I – Mission, Planning & Goals Workgroup

The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data and analysis in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is completed

The institution has a statement of mission that defines the institution's broad educational purposes, its intended student population, and its commitment to achieving student learning.

The institution demonstrates a conscious effort to produce and support student learning, measures that learning, assesses how well learning is occurring, and makes changes to improve student learning. The institution also organizes its key processes and allocates its resources to effectively support student learning. The institution demonstrates its effectiveness by providing 1) evidence of the achievement of student learning outcomes and 2) evidence of institution and program performance. The institution uses ongoing and systematic evaluation and planning to refine its key processes and improve student learning.

Please use your knowledge gained as an active participant in PBC and through experiences in your own work area in the college, to provide an update to our accreditation Self Evaluation. Other sources of information include meeting minutes, program reviews, and progress reports from our various strategic plans.

1. What changes or improvements from previous practice have occurred this year?

    a. Created more plans, progress reports of the plans

    b. New Plan: Strategic Enrollment Plan, Student Engagement Plan

    c. Progress Reports: Basic Skills Plan Progress Report, Student Equity Plan Progress Report, Technology Plan Progress Report, Sustainability Plan Progress Report, Strategic Plan Progress Report,

    d. Revision of ILO

    e. Evaluation of the Participatory Governance Process and the College Benchmark

    f. Revision/Evaluation of hiring process and cycle

    g. Resources Allocation process including Measure G (one time fund, foundation, Measure G) and new allocation model

    h. Revision of policies

    i. (Resource allocation related to plans)

    j. Program Review:

    k. Student Services revised and implemented new template based on evaluation of prior template.

l. Instructional program revised new template and process, and implement in the year of 2014-15.

m. Describe the process for all the resources requests:

n. Instructional Equipment

o. Technology Resquest

p. New data packet

q. Data Dashboard

2. Examples, case studies, evidence? Please describe the evidence and identify its location.

IIA – Instructional Services Workgroup

The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

The institution offers high-quality instructional programs in recognized and emerging fields of study that culminate in identified student outcomes leading to degrees, certificates, employment, or transfer to other higher education institutions or programs consistent with its mission. Instructional programs are systematically assessed in order to assure currency, improve teaching and learning strategies, and achieve stated student learning outcomes. The provisions of this standard are broadly applicable to all instructional activities offered in the name of the institution.

Please use your knowledge gained as an active participant in PBC and through experiences in your own work area in the college, to provide an update to our accreditation Self Evaluation. Other sources of information include meeting minutes, program reviews, and progress reports from our various strategic plans.

1. What changes or improvements from previous practice have occurred this year?

   a. Participated in SLO assessment workshops including extensive orientation on e-portfolios during flex days activities on 08/16/13 & 1/10/14.

   b. Development of Social Sciences Hub which offers opportunities for faculty and student interaction, TOI (Topics of Interest) lecture series, workshops, and other educational enrichment opportunities for faculty, staff, and students.

   c. Revised the Program Review template.

   d. Started to reassess how we assign non-instructional and coordination to faculty.

   e. Workforce Development Department lost two positions (entire department)– Workforce Specialist & Director of Workforce—need to re-evaluate and bring back a minimum of one position.

   f. Course Outline of Record policy was implemented that courses are on a cycle to review every five years and CTE courses are on a cycle for review every two years.

   g. Development and approved Recycle and Resource Management Certificate (approved by State Chancellor's Office, Spring 2014).

   h. Updated Hiring Timeline for 2014-15.

2. Examples, case studies, evidence? Please describe the evidence and identify its location.

   Item a – Flex Day agenda, Agenda held in Instruction Office

Item b – Bldg. 9, behind counter in Library; Topics of Interest marketing materials housed in the Humanities & Social Sciences Division Office, Bldg. 3, Room 205.

Item c – Academic Senate, IPC & Curriculum Committee, agenda and minutes

Item d – Academic Senate agenda & minutes

IIB/C - Student & Support Services Workgroup

The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

The institution recruits and admits diverse students who are able to benefit from its programs, consistent with its mission. Student support services address the identified needs of students and enhance a supportive learning environment. The entire student pathway through the institutional experience is characterized by a concern for student access, progress, learning, and success. The institution systematically assesses the student support services using student learning outcomes, faculty and staff input, and other appropriate measures in order to improve the effectiveness of these services.

Library and other learning support services for students are sufficient to support the institution's instructional programs and intellectual, aesthetic, and cultural activities in whatever format and wherever they are offered. Such services include library services and collections, tutoring, learning centers, computer laboratories, and learning technology development and training. The institution provides access and training to student so that library and other learning support services may be used effectively and efficiently. The institution systematically assesses these services using student learning outcomes, faculty input, and other appropriate measures in order to improve the effectiveness of the services.

Please use your knowledge gained as an active participant in PBC and through experiences in your own work area in the college, to provide an update to our accreditation Self Evaluation. Other sources of information include meeting minutes, program reviews, and progress reports from our various strategic plans.

1. What changes or improvements from previous practice have occurred this year?

2. Examples, case studies, evidence? Please describe the evidence and identify its location.

IIIA – Human Resources Workgroup

The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness. Accredited colleges in multi-college systems may be organized such that responsibility for resources, allocation of resources and planning rests with the system. In such cases, the system is responsible for meeting standards on behalf of the accredited colleges.

The institution employs qualified personnel to support student learning programs and services whenever offered and by whatever means delivered, and to improve institutional effectiveness. Personnel are treated equitably, are evaluated regularly and systematically, and are provided opportunities for professional development. Consistent with its mission, the institution demonstrates its commitment to the significant educational role played by persons of diverse backgrounds by making positive efforts to encourage such diversity. Human resource planning is integrated with institutional planning.

Please use your knowledge gained as an active participant in PBC and through experiences in your own work area in the college, to provide an update to our accreditation Self Evaluation. Other sources of information include meeting minutes, program reviews, and progress reports from our various strategic plans.

1. What changes or improvements from previous practice have occurred this year?
   a. Two-cycle hiring process; clearer process with time for robust discussion; setting dates in the prior academic year gives the campus time to prepare;
   b. PETF Performance Evaluation Task Force work; will be completed soon; has not yet gone out to faculty; may go out in August 2014; big change in entire evaluation process for faculty;
   c. New District software for new employee hiring implemented on July 1, 2014
   d. Revised Program Review process include linking professional development requests to appropriate groups; PBC became committee to promote and oversee Professional Development
   e. Added new faculty positions
   f. Added a new dean position
   g. Added a new Vice President position
   h. Expanded a classified position and added a new classified position

2. Examples, case studies, evidence? Please describe the evidence and identify its location.
   a. PBC agendas and minutes
   b. hearsay at this point
   c. 2nd hand from the District through deans and VPs
   e. PBC agendas and minutes
   f. PBC agendas and minutes and the notes from the discussions with Athletics, Library, Learning Center /Building 9
   g. PBC agendas and minutes
   h. PBC agendas and minutes

IIIB/C – Infrastructure Workgroup

The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness. Accredited colleges in multi-college systems may be organized such that responsibility for resources, allocation of resources and planning rests with the system. In such cases, the system is responsible for meeting standards on behalf of the accredited colleges.

Physical resources, which include facilities, equipment, land, and other assets, support student learning programs and services and improve institutional effectiveness. Physical resource planning is integrated with institutional planning.

Technology resources are used to support student learning programs and services and to improve institutional effectiveness. Technology planning is integrated with institutional planning.

Please use your knowledge gained as an active participant in PBC and through experiences in your own work area in the college, to provide an update to our accreditation Self Evaluation. Other sources of information include meeting minutes, program reviews, and progress reports from our various strategic plans.

1. What changes or improvements from previous practice have occurred this year?

2. Examples, case studies, evidence? Please describe the evidence and identify its location.

Social Science Hub

·   A Social Science Hub was created on the third floor of Building 9 to provide space to conduct

workshops and engagement activities for students majoring in the social

sciences.

STEM Center

·   The STEM Center is a location in Building 9 where furniture was changed this past year

to make it more student-friendly and usable.

The Grove and Career Center

·   The Grove and the Career Center opened in their new locations in Fall 2012. Renovation to the Grove included all new video-wall, integrated sound system, satellite television, etc. Used for student film festival, guest speakers, monthly music recitals, etc.

Sustainability Plan

The college's sustainability Committee developed a plan which will engage both faculty and students in projects directed at being more sustainable. The college has recently installed new electric vehicle charging stations. Our English 100 Honors program along with the Associated Students of Cañada College hosted an event for students to present their ideas concerning sustainability: changes that we can make to lighten our carbon footprint including implementing a ride-share program, planting edible landscaping, bringing the subject of sustainability into mainstream courses, increasing overall environmental awareness, and installing solar panels.

VROC Center

·   A veteran's resource center was created in the Learning Center in Building 9.

BTO Center

·   "Beating the Odds" resource center was created in the Learning Center in Building 9.

Animation Lab

·   Building 19 converted to animation lab to service multimedia animation courses.

Financial Literacy Lab

·   New Building 9 resource center. **Robin, you would probably want to expand the description of "Beating the Odds" and the "Financial Literacy Lab".

Other Projects

a.   Began construction of the Cañada Solar Panel Project, our first renewable energy project that will be able to power approximately half of the campus' electrical usage.

b.   Beginning this week contractors will be working at the baseball field installing a screen behind the outfield fence and replacing the turf.

c.   Installation of 2 "hydration stations" in buildings 5 and 9.

d.   Over the winter break of 2013 the access security for the Building 17 classrooms were upgraded by installing ACAM security controls on the doors to each classroom.

e.   Presently nearing completion of soccer field re-surfacing project.

f.   13-213 all new computers and monitors installed during winter break of 2013.

g. 13-217, 22-113, 9-206 scheduled for summer 2014.

h. Planning of new University Center resource lab in 5-207.

i. 5-123 Reading lab installed during winter break of 2013.

j. Theater renovation including new projector, input panels and switching system.

k. Theater lobby renovation project currently in advanced planning stages for summer construction.

l. Wi-Fi service upgrade to Building 13.

m. New Alt Media Lab in 9-153 early Spring 2014.

n. New computers in 9-106 and 9-110 installed during winter break of 2013.

o. Faculty and staff computer upgrades? (44 this semester)

IIID – Financial Resources Workgroup

The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness. Accredited colleges in multi-college systems may be organized such that responsibility for resources, allocation of resources and planning rests with the system. In such cases, the system is responsible for meeting standards on behalf of the accredited colleges.

Financial resources are sufficient to support student learning programs and services and to improve institutional effectiveness. The distribution of resources supports the development, maintenance, and enhancement of programs and services. The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability. The level of financial resources provides a reasonable expectation of both short-term and long-term financial solvency. Financial resources planning is integrated with institutional planning at both college and district/system levels in multi-college systems.

Please use your knowledge gained as an active participant in PBC and through experiences in your own work area in the college, to provide an update to our accreditation Self Evaluation. Other sources of information include meeting minutes, program reviews, and progress reports from our various strategic plans.

1.   What changes or improvements from previous practice have occurred this year?

     a.   Revisited the resource allocation model-Discussed implications of possible changes. Met with District CFO. PBC minutes May 14-2014

     b.   Developed plans for the end of measure G funding with regard to which programs should be continued and funded by other means (PBC minutes April 30-2014)

2.   Examples, case studies, evidence? Please describe the evidence and identify its location.

IV - Governance and Process Workgroup

The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

The institution recognizes that ethical and effective leadership throughout the organization enables the institution to identify institutional values, set and achieve goals, learn and improve.

In addition to the leadership of individuals and constituencies, institutions recognize the designated responsibilities of the governing board for setting policies and of the chief administrator for the effective operation of the institution. Multi-college districts/systems clearly define the organizational roles of the district/system and the colleges

Please use your knowledge gained as an active participant in PBC and through experiences in your own work area in the college, to provide an update to our accreditation Self Evaluation. Other sources of information include meeting minutes, program reviews, and progress reports from our various strategic plans.

1. What changes or improvements from previous practice have occurred this year?

    a. 2 hiring processes instead of one

    b. Increased communication of news events via newsletters (Olive Hill Press, etc.)

    c. Move to PBC workgroups doing chunks of work to organize and produce results

    d. Increase of All-College PBC meetings to discuss both budgeting and hiring.

    e. ASCC: specific agendizing of meetings to discuss and produce results

2. Examples, case studies, evidence? Please describe the evidence and identify its location.

    a. Meeting notes from PBC, ASCC—esp. for all-college meetings.