Accreditation Update
Follow-Up Visit: April 16, 2013

• In November 2012, we had an Accreditation Townhall to present the actions being taken to address the college’s probationary findings

• This update is to refresh everyone on the information we shared in November as well as provide a conclusion to any outstanding actions as of Fall 2012

• Please contact Ellen Joiner or Jim Stanbery (Accreditation Co-Chairs) with any questions
The College Received 2 Recommendations:

Recommendation #1:
As previously stated in Recommendation 2 by the 2006 Comprehensive Evaluation Team and in order to meet Standards, the planning process needs to reflect an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation that use data as the central focus to inform decisions. The process needs to be made clear to the college constituencies so they understand the steps, as well as which plan informs which plan. In addition, human resource planning for classified personnel and administrators needs to be evidence-based and integrated with institutional planning and program review. An evaluation of the effectiveness of the planning process as well as the effectiveness of programs and services needs to be included. (I.B.2, I.B.3, I.B.6, I.B.7, III. A.6)

Elements of this recommendation:

- The college’s planning process is an ongoing, systematic cycle of evaluation, integrated planning resource allocation, implementation, and re-evaluation;
- The college’s planning process uses data as its central focus to inform decisions;
- The college’s planning process is clear to the college constituencies, so they understand each step in the process, and how each of the plans in the process informs each other plan;
- The process for human resource planning for classified personnel and administrators is done in a way that is evidence-based and integrated with institutional planning and program review; and that
- The college’s planning process includes an evaluation of the effectiveness of the planning process; as well as the effectiveness of the programs and services involved.
Evidence of How We Addressed Recommendation #1

Strengthened the Infrastructure for planning process

- Created Shared Governance calendar inclusive of all planning meeting dates/retreats for 2012-2013; approved at CPC
- “College Planning Documents calendar” approved at CPC
  - Includes deadlines for planning documents—shows how one is needed before the others as is demonstrated in the diagram
- Planning Retreat August 24, 2012 to address integrating SLOs, Program Review (evidence/data), with budget into planning process.
  - Completing the cycle, evaluating, and planning for the next cycle
- Updated College Participatory Governance Agreement
- Updated/Clarified our Planning diagrams
  - Planning Document Flow (Slide 5)
  - Shared Governance Structure (Slide 6)
  - Explanation of how we create our planning documents (Slide 7)
- Updated Unit Planning forms to clarify budget integration into prioritization
Los Angeles Harbor College Educational Master Plan
(6 year Strategic; updated annually)

DATA
Internal Scans
External Scans
Assessment (Course, Program, Institutional)
Factbook
Budget Allocation
District Planning Documents

Program Reviews

Annual Unit Plans
All College Units
&
Functional Plans
Technology
Facility
Human Resources
Enrollment Management
6 year Planned Offerings

Annual Cluster Plans
Academic Affairs
Student Services
Administrative Services

Annual College Plan

Approval process:
Std. 1, Sept. 11, 2012
Ac Sen Sept. 20, 2012
CPC Sept. 24, 2012
Clearance Advisory Committees:
- Technology Advisory Committee
- Human Resources Committee
- Facilities Committee, Grants Committee

Academic Affairs Cluster Committee

Admin Services Cluster Committee

Student Services Cluster Committee

Faculty Hiring Priorities Committee

College Planning Council

Budget Committee
Planning at Los Angeles Harbor College is under the auspices of the shared governance structure and is overseen by the College Planning Committee (CPC). CPC has representation from all college constituents (students, staff, faculty, administrators) as well as Academic Senate/Union representation.

**Educational Master Plan**
The Educational Master Plan serves an iterative function which begins and ends the planning cycle for the college. It is used at the start of the planning process to provide the framework for the Unit Plans, Cluster Committee prioritizations, College Annual Plan (college wide priorities); and serves as an end to the planning process by encompassing evaluation/assessment data.

**Lead agents for developing the EMP:** CPC Co-Chairs, Vice Presidents, President

**Participants:** CPC Co-Chairs, Vice Presidents, President, Dean of Institutional Effectiveness, Academic Senate President or designee, All Co-Chairs of CPC committees and Academic Senate Committees.

**Approval Process:** Academic Senate; CPC

**When:** Annually in the Spring semester.

**College Annual Plan**
The College Annual Plan establishes the college’s planning priorities to be funded for the year.

**Lead agent for developing the College Annual Plan:** CPC Co-Chairs, Vice Presidents, President

**Participants:** College Planning Committee (CPC)

**Approval Process:** CPC

**When:** Annually in the Spring semester.

**Cluster Plan**
The Cluster Plans represent the prioritization of planning activities integrated with budget considerations within the clusters of the college.

**Lead agents for developing the Cluster Plans:** Vice Presidents of the respective clusters.

**Participants:** Cluster committee members

**Approval Process:** Cluster Committee; CPC

**When:** Annually in the Fall semester.

**Unit Plan**
Unit Plans are developed within the respective units of each cluster, reflecting the planning priorities integrated with budget information.

**Lead agents for developing the Unit Plans:** Division Chair/Director of the Unit; and Dean(s)

**Participants:** Faculty, classified staff, students

**Approval Process:** Cluster Committee; CPC

**When:** Annually in the Fall semester.
Los Angeles Harbor College
The Planning Process: How We Plan

Approval process:
November 6, 2012 Standard I Team;
Jan. 14, 2013 approved by CPC;
Jan. 17, 2013 reviewed by Academic Senate

Planning at Los Angeles Harbor College is under the auspices of the shared governance structure and is overseen by the College Planning Committee (CPC). CPC has representation from all college constituents (students, staff, faculty, administrators) as well as Academic Senate/Union representation.

Program Review
In order to assess the effectiveness of its programs, the college conducts Program Review which incorporates evaluation of Student Learning Outcomes/SAOs.

Lead agents for Completing Program Review: Division Chair/Director of the Unit; and Dean(s)

Participants: faculty, classified, students, Advisory Boards (as applicable).

Approval Process: Vice President of Academic Affairs reviews the documents.

When: Annually in the Spring semester.

6-Year Planned Offerings
To ensure the institution maintains academic program offerings in a rotation such that students can complete their degrees/certificates within 6 years, the academic departments complete 6-Year Planned Offerings. These documents are available to students on the website in the “Schedule” section so that they can plan out their educational plans.

Lead agents for developing the 6-Year Planned Offerings: Vice President of Academic Affairs; Dean of Academic Affairs responsible for Schedule

Participants: Division Chairs and faculty within the Division.

Approval Process: Once completed, the documents are uploaded onto the college website by the Scheduler

When: Annually in the Fall semester.

Enrollment Plan
To ensure the institution maintains academic program offerings and does so within the college’s budget allocation for instruction, the college completes an Enrollment Plan.

Lead agents for developing the Enrollment Plan: Vice President of Academic Affairs; Dean of Academic Affairs responsible for Schedule development.

Participants: Dean of Academic Affairs responsible for Program Review; Dean of Economic/Workforce Development; Scheduler; Faculty; Academic Senate representative; Supervisor Admissions & Records; Admin Services representative; Student Services representative; Dean of Institutional Effectiveness.

Approval Process: Academic Senate; CPC

When: Annually in the Fall semester.

Technology Plan
To ensure the college maintains currency and sufficiency with technological requirements, the college completes a Technology Plan.

Lead agents for developing the Technology Plan: Director of IT; Co-Chairs of Technology Advisory Committee

Participants: Technology Advisory Committee and ensuring representation from all three clusters

Approval Process: Academic Senate; CPC

When: Annually in the Spring semester.

Human Resource Plan
To ensure the college has a plan in order to meet the staffing needs and meets the fiscal obligations of staffing, the college completes a Human Resource Plan.

Lead agents for developing the Human Resource Plan: Vice President of Administrative Services and the Co-Chair for the Human Resources Committee

Participants: Human Resources Committee and ensuring representation from all three clusters

Approval Process: Academic Senate; CPC

When: Annually in the Spring semester.

Factbook and External/Internal Scans provided by Institutional Effectiveness fall semesters.
Evidence of How We Addressed Recommendation #1 continued

• Human Resources Plan 2012-13 completed
• Human Resources Plan 2013-14 in progress
• Evaluation of planning process began Spring 2012
  – Network analysis methodology to examine information flow of shared governance committees
• Evaluation activities continued in December and were reported in January at Planning Retreat
  – Evaluation of planning activities located on the college’s accreditation/planning website:
Recommendation #2:

In order to meet the Standard, and to adequately monitor salary and benefit expenditures and insure the institution practices effective oversight of finances, the team recommends that salary actions should first be reviewed for available and adequate funding prior to initiating the employment process. (III.D.2.d)

Elements of this recommendation:

• Monitoring and effective oversight of the college finances.
• Salary actions will be reviewed to guarantee available and adequate funding prior to initiating the employment process.
Evidence of How We Addressed Recommendation #2

Form created to obtain approvals prior to data entry of PCRs
- 3 Positions were cancelled when college realized no funding to pay for them
- Compliance by every Cluster at the college needed to continue to address this recommendation

- Recommendation forwarded by Budget Committee to have all SFP/Categorical positions cover employee benefits; Recommendation proceeded to CPC, and then President
- Recommendation forwarded by Budget Committee to change to a Centralized Budget Model instead of Decentralized
  - Increases oversight and control
  - Improves monitoring of expenses
- Recommendation that Staffing Committee (with renaming of Human Resources Committee) to become a “clearance committee” to ensure that positions have gone through college planning process integrating with budget allocation
Evidence of How We Addressed Recommendation #2 continued

• Proposed Budget Timeline (mentioned in Recommendation #1)
• Emergency Budget Taskforce created for
  1. Better oversight of expenditures
  2. Eliminate potential deficit spending
• College Budget passed at Budget Meeting Aug. 21, 2012
• College Priorities for 2012-13 approved at College Planning Committee Meeting Aug. 20, 2012
• Meetings with budget managers regarding budget development, oversight, and accountability were held
  – November procurement training at Harbor
  – Reconciliation of accounts; accountability increased by budget managers
The Follow-up Visit: Logistics

• April 16 (Tuesday)
  – Visiting Team:
    • Chair of the Team-- Ms. Barbara McNeice-Stallard, Director Research & Institutional Effectiveness at Mt. San Antonio College
    • Ms. Susan Lamb, Vice President Academic Affairs at Diablo Valley College