



Accreditation File Management Project

**BOARD OF TRUSTEES
JANUARY 28, 2015**

Recent Examples of District Responses, Evidence and Reports



February 2013	LACCD Special Report
October 2013	LACCD Follow-up Report
March 2014	District Responses and Evidence for Valleyside Colleges and Southwest College Follow-up Reports
October 2014	District Responses and Evidence for Seaside Colleges

Seaside Report – November 2014



November 2014 LACCD Progress Report on Accreditation Team Recommendations for Seaside Colleges

DISTRICT RECOMMENDATION 1

In order to meet the Standards and Eligibility Requirements, the Teams recommend that the District actively and regularly review the effectiveness of the construction bond oversight structure and the progress in the planned lifting of the moratorium to ensure the financial integrity of the bond programs, and the educational quality of its institutions as affected by the delays of the planned facilities projects (Standard III.B.1.a; III.D.2.a; IV.B.1.c; Eligibility Requirements 17 and 18).

Status – RESOLVED

The ACCJC accepted the District's activities in response to this recommendation on February 7, 2014, stating that "...LACCD has provided evidence that it has addressed District Recommendations 1 and 2..." (**ACCJC letter, February 7, 2014**)

District Actions Leading to Resolution

When this recommendation was received in July 2012, the District was already in the process of improving its bond oversight and the fiscal integrity of the program; however, the visiting team identified areas needing improvement for the District to fully meet the Standards and Eligibility Requirements.

The District had already formed an Independent Review Panel in April 2011. The Panel issued a report on the District's Building Program which included 17 recommendations covering diverse areas including: sustaining the maintenance and operations (M&O) cost of new buildings, training on ethical considerations, creation of an Executive Director of Facilities position, imposing a moratorium, modifying the college/district management structure, program costs and

File Management Problem



- ❑ District provided individual reports/responses to each college as their cycle came up (Seaside, Valleyside, Cityside)
- ❑ Three different cycles = three different sets of evidence, provided at staggered intervals
- ❑ Hard copies of evidence were included as appendices to each document, however:
 - No cross-referencing system, or way to track evidence files that were used in multiple reports
 - New ACCJC requirements: evidence must be provided electronically
 - Over 128 subsections of the new Accreditation Standards (June 2014) must be responded to **with evidence**

Solution!



- ❑ Convert all District evidence files to pdf documents
- ❑ Create new District Intranet site (uses SharePoint software)
- ❑ Hyperlink evidence in Accreditation reports
- ❑ Cross-reference all previous evidence against individual standards
- ❑ Create separate evidence folders for each new Standard subsection (29 Standard subsections and counting) that the District is responding to

Accreditation Evidence Files Now Available from **Any District Computer**



- ❑ Reports with responses to past District recommendations (currently available for Seaside Colleges)
- ❑ Evidence files (pdf format) for all District recommendations and Accreditation Standards subsections
- ❑ DPAC identified college and District evidence sources for the 128 subsections of the four Standards
- ❑ Evidence will be cross-referenced across Standard subsections and District recommendations

Sample of DPAC-Identified Evidence Sources



Accreditation Standards ¶

Breakdown by College/District Evidence ¶

■ = New
 ■ = Need to revisit for additional evidence ¶

I.A. Mission ¶		
¶	COLLEGE ¶	DISTRICT ¶
1. The mission describes the institution's broad educational purposes, its intended student population, the types of degrees and other credentials it offers, and its commitment to student learning and student achievement. ¶	<ul style="list-style-type: none"> → Mission Statement ¶ → College Effectiveness Report ¶ → Program Review ¶ → Resource Request prioritization (Process) ¶ 	<ul style="list-style-type: none"> → District Mission Statement ¶ → College Effectiveness Reports ¶ → Functional Map ¶ → ESC Program Review & SAOs ¶
2. The institution uses data to determine how effectively it is accomplishing its mission, and whether the mission directs institutional priorities in meeting the educational needs of students. ¶	<ul style="list-style-type: none"> → Meeting Minutes (College, council, Ed. Planning, etc.) ¶ → SLO Evaluation ¶ 	<ul style="list-style-type: none"> → Student Survey ¶ → Budget Alloc. Model ¶
3. The institution's programs and services are aligned with its mission. The mission guides institutional decision-making, planning, and resource allocation and informs institutional goals for student learning and achievement. ¶	<ul style="list-style-type: none"> → Catalogue ¶ → Website ¶ → College Planning Handbook / Educational Master Plan ¶ 	<ul style="list-style-type: none"> → Board Minutes (minutes for approval) ¶ → Update District Mission ¶ → DPAC Minutes ¶ → IE (Board) Minutes ¶
4. The institution articulates its mission in a widely published statement approved by the governing board. The mission statement is periodically reviewed and updated as necessary. ¶	<ul style="list-style-type: none"> → BSI reports, agendas, outcomes ¶ → AtD ¶ → SSSP, Student Equity Plans ¶ 	<ul style="list-style-type: none"> → All-Gov. Committee Minutes (DAS, SSIC, A+D) ¶ → Scorecard report ¶ → Board Rules ¶

New District Intranet: spidev.laccd.edu



- Only accessible from a district-networked computer
- College-based users have been sent a new login and password for the District's new Intranet website
- District users can access the new Intranet website using their regular computer login and password

All Documents Stored In/Accessed Through New District Intranet Site

<http://spidev.laccd.edu>

LOS ANGELES COMMUNITY COLLEGE DISTRICT
EMPLOYEE INTRANET

Search the LACCD Intranet **Go!**

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PROPOSED 2014 - 2015 BUDGET PRESENTED TO BOARD OF TRUSTEES

My Memberships

SharePoint Sites

My Applications

LACCD Homepage **Go!**

Announcements
No Items are currently available. Please

New Documents

Sign In

☆ FOLLOW



**Sign-in
here**

- Campus users received email w/login info
- District users use their computer login

Click the **Administrative** Tab



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Good afternoon
Tom-Miura, Allison J.

My Memberships

SharePoint Sites

My Applications

LACCD Homepage



Go!

Announcements

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New Documents

Click the **Accreditation** Link



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Click the **Accreditation Evidence** Link



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Accreditation

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Two Folders of Accreditation Evidence



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+ new document or drag files here

All Documents

Find a file



✓		Name		Modified	Mo
		2016 Self Evaluation	...	Tuesday at 3:11 PM	<input type="checkbox"/>
		Seaside Evidence 2014	...	Tuesday at 3:10 PM	<input type="checkbox"/>

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2014 Seaside Evidence is Organized by Recommendation



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- Accreditation Evidence Seaside

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		Name		Modified
		Seaside-Rec1	...	4 hours
		Seaside-Rec2	...	4 hours
		Seaside-Rec4	...	4 hours
		Seaside-Rec5	...	4 hours

2014 Seaside PDF Evidence Files



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■ Accreditation Evidence
Seaside

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Name



ACCJC Action Letter July 3 2013 - all colleges and DO ✳



ACCJC Letter to District Office_2-7-2014 ✳



ACCJC Visting Team Special Eval Report-May 2. 2013 ✳



AECOM Custodial Services Enhancement Program-
7.23.2014 ✳



AECOM Energy Presentation-8.20.2014 ✳



AECOM Facilities Life Cycle Review-5.28.2014 ✳



All Trustees_Ethics Certs-2013 ✳



Board Mtg Agenda-FPD1-p39-8.6.2014 ✳



Board Mtg Agenda-p59-61-8.21.2013 ✳



Board Mtg Minutes-BT2-p2-3-8.21.2013 ✳



Board Mtg Minutes-FPD1-p5-8.6.2014 ✳



Board Rule revision-17002-17004-9.11.13 ✳



Chancellors-directive 152-4.26.2012 ✳



Change Order Memorandum-6.16.2014 ✳



College Budget Recovery Plan-6.17.2014 ✳

Seaside Evidence Cross-Listing

(90+ documents)

#	Document Date	<input type="text" value="Insert Function"/> Title	Description/Notes	Author	District Rec#
1	2/7/2014	ACCJC letter		ACCJC	Seaside #1, #2, Pt. 1a
2	1/4/2012	Independent Review Panel Report		Independent Review Panel	Seaside #1, Pt. 1a
3	4/1/2013	District Special Report to ACCJC		District	Seaside #1, #2, Pt. 1a
4	5/2/2013	ACCJC Visiting Team Report		ACCJC	Seaside #1, Pt. 1b
5	7/3/2013	AACJC letter		ACCJC	Seaside #1, Pt. 1b
6	10/15/2013	District Follow-up Report		LACCD	Seaside #1, Pt. 1b
7	8/21/2013	Board meeting agenda (p.59 & 61)	Notice of action item on changing names of committees		Seaside #1, Pt. 1b
8	8/21/2013	Board meeting minutes, BT2, p. 2-3	Approval of Comm No. BT2 Amend Board Rule Chapter III Article VI Committees of the Board of Trustees	Board of Trustees	Seaside #1, Pt. 1b
9	9/16/2013	RFP for Bond Program Monitor		LACCD	Seaside #1, Pt. 2
10	5/31/2014	LACCD CPM KPIs			Seaside #1, Pt. 2
11	7/10/2014	Risk Overview		LACCD Facilities Director's Report	Seaside #1, Pt. 2
12	4/30/14	FMP&OC Mtg Minutes	Change order policy presentation		Seaside #1, Pt. 2
13	6/16/2014	Change order memo		James O'Reilly	Seaside #1, Pt.

Folders for District's 29 Standard Subsections for the 2016 Self Evaluation Report



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Accreditation

> Accreditation Evidence

+ new document or

All Documents ... Find

✓	📁	Name
	📁	StandardIII_B4
	📁	StandardIII_D10
	📁	StandardIII_D11
	📁	StandardIII_D12
	📁	StandardIII_D13
	📁	StandardIII_D14
	📁	StandardIII_D5
	📁	StandardIII_D8
	📁	StandardIII_D9
	📁	StandardIV_C1

LACCD Accreditation Intranet Users (80+)



#	First Name:	Last Name:	Group:
1	Nabil	Abu-Ghazaleh	Presidents list
2	Michael	Allen	DPAC & ALO lists
3	Mary-Jo	Apigo	DPAC list
4	Anna	Badalyan	DPAC list
5	Leticia	Barajas	DPAC & ALO lists
6	Adriana	Barrera	DO Senior Staff list

Timeline & Next Steps for Accreditation Evidence



- ❑ **Late December** - Users received usernames, passwords and information direction on accessing the site
- ❑ **January/February** - Preview and training on accessing accreditation evidence documents and reports on SharePoint
- ❑ **Ongoing** – 2016 District Self Evaluation evidence files are being uploaded regularly

Conclusion



More updates to follow!

Questions?