

## **ACCREDITATION 2014**

### **August 24, 2012 Planning Retreat Agenda**

#### **IT 111**

- 8:00 – 8:30 a.m.** Continental breakfast (Breakfast located in IT 111)
- 8:30 – 8:45** Welcome and introductions - Dr. Dieckmeyer (Session in IT 110)
- 8:45 – 9:00** President's Remarks - Dr. Parnell
- 9:00 – 9:15** Writing the self-evaluation - Drs. Dieckmeyer and Flick
- Overview of components of the self-evaluation
    - Descriptive summary
    - Self-evaluation
    - Actionable self-improvement plans (if needed)
  - Format issues
- 9:15 – 10:00** Evidence exercise – Dr. Dieckmeyer
- 10:00 – 10:15** Break
- 10:15 – 11:30** Self-evaluation drafting exercise – Dr. Flick
- 11:30 - 12:30 p.m.** Working Lunch
- 11:30 – 12:00** Report out and discussion
- 12:00 – 12:30** Wrap Up
- Assigning responsibility
  - Fall timeline
  - Keeping the college informed
  - Collecting, presenting, and storing evidence
  - Integrating assessment into strategic planning

## Evidence Exercise

**Directions:** Please review Standard II.A.6.c. (below), then read carefully the Descriptive Summary and Self-Evaluation Norco College produced in response to this standard as part of its last accreditation self-study. List the items of evidence you would recommend we offer in support of the claims we make in this section. Work alone for the 30 minutes, then compare your list with those of your steering committee colleagues for the last 15 minutes.

**Bonus question:** what suggestions, if any, would you have given for improving the descriptive summary or self-evaluation?

**II.A.6.c. The institution represents itself clearly, accurately and consistently to prospective and current students, the public, and its personnel through its catalogs, statements, and publications, including those presented in electronic formats. It regularly reviews institutional policies, procedures, and publications to assure integrity in all representations about its mission, programs, and services.**

### Descriptive Summary

Norco Campus utilizes multiple methods of ensuring that enrolled students, prospective students, the public, and college personnel receive clear and accurate information, including:

- The Norco Campus catalog
- Class schedules
- District and Norco Campus websites
- Individual course syllabi
- Brochures, flyers, and summary reports.

The district maintains a catalog that is updated every year. Beginning in the 2009- 2010 academic year, separate catalogs will be published for each of the three district campuses. The college publishes four schedules of classes each academic year: fall, winter intersession, spring, and summer. Each department works closely with faculty and the offices of the Dean of Instruction, the Vice President of Educational Services, and the Dean of Student Services, with input from the Associate Vice Chancellors of Academic Affairs and Institutional Effectiveness at the district level, to present current and accurate information to all interested constituencies.

Due diligence has been exercised to ensure that the district/campus catalogs and schedules of classes are clear and accurate regarding policies, standards, articulation paths, and agreements. The campus/district website contains all information found in the catalog and in the schedules of classes and is updated as necessary during the year. Electronic representations of the institution's publications are updated by the district or local webmasters with input from individual faculty; department, discipline, senate or curriculum representatives; or college/district IT personnel.

At the beginning of each semester, all faculty members are required to submit a copy of the course syllabus for each class taught. Current-term course syllabi are housed in the office of the Dean of Instruction.

Brochures and flyers are developed by individual faculty, programs, and student services to provide specific information regarding programs and/or services. The Norco Outreach

Department produces a packet of information about the college for distribution to local high schools and the public. All materials are reviewed annually for accuracy and clarity.

Working in cooperation with the district Public Information Office, Norco Campus makes available to its constituents and the community information about its mission, programs, and services. Reports and information items that provide accurate and timely information about the college include general-services flyers and outreach brochures.

### **Self-Evaluation**

The standard is met. Of students surveyed in fall 2008, 75.8 percent “agree” or “strongly agree” that “Norco provides clear and accurate information about courses, programs, degrees and certificates to its students;” 80.5 percent of students surveyed agree that “[t]he college website is a source of accurate, helpful information.”

### **Planning Agenda**

None

### **List of References**

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## Self-Evaluation Drafting Exercise

### Drafting Teams:

**I. A.4. (Zwart, Aycock, Lewis, Crawford) The institution's mission is central to institutional planning and decision making.**

**II.A.2.d. (Tschetter, Farrar, Campo, Thomas, Fleming, Shirinian, Alcazar) The institution uses delivery methodologies that reflect the diverse needs and learning styles of its students.**

**II.B.4 (Moore, DiThomas, Cuevas, Brusca, Green, Synodinos) The institution evaluates student support services to assure their adequacy in meeting identified student needs. Evaluation of these services provides evidence that they contribute to the achievement of student learning outcomes. The institution uses the results of these evaluations as the basis for improvement.**

**II.C.1.c. (Harris, Nance, Bader, Maness) The institution provides students and personnel responsible for student learning programs and services adequate access to the library and other learning support services, regardless of their location or means of delivery.**

**III.A.3.1 (Patel, Uesugi, DeAsis) The institution establishes and adheres to written policies ensuring fairness in all employment procedures.**

**III.B.2.b. (Muto, Wright, Tran, Monsanto) Physical-resource planning is integrated with institutional planning. The institution systematically assesses the effective use of physical resources and uses the results of the evaluation as the basis for improvement.**

**III.C.2 (Muto, Coverdale, Tiangco, Lambros) Technology planning is integrated with institutional planning. The institution assesses the effective use of technology resources and uses the results of evaluation as the basis for improvement.**

**IV.A.2.b. (Crasnow, Ocegüera, Greene, Burnett, Creswell) The institution relies on faculty, its academic senate or other appropriate faculty structures, the curriculum committee, and academic administrators for recommendations about student learning programs and services.**

**Directions:** As a group, please formulate written answers to the following questions concerning your particular sub-standard. (One member of the team to act as recorder.)

1. What do you see as the current situation at Norco College in this area? Develop some notes toward a descriptive summary for this section of the self-evaluation. (Be as complete and objective as possible.)

2. What do you see as Norco College's current strengths and weaknesses in this area? In what ways does the college meet or not meet this standard?
  3. If Norco College does not fully meet the standard (or does not meet it as fully as would be desirable), what specific plans would you recommend we institute to enable us to do so? (Plans of course need to be practical—they shouldn't depend, for example, on the availability of resources that are unlikely to exist.)
  4. (if applicable) Which of these plans could be accomplished in the next 15 months, when the final draft of the self-evaluation is due? Who (identify positions, units, and/or committees, not individuals) would be responsible for ensuring the success of those plans?
  5. What items of evidence would Norco College need to provide support for the claims it makes in this descriptive summary and self-evaluation?
  6. What questions or problems have you identified in trying to draft your descriptive summary and self-evaluation of this sub-standard?
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And one more thing from your group today:

- Who will be responsible for drafting the descriptive summary, self-evaluation, and planning agenda for each of the sub-standards for which you're responsible? Please provide the steering committee co-chairs with this list before you leave today—or at the latest, by Friday, September 7.