timeline: February 1, 2016 through November 1, 2016.

- 4. Accreditation Team Meeting:** The fifth Accreditation team meeting held on February 19, 2016 and featured a presentation from Dr. Kevin Walthers, Superintendent/President of Allen Hancock College. Dr. Walthers shared the lessons learned from the previous Accreditation visits. The Accreditation Teams also worked on editing the Self-Evaluation document.
Desired Outcome: Avoid mistakes from other colleges and have a completed Self-Evaluation Report on schedule.
Timeline: First draft of Self-Evaluation Report due March 25, 2016.
- 5. Accreditation Team Meeting:** The sixth Accreditation team meeting held on March 11, 2016 focused on information concerning the editing process. Standards teams worked to finalize their standard. In addition, Dr. Deborah Ikeda, President of Clovis Community College provided a presentation on the process Willow International, now Clovis Community College went through in order to become an accredited college.
Desired Outcome: Standards teams reviewed first draft for accuracy and provided edits to finalize report. In addition, avoid mistakes from the Willow International, now Clovis Community College accreditation process.
Timeline: First draft of Self-Evaluation Report due March 25, 2016.
- 6. Editor will complete second draft:** Bob Klier, Adjunct Faculty/ Accreditation Self-Evaluation Editor will review and make changes to the Self-Evaluation Report.
Desired Outcome: An edited version of Self-Evaluation Report document will be complete for the May 2016 forums.
Timeline: Report due April 21, 2016.
- 7. Accreditation Presentation Workshop:** On Thursday, April 28, 2016 at 1:00 p.m. in the Staff Lounge, Dr. Douglas B. Houston, Chancellor, Yuba Community College District, will share lessons learned from previous Accreditation visits and provide preparation strategies for our spring 2017 visit.
Desired Outcome: Avoid mistakes from other colleges.
Timeline: Thursday, April 28, 2016
- 8. El Camino College Compton Center and El Camino College Forums:** Post draft of document on Compton Center and ECC web sites. Employees and public opportunity to provide feedback at ECC on May 3, 2016 at the Academic Senate (Presenter: Paul Flor); May 5, 2016 at 8:00 a.m. at the Management Forum (Presenters: Dr. Curry and VP Perez); and on May 5, 2016 at 3:00 p.m. (Presenter: Amber Gillis). In addition, we will host a forum at the Compton Center on May 10, 2016 at 1:00 p.m. in the Student Lounge (Presenters: Dr. Curry, VP Perez, Paul Flor, Amber Gillis). At the Compton Center forum on

May 10, 2016, acknowledgements for serving on teams will be distributed at the conclusion by Dr. Maloney and Dr. Curry.

Desirable Outcome: Constructive feedback from colleagues and the community concerning the Self-Evaluation Report.

Timeline: Document will be viewable from May 1, 2016 through June 30, 2016.

- 9. Consultative Process:** Campus community and the public provide feedback concerning the Self-Evaluation Report via the Compton Center and ECC web sites.

Desirable Outcome: Constructive feedback from for editing purposes.

Timeline: Document will be viewable until June 30, 2016.

- 10. Final Editing of Self-Evaluation Report:** Bob Klier, Adjunct Faculty/ Accreditation Self-Evaluation Editor will review, edit, and prepare draft for the ECC Board of Trustees.

Desirable Outcome: Finalize major edits of the Self-Evaluation Report

Timeline: Document will be revised by July 30, 2016.

- 11. Accreditation Team Meeting:** The seventh Accreditation team meeting will be held on Friday, September 16, 2016 and will focus on editing the Self-Evaluation Report.

Outcome: Teams will review Self-Evaluation Report and evidences for their standards.

Timeline: September 1, 2016 through September 24, 2016.

- 12. Accreditation Team Meeting:** The eighth Accreditation team meeting will be held on Friday, October 14, 2016 and will focus on editing the Self-Evaluation Report and verifying evidence.

Outcome: Teams will review Self-Evaluation Report and evidences for their standards.

Timeline: October 1, 2016 through October 30, 2016.

- 13. Continued Editing:** El Camino College Cabinet and Amber Gillis, Accreditation Steering Committee, Faculty Co-Chair will review the document prior to the report being reviewed by the Board. If requested, the standards teams will make any necessary corrections to their standards.

Desirable Outcome: Provide feedback and edits for standards teams.

Timeline: Self-Evaluation Report revisions due November 1, 2016.

- 14. Accreditation Team Meeting:** The ninth Accreditation team meeting will be held on Friday, November 4, 2016 and the teams will review the final Self-Evaluation Report.

Outcome: Final review of the Accreditation Self-Evaluation Report. Each team will review page-by-by their accreditation standard.

Timeline: November 4, 2016 through November 9, 2016.

15. ECC Board Reviews Self-Evaluation Report: November 21, 2016 the ECC Board of Trustees will receive for first reading the Self-Evaluation Report for the El Camino College Compton Center.

Desired Outcome: First reading and final edits.

Timeline: First reading draft posted by November 17, 2016.

16. ECC Board Meeting: December 19, 2016 the ECC Board will consider the El Camino College Compton Center Self-Evaluation Report for approval.

Desired Outcome: Approved final draft of Self-Evaluation Report ready for print and submission to the ACCJC.

Timeline: Final draft posted by December 15, 2016.

Below are the El Camino College Compton Center 2017 Accreditation Self-Evaluation Activities:

1. Submit El Camino College Compton Center Self-Evaluation Report and Candidacy Application: The El Camino College Compton Center will submit via mail and email copies of the Self-Evaluation Report and Candidacy Application.
Desired Outcome: Submit the Self-Evaluation Report and Candidacy Application
Timeline: Submit by January 6, 2017.

2. Prepare for El Camino College Compton Center External Evaluation Visit: Set-up room accommodations for team members, develop meeting schedule, identify meeting locations, schedule meetings with Compton Center employees regarding the Self-Evaluation visit.
Desired Outcome: Successful External Evaluation Team Visit.
Timeline: January 1, 2017 through March 5, 2017.

3. Quarterly Tartar Talks Forum: On Tuesday, February 28, 2017 at 1:00 p.m., in the Little Theater, host a Tartar Talk session preparing the campus community for the upcoming accreditation visit. Included in the presentation will be the visiting team schedule, visiting team members name and their photo.
Desired Outcome: Successful External Evaluation Team Visit
Timeline: Tuesday, February 28, 2017

4. Compton Center External Evaluation Team Visit: The El Camino College Compton Center External Evaluation Team visit is scheduled for Monday, March 6, 2017 through Thursday, March 9, 2017.
Desired Outcome: Successful External Evaluation Team Visit.
Timeline: Monday, March 6, 2017 through Thursday, March 9, 2017.