



PCC ACCREDITATION FORUM

December 1, 2015

Explain the
recommendations from
ACCJC

Discuss the campus
response and provide
updates on the work
completed

Answer your questions



Campus response to recommendations

■ 9 recommendations

- *Planning*
- *Employee evaluations*
- *Adding SLO assessment to evaluations*
- *Ethics*
- *Organizational structure*
- *Professional development*
- *Governance*
- *Evaluation of processes*
- *Student Affairs outcomes/program review*

■ Collaboration – All Constituency Groups

- *Taskforce*
- *Workgroups*
- *Initial Plans*
- *Leads*
- *Newsletter*



#2: Employee Evaluations

- Plan to evaluate all employees
- Implement plan

#3: Adjunct Faculty Evaluations & Incorporating SLOs

- Standardize method of evaluating adjunct faculty
- Include assessment of SLOs in evaluation

#2: Employee Evaluations

- Plan to evaluate all employees
- Implement plan

- HR has developed and is tracking a master list of all employees and their evaluation status
- All evaluations will be up to date by the end of Spring
- The Management Association has revised the Board policy and procedures related to the evaluation of managers
 - *Shared with the Academic & Classified Senates*

#3: Adjunct Faculty Evaluations & Incorporating SLOs

- Standardize method of evaluating adjunct faculty
- Include assessment of SLOs in evaluation

- College leadership, management, and bargaining units are working together to incorporate Student Learning/Service Unit Outcomes into Evaluation Documents for all groups
- MOU clarifies faculty responsibility for SLO assessment and reporting
- Compensation for adjunct faculty who have been asked to participate in SLO assessments and reporting
- Adjunct faculty will be evaluated in a consistent manner



#6: Professional Development

- Develop & implement a comprehensive, coordinated PD for all employees

- In Spring 2015 Policy and Procedure 7160 were approved and is being implemented by the College Council Professional Development Committee
- The committee, which meets bi-weekly, is currently working on:
 - *Conducting an annual needs assessment and will report results to the college*
 - *Collaborating with college-wide committees and constituents to develop events/activities*
 - *Promoting professional development opportunities to the campus community*
 - *Overseeing the annual professional development budget*
 - *Developing and maintaining a professional development web site and master calendar*
 - *Reviewing possible Professional Development Management systems*



#1: Planning

- Improve & Evaluate Planning
- Integrate program review, planning, & resource allocation

#5: Organizational Structure

- Stabilize Organization structure
- Fill all interim, acting, and vacant administrative positions

#8: Evaluation Structures & Processes

- Evaluate organizational structures & processes
- Use results for improvement

#1: Planning

- Improve & Evaluate Planning
- Integrate program review, planning, & resource allocation

- September: Approval of Integrated Planning Model & Strategic Plan
- October: 90% of all programs submitted Program Review Annual Updates
- November –December: Supervising managers and academic deans will work with program representatives to prioritize needs requested in the Annual Updates
- February: Annual Budget Retreat

#5: Organizational Structure

- Stabilize Organization structure
- Fill all interim, acting, and vacant administrative positions

- A new academic organizational structure has been proposed that considered campus input:
 - *The Academic Senate discussed the new structure and proposed several changes*
 - *The Classified Senate discussed the proposed new structure and a special Campus Forum on the topic was held at their request*
- Each new division/school would have both an administrative assistant and a clerk to provide support
- After the final decision and approval by the Board, interim administrative positions will be advertised and filled
- When approved, the new organizational structure would become effective July 1, 2016

#8: Evaluation of Structures & Processes

- Evaluate organizational structures & processes
- Use results for improvement

- Evaluation components are currently being developed for each recommendation area including:
 - *The new annual planning process*
 - *The new organizational structure after implementation*
 - *Professional Development workshops and events*
 - *New SLO processes*
 - *New communication strategies*
 - *Improvements to the websites associated with recommendations above (e.g., Professional Development, Governance, etc.)*
- Revisions for each area will be made based on feedback in order to improve the process for the future



#9: Student Affairs

- Conduct annual outcomes assessment
- Establish a regular program review cycle

- Students Affairs personnel are being trained to effectively participate in the program review process
- Student Service Outcomes and the Annual Update have been completed
- The working group has developed a plan for SLO assessment
- Staff, faculty, and managers have implemented an assessment of an SLO, reviewed data from the assessment, identified any needed improvements
- Students Affairs is now planning to implement and evaluate the improvements suggested by the assessments



#4: Ethics

- All employees embrace & follow the colleges codes of ethics

Administrators & faculty have been meeting to identify issues of greatest concern:

- *Discussions of how the visiting team's recommendations to "embrace" and "demonstrate compliance" might be achieved*
- *Creation of an informational campaign to summarize and simplify the core ethics beliefs of the college*
- *Review of current ethics policies and procedures*
- *Discussion of the possible formation of an Ethics Oversight Committee to better ensure overall compliance*



#7: Governance

- Use transparent participatory processes
- Follow Board policies & procedures
- Solicit input from all groups when making decision

- The new integrated planning process was approved
- Methods for encouraging and rewarding participation are being developed
- Constituency groups are reviewing their governance policies and procedures
- Constituency groups are reviewing the Campus Climate Survey results from last semester
- The same Campus Climate Survey will be conducted this spring to determine if changes being made are creating improvement
- Measures are being taken to ensure increased support and recognition of classified staff who participate in shared governance
- Draft language for possible revisions to job announcements and hiring processes to note importance of governance work are being created and considered
- Planning for campus-wide training on governance, collegiality, and ethics

#7: Governance

- Use transparent participatory processes
- Follow Board policies & procedures
- Solicit input from all groups when making decision

- Steps to increase communication and transparency have been developed:
 - *Commitment to model collegial communication & work within the governance structure*
 - *Hired an Executive Director of Strategic Communications & Marketing*
 - *Created the President's Campus Forums*
 - *Developed a weekly campus newsletter, "INSIDE PCC"*
 - *Provided summaries of key actions taken at Board of Trustees meetings*
 - *Establishment of a reporting structure & evaluation tool for governance groups through to College Council*
 - *All governance committees are creating annual goals and a reporting process*
 - *Shared Governance website is being improved*



Follow-Up Report Timeline

November
2015

- Workgroups submit first draft

January 2016

- Workgroups meet and incorporate feedback

March/April 2016

- Constituency groups review report
- Approved Report to be sent to Board of Trustees by August 3

December
2015

- ALO and Faculty accreditation leads provide feedback on drafts

February
2016

- Planning & Priorities begins reviewing drafts

October
2016

- Follow-Up Report submitted to ACCJC

