El Camino College
Compton Center

Accreditation Eligibility Proposal Status Report

Prepared by the Accreditation Steering Committee

October 27, 2011

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For more information about accreditation, please visit
El Camino College Compton Center's accreditation Web page:
www.compton.edu/campusinformation/accreditation/

Purpose

This document was prepared by members of the El Camino College Compton Center Accreditation Steering Committee (ASC). It summarizes each of the five subcommittees' findings relative to the 21 Accrediting Commission for Community and Junior Colleges' (ACCJC) accreditation eligibility criteria.

The five subcommittees include:
- I. Organization
- II. Instruction/Faculty
- III. Student Services/Public Information
- IV. Financial Integrity
- V. Planning and Evaluation

Below is a listing of the 21 ACCJC Eligibility Criteria. The subcommittees were responsible for the analysis of each criterion, and the finding of whether the criterion is met, is partially met, or not met.

ACCJC Criteria	Criterion Description	Responsible Subcommittee	Criterion Met, Partially Met or Not Met
1	Authority	I	Met
2	Mission	I	Met
3	Governing Board	I	Met
4	Chief Executive Officer	I	Met
5	Administrative Capacity	I	Met
6	Operational Status	I	Met
7	Degrees	II	Met
8	Educational Programs	II	Met
9	Academic Credit	II	Met
10	Student Learning and Achievement	II	Partially Met
11	General Education	II	Met
12	Academic Freedom	II	Met
13	Faculty	II	Met
14	Student Services	III	Met
15	Admissions	III	Met
16	Information and Learning Resources	III	Met
17	Financial Resources	IV	Not Met
18	Financial Accountability	IV	Not Met
19	Institutional Planning and Evaluation	V	Not Met
20	Public Information	III	Met
21	Relations with the Accrediting Commission	Accreditation Liaison Officer	Will be met when applicable

The following pages include a summary of accreditation eligibility application criteria, supporting documentation, and the Accrediting Steering Committee's (ASC) assessment of each criterion for the El Camino College Compton Center as of October 27, 2011.

The summaries have been categorized into three areas: Criteria Met; Criteria Partially Met; and Criteria Not Met.

The criteria description is excerpted from the ACCJC "Eligibility, Candidacy, and Initial Accreditation Manual," published in August 2009 and updated with the information from ACCJC's document "Eligibility Requirements for Accreditation," edited in June 2011.

CRITERIA MET

1: Authority

The institution is authorized or licensed to operate as an educational institution and to award Associate Degrees by an appropriate governmental organization or agency as required by each of the jurisdictions or regions in which it operates.

Private institutions, if required by the appropriate statutory regulatory body, must submit evidence of authorization, licensure, or approval by that body. If incorporated, the institution shall submit a copy of its articles of incorporation.

Supporting Documentation
Degree-granting approval statement, authorization to operate, or certificates from appropriate bodies.

Issues and/or Notes
Accreditation Steering Committee agreed that El Camino College is the submitting the application, not Compton Community College District.

2: Mission

The institution's educational mission must be clearly defined, adopted, and published by its governing board consistent with its legal authorization, and be appropriate to an Associate Degree-granting institution of higher education and the constituency it seeks to serve. The mission statement defines institutional commitment to achieving student learning.

Supporting Documentation
A. Copy of the mission statement as it appears in a published catalog or other public document.

B. Minutes of governing board meeting where the mission statement was adopted.
C. Any recent revisions to the mission statement.

3: Governing Board

The institution has a functioning governing board responsible for the quality, integrity, and financial stability of the institution and for ensuring that the institution's mission is being accomplished. This board is ultimately responsible for ensuring that the financial resources of the institution are used to provide a sound educational program. Its membership should be sufficient in size and composition to fulfill all board responsibilities.

The governing board is an independent policy-making body capable of reflecting constituent and public interest in board activities and decisions. A majority of the board members have no employment, family, ownership, or other personal financial interest in the institution. The board adheres to a conflict of interest policy which assures that those interests are disclosed and that they do not interfere with the impartiality of governing body members or outweigh the greater duty to secure and ensure the academic and fiscal integrity of the institution.

Supporting Documentation
A. Biographical information about governing board members.
B. Copy of governing board bylaws.
C. Copy of conflict of interest policy.
D. Certification that there is no board majority of persons with employment, family, ownership, or personal interest in the institution; this must be signed by the chief executive officer and governing board chair.

4: Chief Executive Officer

The institution has a chief executive officer appointed by the governing board, whose full-time responsibility is to the institution, and who possesses the requisite authority to administer board policies. Neither the district/system chief administrator nor the college chief administrator may serve as the chair of the governing board.

Supporting Documentation
A. Name, address, and biographical information about chief executive officer.
B. Certification of CEO's full-time responsibility to the institution signed by chief executive officer and governing board chair.

5: Administrative Capacity

The institution has sufficient staff, with appropriate preparation and experience, to provide the administrative services necessary to support its mission and purpose.

Supporting Documentation

A. Organizational chart, including names of those in the identified positions.
B. Names and biographical information about administrative staff.

Issues and/or Notes

Need transitional plan for functions handled by ECC on behalf of CCCD and for ECC positions funded by CCCD, including: Director of Facilities, Construction, and Planning; and the Supervisor of Information Technology.
See Appendix A for detail of functions performed by ECC

6: Operational Status

The institution is operational, with students actively pursuing its degree programs.

Supporting Documentation

A. Enrollment history of institution (most recent three years suggested).
B. Enrollments in institutional degree programs by year or cohort, including degrees awarded.
C. Current schedule of classes.

7: Degrees

A substantial portion, or majority, of the institution's educational offerings are programs that lead to degrees, and a significant proportion of its students are enrolled in them.

Supporting Documentation

A. List of degrees, course credit requirements, and length of study for each degree program.
B. General education courses and requirements for each degree offered.
C. Catalog designation of college-level courses for which degree credit is granted.
D. Data describing student enrollment in each degree program and student enrollment in the institution's non-degree programs.

8: Educational Programs

The institution's principal degree programs are congruent with its mission, are based on recognized higher education field(s) of study, are of sufficient content and length, are conducted at levels of quality and rigor appropriate to the degrees offered, and culminate

in identified student outcomes. At least one degree program must be of two academic years in length.

Supporting Documentation
A. Names of programs which reflect the mission of the institution, including documentation of at least one degree program of two academic years in length.
B. Documentation from catalog or other public document which describes courses and curricular sequence of educational programs.
C. Documentation of location(s) of educational programs, including a list of those offered electronically.
D. Student learning outcomes for degree programs.

9: Academic Credit
The institution awards academic credits based on generally accepted practices in degree-granting institutions of higher education. Public institutions governed by statutory or system regulatory requirements provide appropriate information about the awarding of academic credit.

Supporting Documentation
A. Institutional policies on transfer and award of credit (See Commission Policy on the Award of Credit and Policy on Transfer of Credit).
B. Catalog documentation of credits awarded.
C. Formula used by the institution to calculate values of units of academic credit, especially for laboratory, clinical, or other learning configurations.

11: General Education
The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and promote intellectual inquiry. The general education component includes demonstrated competence in writing and computational skills and an introduction to some of the major areas of knowledge. General education has comprehensive learning outcomes for the students who complete it. Degree credit for general education programs must be consistent with levels of quality and rigor appropriate to higher education. See the Accreditation Standards, Standard II.A.3, (Appendix B) for areas of study required for general education.

Supporting Documentation
A. List of general education courses currently offered, including catalog descriptions and evidence of student learning outcomes, wherever they exist, i.e., course outlines, syllabi, etc.
B. Course outlines for language and quantitative reasoning courses.

C. Evidence that general education courses are of higher education rigor and quality.

Issues and/or Notes
Statements of Student Learning Outcomes exist for 98% of courses offered at the Compton Center. These SLO statements are listed in course syllabi, program review, and the online curriculum database CurricUNET.

12: Academic Freedom

The institution's faculty and students are free to examine and test all knowledge appropriate to their discipline or area of major study as judged by the academic/educational community in general. Regardless of institutional affiliation or sponsorship, the institution maintains an atmosphere in which intellectual freedom and independence exist.

Supporting Documentation
Board approved policy on academic freedom.

Issues and/or Notes
Academic freedom is delineated in both ECC Board policy and CCCD contract.

13: Faculty

The institution has a substantial core of qualified faculty with full-time responsibility to the institution. The core is sufficient in size and experience to support all of the institution's educational programs. A clear statement of faculty responsibilities must include development and review of curriculum as well as assessment of learning.

Supporting Documentation
A. Full-time and part-time faculty roster, including degrees and experience (note that faculty degrees must be from US accredited institutions or the equivalent).
B. Faculty responsibilities statement or contract outlining faculty responsibilities.
C. Current schedule of classes identifying faculty responsible for each class.

Issues and/or Notes
Faculty meets state and ECCCD minimal qualifications.

14: Student Services

The institution provides for all of its students appropriate student services that support student learning and development within the context of the institutional mission.

Supporting Documentation
A. Demographic characteristics of students.

B. Evidence that the institution assesses student needs for services and provides for them.
C. List of student services provided which reflects the mission of the institution.
D. Description of programs for special student populations.

Issues and/or Notes
A. Assessment – some exams not given because of lack of staffing
B. DSPS – services for the deaf and hard of hearing need to be strengthened; Learning Disability testing services needed
C. Career Center – could be combined with Transfer Center
D. More detailed information needed on website for EOPS, Transfer and Financial Aid
E. Return to Title IV (Pell grant refund to DOE) must be completed on a timely basis
See functions provided by ECC on behalf of ECC Compton Center in Appendix A

15: Admissions
The institution has adopted and adheres to admission policies consistent with its mission that specify the qualifications of students appropriate for its programs.

Supporting Documentation
A. Copy of admissions policy from the college catalog or other published statement.
B. Copy of enrollment application.
C. Statement of student qualifications for admission.
D. Statement of roles and expectations of admissions personnel.

Issues and/or Notes
See Admissions functions provided by ECC on behalf of ECC Compton Center in Appendix A

16: Information and Learning Resources
The institution provides, through ownership or contractual agreement, specific long-term access to sufficient information and learning resources and services to support its mission and instructional programs in whatever format and wherever they are offered.

Supporting Documentation
A. Profile of holdings and resources, including electronic resources.
B. Copies of agreements for access to external resources.

Issues and/or Notes
A. Data collection: Not clear how data collection is done.
B. Software available for instructional tutoring.
C. On-going budget for updating collection; staffing.
D. No administrative oversight and guidance.

20: Public Information

The institution provides a catalog for its constituencies with precise, accurate, and current information concerning the following:

General Information
A. Official Name, Address(es), Telephone Number(s), and Website Address of the Institution
B. Educational Mission
C. Course, Program, and Degree Offerings
D. Academic Calendar and Program Length
E. Academic Freedom Statement
F. Available Student Financial Aid
G. Available Learning Resources
H. Names and Degrees of Administrators and Faculty
I. Names of Governing Board Members

Requirements
A. Admissions
B. Student Fees and Other Financial Obligations
C. Degree, Certificates, Graduation and Transfer

Major Policies Affecting Students
A. Academic Regulations, including Academic Honesty
B. Nondiscrimination
C. Acceptance of Transfer Credits
D. Grievance and Complaint Procedures
E. Sexual Harassment
F. Refund of Fees
G. Locations or Publications Where Other Policies May be Found

Supporting Documentation
A. Catalog or other public document which serves that purpose.
B. Recent print or other media advertisements.
C. Policies regarding public disclosure.

CRITERION PARTIALLY MET

10: Student Learning and Achievement

The institution defines and publishes for each program the program's expected student learning and achievement outcomes. Through regular and systematic assessment, it demonstrates that students who complete programs, no matter where or how they are offered, achieve these outcomes.

Supporting Documentation

A. Catalog statements which establish student learning outcomes for courses, programs and degrees.
B. Student learning outcome data from educational program reviews.
C. Graduation, transfer, job placement, licensure examination pass rate history, course completion, retention term to term, progression to the next course/level, program completion, as appropriate to the institutional mission.

Issues and/or Notes

Considerable progress has been made in meeting this criterion but some issues remain:

A. Need to demonstrate that course and program assessments are linked to quantifiable, verifiable improvements in student learning and achievement.
B. Need to document allocation of fiscal resources to implement course and program review recommendations to enhance student learning outcomes.
C. Expect to be at "proficiency" level on the ACCJC rubric by end of 2012 and at the "sustainable continuous quality improvement" level by 2013.

CRITERIA NOT MET

17: Financial Resources

The institution documents a funding base, financial resources, and plans for financial development adequate to support student learning programs and services, to improve institutional effectiveness, and to assure financial stability.

Supporting Documentation

A. Past, current, and proposed budgets and financial statements.
B. Documentation of any external foundation or other funding support.
C. Documentation of funding base.

Issues and/or Notes

There are problems with accounting data accuracy; support for some instructional areas is insufficient; and the OPEB (Other Post-Employee Benefits) has not been funded and still has a $14 million liability.

18: Financial Accountability

The institution annually undergoes and makes available an external financial audit by a certified public accountant or an audit by an appropriate public agency. The institution shall submit with its Eligibility Application a copy of the budget and institutional financial audits and management letters prepared by an outside certified public accountant or by an appropriate public agency, who has no other relationship to the institution for its two most recent fiscal years, including the fiscal year ending immediately prior to the date of the submission of the application. The audits must be certified and any exceptions explained. It is recommended that the auditor employ as a guide Audits of Colleges and Universities, published by the American Institute of Certified Public Accountants. An applicant institution must not show an annual or cumulative operating deficit at any time during the Eligibility Application process.

Supporting Documentation
A. Past, current, and proposed budgets.
B. Certified independent audits, including management letters (most recent three years suggested).
C. Financial aid program review/audits, if the institution is a participant.
D. Student loan default rates and relevant USDOE reports, if the institution is a participant.

Issues and/or Notes
The two most recent audits (2008-09 and 2009-10) continued to reveal significant findings in all accounting areas.

The Sound Fiscal Management Self-Assessment Checklist, used by the ACCJC visiting teams, contains items a visiting team would likely not find acceptable when examining the Compton Community College District.

19: Institutional Planning and Evaluation

The institution systematically evaluates and makes public how well and in what ways it is accomplishing its purposes, including assessment of student learning outcomes. The institution provides evidence of planning for improvement of institutional structures and processes, student achievement of educational goals, and student learning. The institution assesses progress toward achieving its stated goals and makes decisions regarding improvement through an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation.

Supporting Documentation
A. Written, current institutional plans that describe ways in which the institution will achieve its educational goals.

B. Evidence of how the results of institutional plans are used to guide resource planning and allocation, facilities plans, and other significant institutional planning efforts and decision making processes.
C. Evidence that the institution engages in regular, self-reflective evaluation of its operations and of student learning outcomes, and uses the results of this evaluation to identify strengths and areas in need of improvement for purposes of developing institutional plans.
D. Evidence that well-defined decision-making processes and authority serve to facilitate planning and institutional effectiveness.

Issues and/or Notes
A. Adopt Educational Master Plan (EMP) for the El Camino College Compton Center; "integrated planning" is not possible.
B. Integrate the EMP with all processes.
C. Document linkages between the EMP and planning documents.
D. Develop a cycle of evaluation of funded allocations.
E. Develop evaluation tools during 2011-2012 for each of the institution's goals and measure the progress that was made for each goal.

CRITERION WILL BE MET WHEN APPLICABLE

Note: The following Eligibility Requirement refers to institutions with Candidacy or Accredited status and must be maintained to continue to have its Candidacy continued or Accreditation reaffirmed.

21: Relations with the Accrediting Commission*
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. Failure to do so is sufficient reason, in and of itself, for the Commission to impose a sanction, or to deny or revoke candidacy or accreditation.

* This Eligibility Requirement may not be fully realized until Candidacy or Initial Accreditation has been achieved.

Supporting Documentation
A. Copy of the policy adopted and published by governing board assuring compliance with this criterion.

B. List of other accreditations held by institution and information regarding standing with those organizations.
C. Copy of directory pages or website which describe the institution's representation by those accrediting bodies.

Issues and/or Notes

This criterion is handled by El Camino College Compton Center's Accreditation Liaison Officer, Francisco Arce.

Appendix A

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El Camino College Compton Center Functions
Provided by El Camino College

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Admissions & Records
    A. El Camino College Compton Center would need to reassign a current Admissions and Records staff member to perform these functions:
        a. Veterans Services
        b. 320 Report/ Other State Reports*
        c. International Student Programs
        d. Academic Renewal
        e. Creating the Academic Calendar
        f. Credit by Exam
        g. Downloading of Admissions applications from CCCApply*
        h. Emails to New/ Returning Students*
        i. ITS Error Reports*
        Information and Technology Services (ITS) support is crucial.

    B. ECC Compton Center would need to hire an Admissions and Records Evaluator for Degree Evaluations, Transfer Certification, and Substitution of Courses.

    C. ECC Compton Center would continue to utilize the current process for requesting transcripts for former Compton College students.

    D. ITS would need to provide ECC Compton Center with a service to generate add codes and rosters.

Counseling
    A. El Camino College Compton Center would need to hire or reassign a counselor to perform the following functions:
        a. International Student Counseling
        b. Veteran Students Counseling
        c. Articulation
    B. Counseling Technology Services would need to be provided by SARS and College Source.

Special Resource Center
    A. El Camino College Compton Center provides the Learning Disability Assessment referrals to El Camino College.
    B. ECC Compton Center has a contract with El Camino College's SRC to provide Sign Language Interpreters/Readers.
    C. Alternative Media-Braille Services

Assessment Center

A. Assessment Platform
    a. El Camino College Compton Center would need to purchase a platform and site licenses from the College Board.

B. Uploading of Assessment Scores into the ECC Datatel Colleague system
    a. El Camino College Compton Center would need to reassign a current Admissions and Records staff member to perform this function. ITS support is crucial in this area.

C. Missing Exams: Waiver exams (Contemporary Health, Math Competency); C-NET (Computerized Nurse Entrance Test), DRP (Degrees of Reading Power), and various online nursing assessments for the Nursing Department
    a. El Camino College Compton Center would need to purchase exams and train staff to offer the test.

D. Validation Reports and Other Reports
    a. A research office at El Camino College Compton Center would need to be able to conduct the required studies and reports.

Financial Aid

A. Accounting/ Drawdown of Financial Aid Funds from the Department of Education
B. SAP Calculations

Bookstore

A. Current contract with the El Camino College Bookstore expires June 30, 2012.

ECC Information and Technology Services

A. Student Clearing House
    a. ECC ITS sends data multiple times during the term
B. Probation/ Dismissal Run
    a. Run process to set students standings (probation, dismissal, etc.) each term
C. Final Grades
    a. Run edit check and set the final grades which then shows on the transcript
D. Printing of Rosters
    a. Print attendance rosters each term
E. Reports
    a. Various reports published & or printed (enrollment, FTES, cohort)
F. Assessment Test Scores
    a. Upload the test scores into colleague
G. CCCApply
    a. Automated upload of admissions applications into colleague and set appropriate holds
H. ECC Portal

       a. ECC Portal used for registration, Web payment, degree audit, etc.

I. Dean's List
   a. Produce the listing of students eligible for Deans list honor

J. Listing for U.S. Armed Forces
   a. Generate listing of student mailing information for the armed forces

K. Sallie Mae Extract
   a. Send information to Sallie Mae for Financial Aid debit cards & award information

L. Process Accounts Payable Warrants
   a. Produce and electronically transfer the files which produce checks for vendors

M. Board Report
   a. Produce the listing of purchase orders for Compton Community College District Board agenda

N. ITS Helpdesk
   a. Run the work order system being used by Compton MIS to track work orders

O. Windows Active Directory
   a. Maintain ID/password to network that enable El Camino College Compton Center staff to login on their computer to ECC network

P. Email Server
   a. Process email for Compton District and Center using @elcamino.edu address

Q. System Security
   a. Set up user's ID/ password into different systems (email, colleague, sars, portal etc.)

R. www.Compton.edu
   a. Currently hosting the El Camino College Compton Center website on ECC server

S. Faculty Portal Programs
   a. View/download rosters
   b. No show drops
   c. Active enrollments
   d. Final grades & midterm grades

T. Student Portal Administration
   a. Set up students email & Portal account based on admissions applications, if enrolled in classes then set up permissions to the different class sites (when applicable)

U. Registration Appointments
   a. Assign student registration appointment based on board policy

V. Class Schedule
   a. Produce the "printed" class schedule which goes to public information

W. CCCTran

        a. Generate & automatically send transcript via CCCTran

X. Credentials transcript
   a. Run software & set up for student transcript request from Credentials Inc.

Y. 320 Report

Z. Online Add
   a. Custom program for student online add (stickers)

AA. Payroll info from LACOE
   a. Upload the budget & payroll info into Colleague

BB. Faculty Contracts
   a. Colleague generates faculty contracts based on the teaching load

CC. Edit Checks
   a. Various edit checks on schedule to verify accuracy

DD. Colleague Registration Setup
   a. Setup of registration parameters (school calendar, term start, various deadline dates for adds and drops)

EE. Various Servers for Student Registration
   a. Too many to list here, need to be aware that that there are multiple servers and software that run for Portal, WebAdvisor, Ed plans, authentication, etc. …which needs to be kept constantly updated with latest release.

FF. Colleague Patches and Custom Software
   a. Apply Colleague patches and analyze the impact of each on custom development and when needed re-do the customization.

GG. Academic Calendar
   a. Maintain the academic calendar with holidays, flex days, etc. which is also sent to state chancellor's as the official college calendar

HH. Positive Attendance Tracking
   a. Tracking of positive attendance and upload into Colleague to reflect on 320 Report