Accreditation Update
Follow-Up Visit: April 16, 2013

- In November 2012 the Accreditation Town Hall presented specific actions that had been taken to address the college's probationary status.

- This update is to refresh college community on the information shared in November and provide a conclusion to any outstanding actions as of Fall 2012. Detailed explanation provided in Follow-Up Report at http://www.lahc.edu/govplanning/accreditation/evidence_followup2013.html

- Please contact Jim Stanbery or Ellen Joiner (Accreditation Co-Chairs) with 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 Recommendation #1:

- Planning process is an ongoing, systematic cycle of evaluation, integrated planning resource allocation, implementation, and re-evaluation.

- Planning process uses data as its central focus to inform decisions.

- Planning process is clear to the college constituencies. Faculty , staff, and students understand the process and how each of the plans in the process informs other plans.

- Process for human resource planning (classified personnel and administrators) is evidence-based and integrated with institutional planning and program review.

- Planning process includes an evaluation of the effectiveness of the planning process & the effectiveness of the programs and services involved.
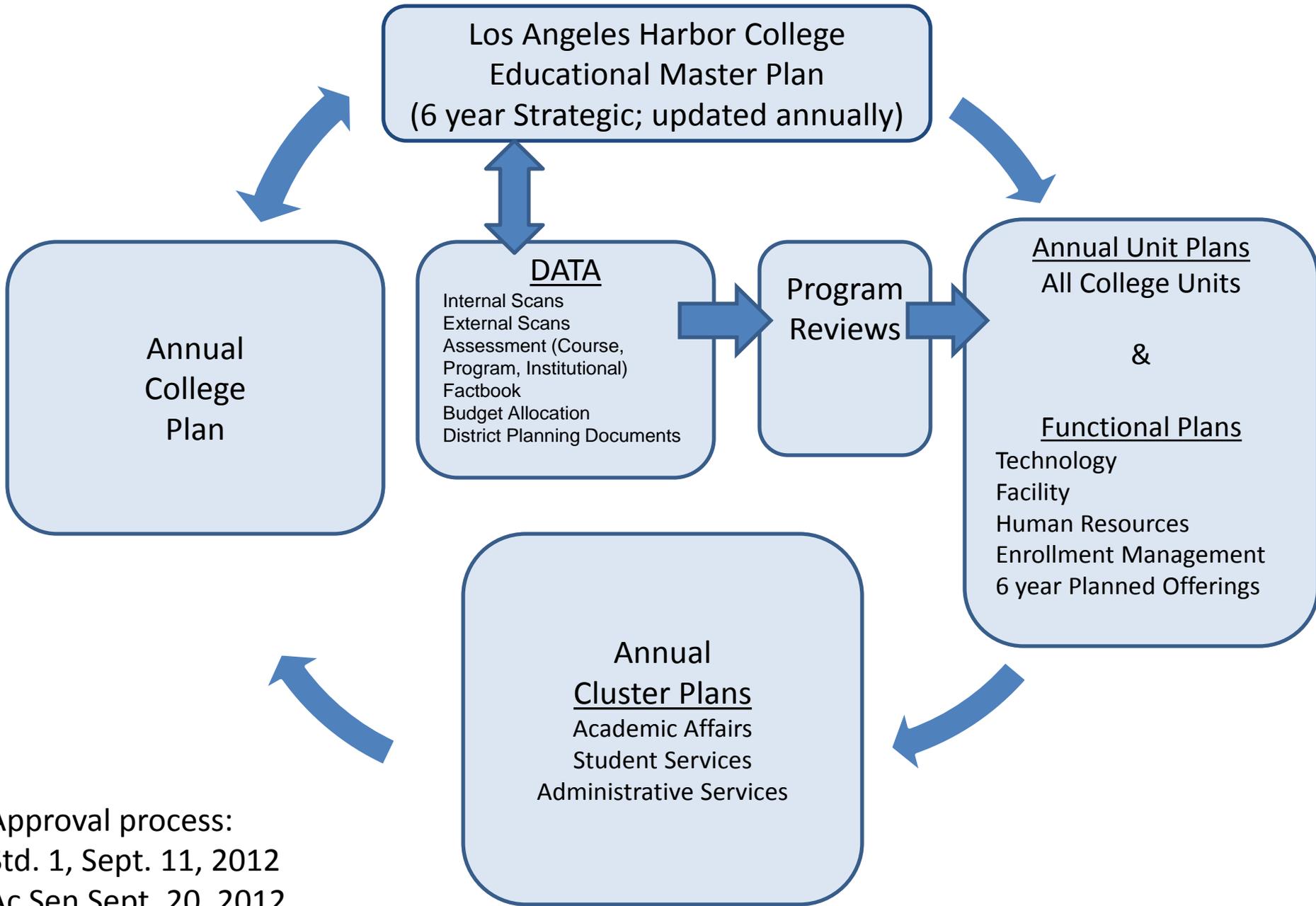
Addressing Recommendation #1

Strengthened the Infrastructure for planning process

- Shared Governance calendar inclusive of all planning meeting dates/retreats for 2012-2013.

- "College Planning Documents Calendar"

  - Includes deadlines for planning documents–clarifies planning sequence as demonstrated in the diagram

- Planning Retreat August 24, 2012 to address integrating SLOs, Program Review (evidence/data) with budget into planning process.

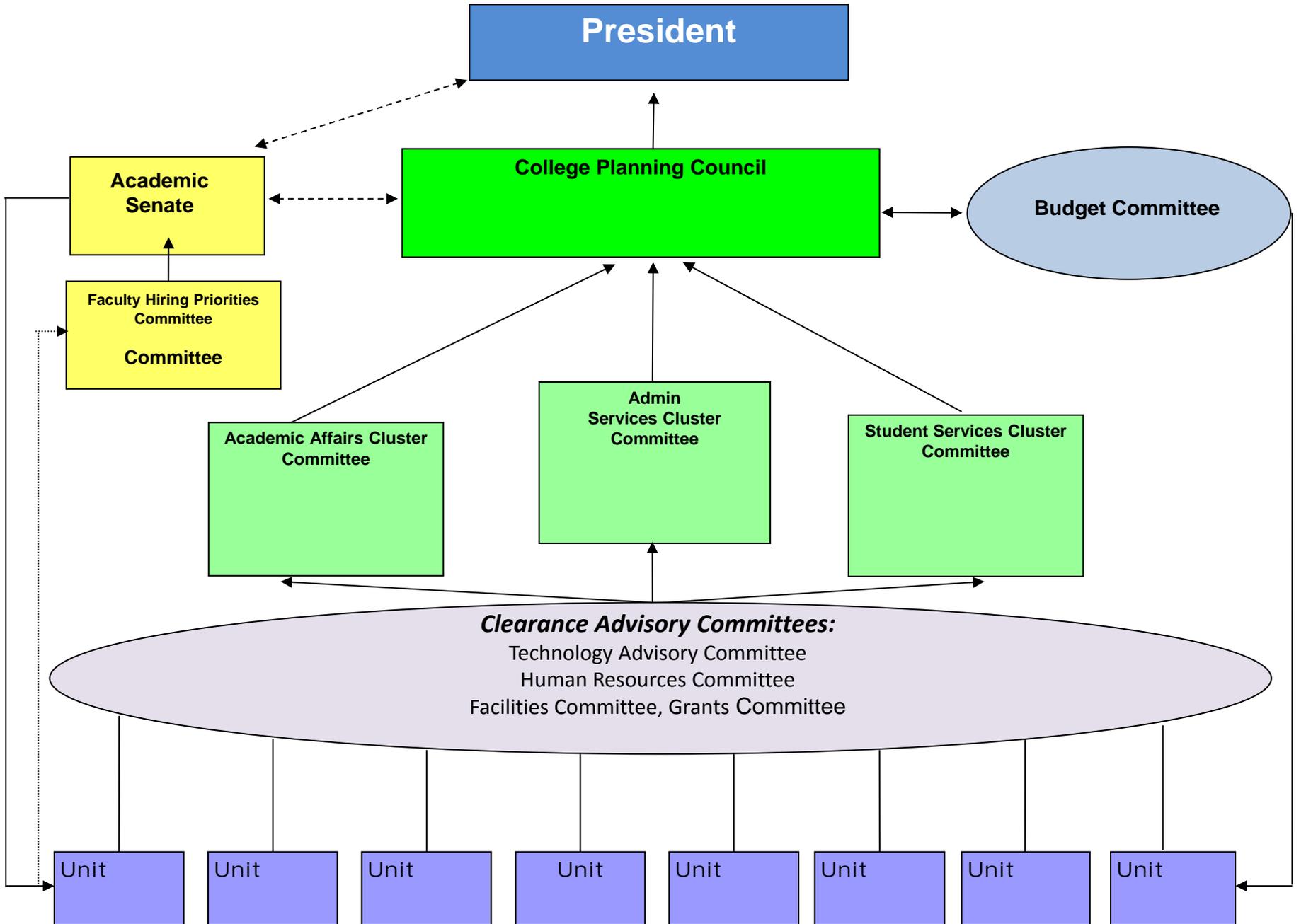 - Completing the cycle, evaluating, and planning for the next cycle
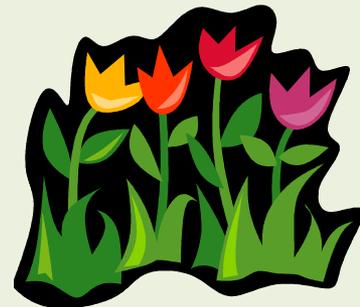
- Updated College Participatory Governance Agreement

- Updated/Clarified our Planning diagrams
  – Planning Document Flow (Slide 6)
  – Shared Governance Structure (Slide 7)

- Updated Unit Planning forms to clarify budget integration into prioritization process

Los Angeles Harbor College
Educational Master Plan
(6 year Strategic; updated annually)

Annual College Plan

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

Approval process:
Std. 1, Sept. 11, 2012
Ac Sen Sept. 20, 2012
CPC Sept. 24, 2012

President

Academic Senate

College Planning Council

Budget Committee

Faculty Hiring Priorities Committee

Committee

Academic Affairs Cluster Committee

Admin Services Cluster Committee

Student Services Cluster Committee

Clearance Advisory Committees:
Technology Advisory Committee
Human Resources Committee
Facilities Committee, Grants Committee

Unit **Unit** **Unit** **Unit** **Unit** **Unit** **Unit** **Unit**

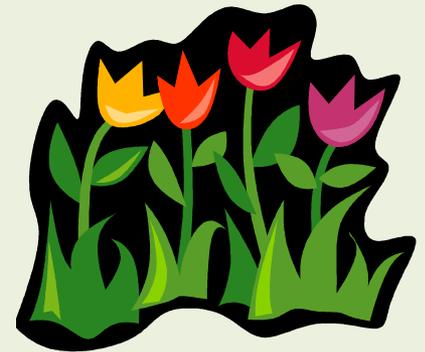# Addressing Recommendation #1

- Integration of all college plans into 2013-14 College Annual Plan as depicted on planning diagram

- 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 Recommendation #2:

- 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.

Addressing Recommendation #2

- Change to a Centralized Budget Model instead of Decentralized
  - Increases oversight and control
  - Improves monitoring of expenses
- All SFP/Categorical positions must cover employee benefits
- 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 college Cluster needed to continue to address this recommendation

- Recommendation that Staffing Committee (with renaming of Human Resources Committee) become a "clearance committee" to ensure that positions have gone through college planning process integrating with budget allocation.

Addressing Recommendation #2

- Balanced Budget (2010-11, 2011-12) achieved through cost saving measures including reduction of course sections to off-set full-time hires.
- College Priorities for 2012-13 approved at CPC meeting Aug. 20, 2012.
- College Budget passed at Budget meeting Aug. 21, 2012.
- Proposed Budget Timeline (mentioned in Recommendation #1).
- Emergency Budget Taskforce created for
  - Better oversight of expenditures
  - Eliminate potential deficit spending
- Meetings with budget managers regarding budget development, oversight, and accountability
  - November procurement training at Harbor
  - Reconciliation of accounts; accountability increased by budget managers

The Follow-up Visit: Logistics

- April 16 (Tuesday 10 a.m.)
  - 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