



December 5, 2013

The Process to Accreditation

An Internal Planning Document

Overview

Both the El Camino Community College District and the Compton Community College District are fully committed to obtaining independent accreditation for El Camino College Compton Educational Center. The districts are moving forward in this endeavor in accordance with the goals set forth in A.B. 318 and through the Partnership Agreement between the two parties.

When the partnership began, a primary objective was to provide quality educational programs and services for student success. By initiating new student programs and expanding current offerings student success has become a focus throughout the El Camino College Compton Community Educational Center. Academic programs initiated or expanded during the last five years include: supplemental instruction, First Year Experience, student-led tutoring, a nursing simulation lab, and the Alpha Gamma Sigma (AGS) Honor and Scholarship Society. Expanding Career Technical Education offerings in programs such as aerospace fastener manufacturing; heating, ventilation and air conditioning; and robotics has also expanded opportunities for student success.

Additionally, student success is evident through the increase in the number of El Camino College Compton Center students earning degrees. - Financial support for students has also expanded - 60 El Camino College Compton Center students received a total of \$46,100 in scholarships for 2011. A targeted financial aid awareness campaign resulted in 3,244 students submitting Free Application for Federal Student Aid (FAFSA) forms in 2011, a 12 percent increase from the prior year.

More than \$1.6 million in grant funds has been provided to El Camino College Compton Center since 2006. Grant monies have been used to initiate a variety of new academic offerings and to enhance existing programs, including robotics, HVAC, aerospace fastener and career advancement academies.

The Compton District CEO, the ECC Vice President of Compton Center, and the ECC Compton Center Accreditation Liaison Officer (ALO), in consultation with the Accreditation Steering Committee (ASC), will facilitate training for all Compton Center participants in the accreditation process, through the Accrediting Commission for Community and Junior Colleges online site.

Participation from constituents from all areas of the El Camino College Compton Center in the accreditation eligibility process is crucial to the success of the process. Once eligibility is granted, representatives from the El Camino College Compton Center will continue regular, active involvement throughout the accreditation process.

Accomplishments Achieved for Accreditation Eligibility

The ASC established five subcommittees in the following eligibility categories: Organization (1, 2, 3, 4, 5, 6), Instruction (7, 8, 9, 10, 11), Faculty (12, 13), Student Services (14, 15, 16), Financial Integrity (17, 18), Planning and Evaluation (19), Integrity in Communications with the Public (20) and Relations with the Accrediting Commission (21). The 21 Eligibility Criteria were reviewed for objective assessment of tasks, and ECC Compton Center's readiness for eligibility.

The ASC and its five subcommittees have worked diligently since November 2010 to assess and respond to their sections of the Eligibility Criteria. Subcommittee members developed three levels of assessment for each eligibility criteria: criteria met, criteria not met or criteria partially met. Currently, 16 criteria have been met; one criterion will be met when the eligibility application is filed; the Student Learning and Achievement criterion is partially met; and the Financial Resources, Financial Accountability, and Institutional Planning and Evaluation criteria have not been met.

The ASC developed a draft document responding to the Eligibility Criteria; it is available online www.compton.edu/campusinformation/accreditation/docs/Accreditation-Eligibility-Report-No-2-FINAL-10-26-2011.pdf, and on the El Camino College and El Camino College Compton Center websites.

Open forums were held to discuss the proposal and to answer questions and concerns. The ASC members reviewed and responded to comments and feedback from the forums. Training for participants in the accreditation eligibility process continues to ensure all are current with the accreditation standards.

A Communications Plan was developed, featuring open forums to share progress updates, accreditation newsletters geared toward internal and external communities, and an accreditation Web page on the El Camino College and El Camino College Compton Center websites. To further advance outreach efforts to the community, a document titled "Five Years of Success: Report to the Community" was developed and widely distributed to the community. It is available online at:

www.elcamino.edu/administration/publicrelations/docs/CEC-Five-Year-Report-2011.pdf.

This document outlines the progress and student success stories El Camino College Compton Center has achieved since the beginning of the partnership.

Completed Activities

Since beginning the process to apply for Accreditation Eligibility, the following activities and events have been completed.

Spring/Summer 2012

1. Continue expanded coordination of the assessment of SLO statements in the Student Services and Academic Affairs areas. Compile documentation showing revisions to courses and programs that improve student learning and which are based on SLO assessments.
2. Document evidence showing strong links between the budgeting and planning processes.

3. Implement fiscally sound policies and procedures in the Business Office.
4. Resolve any CCCD prior year audit findings.
5. Reconstitute the Fiscal Integrity Accreditation subcommittee.
6. Make progress toward transferring the functions performed by ECC on behalf of the Compton Center to Compton offices and personnel.
7. Schedule and host a collegial consultative Planning Summit.
8. Produce and distribute widely, an update to the “Process to Accreditation” document.

Fall 2012/Spring 2013

1. Publish and distribute eligibility information to internal and external audiences.
2. Host open forum to discuss status of readiness to submit eligibility application.

Fall 2013

1. Review ASC subcommittee checklists regarding eligibility readiness.
2. Post 3rd draft of narrative document that describes the Compton Center’s status in meeting the 21 eligibility criteria on the Portal and review document with the El Camino College Cabinet, Senior Management and other constituencies.
3. Schedule and host a collegial consultative Accreditation Summit on September 26.
4. Hold open forum on December 5th to discuss the 3rd draft of narrative document.
5. Publish information on El Camino College and ECC Compton Center websites.
6. Host community workshops in concert with Special Trustee Advisory Committee.

Projected Timeline Going Forward To Eligibility Proposal Submittal

The eligibility application process is based upon the ECC Compton Center having the appropriate documentation to meet the ACCJC standards. Once the documentation is ready, the application will be submitted by El Camino College.

During this time, El Camino College is also completing an ACCJC Follow Up Report regarding Student Learning Outcomes, in anticipation of removal from “warning” status at the January 2014 ACCJC meeting. El Camino College’s regular Self Evaluation Visit will take place during October/November 2014.

Spring 2014

1. Review the Compton CCD 2012-13 fiscal year audit to determine if the CCCD meets the ACCJC fiscal eligibility requirements.
2. If yes: the process continues.
3. If no: the process for submitting the Eligibility Application is postponed for one year.
4. Present a copy of the third draft of the Eligibility Application to the ECCCCD and CCCD Board of Trustees for review and comment.
5. Review Accreditation Standards to determine whether or not the ECC Compton Center meets the standards. If it is determined that the Accreditation Standards are not met, develop an action plan for the ECC Compton Center to meet all standards within a one-year timeframe.

Fall 2014/Spring 2015

1. Process for writing Eligibility Application continues.
2. ECC Compton Center ALO initiates contact with the chair of the Accrediting Eligibility Committee to review the final draft and discuss areas that need to be rewritten and/or need additional documentation.
3. Determine if the Eligibility Proposal will be submitted to the Accrediting Commission Eligibility Committee for review at its January 2015 meeting, or if submission will be postponed for six months for review by the Committee at its June 2015 meeting.

Summer/Fall 2015

1. The Accrediting Commission informs the El Camino College President whether the Eligibility Proposal for the ECC Compton Center is approved.
2. If yes – the Compton Center prepares for the initial Self Evaluation for candidacy.
3. If no – the ACCJC will determine the next steps for the ECC Compton Center.

Accreditation Candidacy

Once accreditation eligibility status is granted by the Accrediting Commission, El Camino College will prepare to apply for candidacy for the ECC Compton Center. The following steps must be completed:

1. The Accrediting Commission informs El Camino College of the timeframe for the Self Evaluation for candidacy.
2. Candidacy includes a Self Evaluation Report, which is a two- to four-year process to prepare for submission to the Accrediting Commission.
3. Once candidacy is granted, the ECC Compton Center must remain in compliance with the Standards of Accreditation throughout the entire candidacy period, which is granted for two years, but may not exceed four years.

Initial Accreditation Review

If candidacy is granted by the ACCJC, during the candidacy stage, El Camino College will apply for initial accreditation of its Center. This will include submitting another Self Evaluation Report and an ACCJC team visit. The ACCJC will review the team report and recommendations and make a determination on whether to grant Initial Accreditation, defer action, deny Initial Accreditation or extend Candidacy.