NOTICE OF BOARD OF TRUSTEES MEETING
Saturday, September 13, 2014

8:30 A.M. OPEN SESSION

MEETING NO. 19
SEMI-ANNUAL RETREAT

Pasadena City College
Conference Center
Building G, Room 1
1570 East Colorado Boulevard
Pasadena, California 91106

Enclosed is the Agenda for Meeting No. 19, the Semi-Annual Retreat Meeting. The Open Session will begin at 8:30 a.m. with the Call To Order and Roll Call. The Board will meet in the Conference Center, Building G, Room #1, Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.
AGENDA

Notice: Members of the public may request the opportunity to address the Board regarding any item on the agenda. To do so, please complete a “Request to Address the Board of Trustees” form and give it to the Board Secretary prior to the beginning of the meeting. No public comment cards will be accepted after the start of the meeting. Individual speakers are limited to three minutes; total audience participation on any agenda item is limited to thirty minutes.

I. CALL TO ORDER, ROLL CALL (8:30 A.M.)

II. OPEN SESSION
   A. PLEDGE OF ALLEGIANCE
   B. PUBLIC COMMENT ON NON-AGENDA ITEMS
      The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda.
   C. ACCREDITATION UPDATE
   D. CLIMATE STUDY
   E. TRUSTEES SELF-ASSESSMENT
   F. SEARCH FOR SUPERINTENDENT-PRESIDENT

III. ADJOURNMENT

Pasadena City College and the Conference Center are wheelchair accessible. Reasonable accommodation services are available when requests are made by 4:00 pm of the Thursday before the Board meeting. Please contact Mary Thompson at 626.585.7202 if you need assistance in order to participate in a public meeting or if you need agenda and public documents modified as required by the Americans with Disabilities Act.
Accreditation

BOARD OF TRUSTEES RETREAT
PASADENA CITY COLLEGE
09/13/2014

STEPHANIE FLEMING, SELF-EVALUATION COORDINATOR & MATTHEW JORDAN, ALO

Overview

➢ Trends
➢ ACCJC Guidance to Boards
➢ Timeline
➢ PCC's Recent Accreditation History
➢ Accreditation Terminology
➢ Standard IV

"At last we've reached a consensus! This meeting is boring!"
2014 Sanctions (n=16)

No link from program review to planning/resource allocation

ACCJC NEWSLETTER, SUMMER 2014

Five-Year Trend - Colleges on Sanction January 2010 - January 2014
Top Deficiencies Causing Sanctions

ACCJC NEWSLETTER, SUMMER 2014
ACCJC to Board Members

- Get early training, and regular re-training, for every board member
- Get clear on the policy role of governing board members
- Pay serious attention to external financial and accreditation reports
- Adopt and enforce strong policies on ethics and conflict of interest
- Remember an institutional governing board is not a city council
- Actively review and adapt the institutional mission statement
- Think short range and long range in adopting the institution's fiscal plans

ACCJC NEWSLETTER, SUMMER 2012

Timeline

- **September 15, 2014**: The current draft of the Self-Evaluation document made public via the website for feedback
- **October 2014**: Board of Trustees Study Sessions on the Self-Evaluation?
- **October 13, 2014**: Deadline for feedback on the current draft of the Self-Evaluation
- **October - November 2014**: Self-Evaluation document revised based on feedback
- **December 15, 2014**: Submission of the Self-Evaluation to ACCJC
- **Monday, March 2, 2015-Thursday, March 5, 2015**: ACCJC Site visit
- **June 2015**: ACCJC decision on PCC's accreditation status
2003 Recommendations

1. The team recommends that the college expand its efforts to promote widespread understanding of its mission statement and develop planning processes that ensure that institutional planning and decision making are guided by the mission statement.

2. The team recommends that the college link its planning and budgeting process and ensure that the results of this process are clearly communicated to all constituents.

3. The team recommends that the college complete and implement a comprehensive program review for all areas and that results are incorporated into the planning and budgeting process.

4. The team recommends that the college's governance processes empower constituents by ensuring that communication flows from and to all college entities.

5. The team recommends that the college provide evidence that all campus constituents are working to restore collegiality and integrity in their relationships.

2009 Recommendations

1. The team recommends that the college develop a systematic assessment of evaluation mechanisms, i.e., program review and planning processes, to determine their effectiveness in improving student learning programs and services and administrative functions. Specifically, the college needs to implement a consistent data set for program review and process improvement.

2. The team recommends that the college expand its assessment of student learning outcomes to include all programs, degrees, and certificates, and, if applicable, learning and support service areas. The team further recommends that the student learning outcomes assessment be incorporated into the program review; program planning, and resource allocation processes.

3. The team recommends that the college establish and implement policies and procedures that define and ensure the quality and integrity of the distance education offerings and make these policies widely available to faculty. The institution must also submit a Substantive Change Proposal to the Commission.
2009 Recommendations

4. The team recommends that the college develop codes of ethics for management and classified employees.

5. The team recommends the college develop and implement formal processes for the regular evaluation of each component of its governance and decision-making structures and use the results for improvement as needed.

Terminology

**DESCRIPTIVE SUMMARY**

This is how we do it...

**SELF-EVALUATION**

This is how it's going...
Terminology

ACTIONABLE IMPROVEMENT PLAN

What's the plan?

This is what we need to do . . .

Terminology

RECOMMENDATION

To improve institutional effectiveness . . .

DEFICIENCY

To meet the Standard . . .
Standards

Standard I: Mission and Institutional Effectiveness
- Mission, Program Review, Planning, Resource Allocation

Standard II: Instructional Programs, Student Services, and Library & Learning Services

Standard III: Resources
- Human, Tech, Physical, Financial

Standard IV: Leadership & Governance
- Shared Governance, Board, President

Standard IV: Leadership & Governance

IVA: DECISION-MAKING ROLES & RESPONSIBILITIES

1. Leaders create an environment for empowerment
2. Participative processes are in place
3. All groups work together for the good of the institution; effective communication
4. Honesty and integrity with external agencies
5. Participative processes are regularly evaluated
IVA: Actionable Improvement Plans

- Review Shared Governance Handbook
- Regular Shared Governance Training
- Communicate process to change NCNs
- Clear communication from CEO about shared governance processes
- Shared governance committee self-evaluation process

Standard IV: Leadership & Governance

IVB: BOARD AND ADMINISTRATIVE ORGANIZATION

1. Governing board establishes policy to assure quality, integrity, and effectiveness; selects and evaluates the CEO

2. President has primary responsibility for institutional quality (planning, organizing, budgeting, personnel, assessing progress)
IVB: Actionable Improvement Plans

- Board will document existing Board development or create a program if none exists
- President will achieve effective communication with internal and external communities

Next Steps for Standard IV

- Incorporate feedback from Board of Trustees, Planning & Priorities Committee, campus
- Weave in recent Campus Climate survey results
- Adjust AIPs as needed