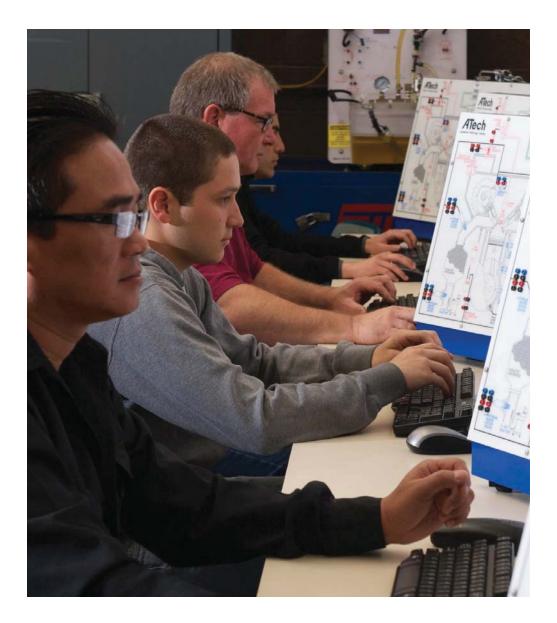# Certification of Continued Institutional Compliance

Certification of Continued Institutional Compliance with Eligibility Requirements
Certification of Continued Institutional Compliance with Commission Policies

CERTIFICATION OF CONTINUED INSTITUTIONAL COMPLIANCE WITH ELIGIBILITY REQUIREMENTS

Santa Ana College continues to meet each of the 21 Eligibility Requirements for accreditation set forth by the Western Association of Schools and Colleges.

1. **Authority**

    The authority for Santa Ana College (SAC) is the Board of Trustees. The Board derives its authority from California Education Code 70902 and from its status as the elected community entity that holds the institution in trust for the benefit of the public.

    Santa Ana College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

2. **Mission**

    The current educational mission of Santa Ana College (SAC) was revised and adopted by the Board of Trustees in September 2012. It is the responsibility of the participatory governance committees to review the mission statement on an annual basis and make recommendations for revision and updating to District Council.

    The mission statement is included in the college catalog and class schedule, it appears on all college meeting agendas, and it is posted on the website and in many public locations. It appears in all publications deemed appropriate.

3. **Governing Board**

    Elected by the voters from the seven trustee areas, the governing board of RSCCD consists of seven members who are responsible for the quality and integrity of the institution and who ensure the efficacy of the institution's mission.

    The Board exercises the right to be an independent policy-making body in accord with the California Education Code and reflects constituent and public interest in activities and decisions as reflected in the minutes of the regularly scheduled board meetings

    The Board of Trustees has adopted Board Policy (BP) 9002 "Statement of Ethical Conduct" and annually reviews compliance with this policy to ensure that none of the RSCCD board members has employment, family, ownership, or other personal financial interest in the district.

4. **Chief Executive Officer**

    The Chief Executive Officer of Rancho Santiago Community District is the Chancellor, Raúl Rodríguez, Ph.D.; the Chancellor has served in this capacity since August 2010.

    The Chief Executive Officer of SAC is Erlinda J. Martinez, Ed.D., appointed President of the College by the Chancellor of RSCCD and confirmed by the Board of Trustees in February 2005. She commenced her duties and responsibilities with SAC in March 2005. The President's primary responsibilities to the institution are to ensure implementation of federal, state, and local statutes

and regulations as well as board policies; to efficiently manage fiscal and human resources; to provide effective leadership to define goals, develop plans, and establish priorities for the college; and to ensure communication and cooperation among SAC constituencies.

5. **Administrative Capacity**

The training and experience required for each administrative position, as well as duties and responsibilities, are clearly set forth in recruitment publications. The administrative screening process ensures that Santa Ana College administrators have appropriate preparation and experience to provide the administrative services necessary to support the institution's mission and purpose.

Since the last self evaluation in 2008, SAC has undergone several changes in upper administration, including the positions of Vice President of Academic Affairs, Vice President of Administrative Services, and Vice President of the School of Continuing Education.

6. **Operational Status**

In fall 2013, Santa Ana College served 37,005 students: 25,673 full and part-time credit students and 11,644 full and part-time non-credit students. (Three hundred and twelve students were enrolled in both credit and non-credit courses.) Classes are offered in the day, evening, and during weekend college in a wide variety of lengths from four weeks to a sixteen-week semester. Additionally, students are enrolled in fee-based community service classes. All courses offered on the SAC main campus, Centennial Education Center, and adjunct community facilities are listed in the Schedule of Classes each semester in a print version and an electronic version available on the college website. Community Services classes are published in a separate class schedule.

7. **Degrees**

The majority of Santa Ana College course offerings are in programs that lead to degrees, as described in the college catalog. There are 250 concentrations or majors: 109 leading to the associate degree in arts or science; 21 Associate Degrees for Transfer (21 ADT's: 18 AA-T; 3 AS-T); and 120 certificates. The college catalog contains a listing of degrees offered, course credit requirements, and unit length of study for each degree program. Descriptions and explanations of courses offered and degree requirements are also provided in the catalog. Course Outlines of Record are on file in the division offices and may be found on CurricUNET.

8. **Educational Programs**

Santa Ana College offers two-year general education, transfer, career and technical education programs in the credit mode as well as non-credit programs consistent with the RSCCD vision and the mission of California Community Colleges. All courses, degrees, and certificates of completion fulfill California Title 5 Regulations, including those addressing collegiate-level quality and rigor. Completion of associate degree and general education requirements for the associate degree and articulation agreements with four-year institutions ensure

that degree programs are of sufficient content and length and are conducted at levels of quality and rigor appropriate to degrees offered.

9. **Academic Credit**

   Institutional policies and transfer requirements as well as the awarding of credit are clearly and accurately described in the SAC college catalog. SAC awards academic credits based on the Carnegie formula: one semester unit of credit is defined as one hour of recitation or lecture (together with the required two hours of preparation for each class hour) or three hours of laboratory work each week for a full semester.

10. **Student Learning and Achievement**

    Santa Ana College conducts regular assessments of programs in academic and student services areas to support ongoing and systematic efforts to student learning and achievement. Quadrennial course review is overseen by the Curriculum and Instruction Council. In addition, annual Department Planning Portfolio development with quadrennial capstone program review of academic programs, and annual student services program review is embedded in the Santa Ana College Educational Master Plan[5, 6].

    All programs and services are working toward continuous improvement by linking identified student learning outcomes to the broader seven Institutional Learning Outcomes (i.e., formerly Core Competencies) of the college. Through program review processes, SLO's are revised as needed in academic programs. Direct SLO assessment is conducted in a course-embedded program assessment approach in conjunction with analysis of indirect data supplied by the Research Department. Changes made in the SAC Strategic Plan are then based on the program review work of departments and broad-based interdisciplinary dialogue[7].

    Specialized training on SLO writing and assessment is conducted through the TLC, the Center for Learning and Instruction (CLI), and through the work of department chairs with the Institutional Effectiveness and Assessment Coordinator. SLO's and student achievement inform the work of the Basic Skills Coordinator as well. Administrators, faculty, and staff are working cooperatively on an ongoing basis to facilitate and assess student achievement.

    The role of the Institutional Effectiveness and Assessment Committee (IE&A) has been under review since spring 2014. It served as the oversight committee of the Strategic Plan. At this time College Council has the responsibility of the Strategic Plan update. The Teaching Learning Committee (TLC) remains the oversight committee of academic program review.

11. **General Education**

    Santa Ana College's general education philosophy and the seven college Institutional Learning Outcomes (formerly Core Competencies), which inform the comprehensive general education student learning outcomes, ensure that students acquire breadth of knowledge and intellectual inquiry.

    Degree credit for general education is consistent with a level of quality and rigor appropriate to higher education, with general education courses spanning six general academic areas: Natural Sciences, Social and Behavioral Sciences,

Humanities, Cultural Breadth, Communication and Analytical Thinking, and Lifelong Understanding and Self-Development. All of these academic areas, appropriate to higher education quality and rigor, have articulation agreements with the UC and CSU systems as well as various other private institutions of higher education throughout the US.

There are specific courses required for the major, with a minimum of 18 units for each degree. Students must complete these courses with a grade of C or better.

12. **Academic Freedom**

RSCCD Board Policy 4030 (formerly 4201) addresses and ensures that SAC maintains an atmosphere in which intellectual freedom and academic independence exist, and it ensures that the faculty and students at SAC are free to examine and test all knowledge appropriate to their disciplines as judged by the general academic community. The Academic Freedom Policy is in the college catalog and in the Faculty Handbook, both of which are on the college website.

13. **Faculty**

The institution has a substantial core of qualified and experienced full and adjunct faculty to support educational programs. All faculty meet the teaching and hiring requirements of Title 5.

The responsibility of faculty to develop and review curriculum and use adequate assessment is outlined in each job announcement. In addition, requirements for full-time faculty hiring include having a working knowledge of, and experience with, student learning outcomes and assessment.

RSCCD currently has 355 full-time contract faculty and 1760 adjunct faculty in credit and SCE programs; as of spring 2014, SAC has 217 full-time faculty and 1,307 adjunct faculty with active status in both credit and SCE programs. The number of adjunct faculty varies per semester according to need. There has been a net loss of four full-time faculty since 2002. New full-time faculty positions for fall 2014 will increase support and commitment to existing and new educational programs. In 2014, 29 faculty were hired at SAC to meet the educational needs of the students.

14. **Student Services**

Student Services provides services and programs consistent with student characteristics and institutional mission. Services and programs address the needs of a highly diversified student population characterized as ethnically diverse, educationally and economically disadvantaged, re-entry, and students with learning disabilities. Monitoring student characteristics and needs has been an ongoing activity. The Student Services Division engages in annual Program Review and maintains department portfolios that include research-based data as well as student learning outcomes analysis.

15. **Admissions**

Santa Ana College's published admissions policies are consistent with the mission, appropriate for programs, and follow practices that are consistent with policies in specifying the qualifications for students appropriate for programs. Applications

for admissions forms are routinely available through the Office of Admissions and Records, published in the schedule of classes, and are available on the SAC website.

SAC has an open enrollment policy for high school graduates, those in possession of a California High School Proficiency Certificate, those 18 years of age and older who can profit from instruction, and high school students who qualify for the career advancement placement program.

16. **Information and Learning Resources**

Santa Ana College has a large library as well as the Media Services Department, Learning Center, Math Center, Academic Computing Center, Testing Center, and several labs and centers utilized for specific programs. Library services include a large collection of books, periodicals, and online journals and databases. Library staff offer bibliographic instruction and provide reference desk services to students in credit and non-credit programs, faculty, and community members. The School of Continuing Education has the Community Learning Center, CEC Learning Skills Lab, CEC Computer Skills Lab, CEC Math Center, CEC Social Science Center, CEC Language Arts Center, SAC SCE High School/ABE Center, and SAC SCE Math and Science Center.

17. **Financial Resources**

The institution operates from a financially stable funding base, plans for financial development, and identifies and uses financial resources to support its mission and educational programs. Copies and information regarding the district and college budgets and funding base, as well as statements of assets, fund balances, and accounting of the auxiliary foundation of the college are made available. Information regarding the student default rate is also made available in the Financial Aid Office.

18. **Financial Accountability**

The institution can demonstrate financial accountability through the findings of an independent public agency secured by the Board of Trustees to perform regular audits. In all fiscal matters, the college adheres to specific board-approved policies and procedures governing responsible allocation of funds to support educational programs and services.

19. **Institutional Planning and Development**

The institution provides evidence of basic planning for the development of the institution through planning documents such as The Strategic Plan, Academic, Student Services, and Administrative Services Program Review, the Department Planning Portfolios, the Technology Plan, the Facilities Master Plan, and budget committee goals, all included in the Educational Master Plan. These documents reflect the identification and integration of human and fiscal resources, as well as learning resources and facilities. Program Review is systematic and conducted on an ongoing basis by all departments.

20. <u>**Public Information**</u>

The college website, www.sac.edu , contains information related to accreditation status, current and future students, academics, student services, faculty and staff, the Santa Ana College Foundation, and program review. A link to the district website, www.rsccd.edu , is also available. The college catalog, in both print and electronic versions, contains policies, procedures, and practices relative to admission requirements; academic and career technical education programs; requirements and degrees; grievance procedures, fees, academic credentials of faculty and administrators; and other items relevant to student attendance and withdrawal.

21. <u>**Relations with the Accrediting Commission**</u>

The institution provides assurance that it complies fully with the eligibility requirements, accreditation standards, and policies of the Commission, and it demonstrates honesty and integrity in representations to all constituencies and the public, and in relationships with the accreditation association and other external agencies. SAC further agrees to comply with all commission requests, directives, decisions, and policies, including making complete, accurate and honest disclosures of its programs, staff, and activities in its self study report.

CERTIFICATION OF CONTINUED INSTITUTIONAL COMPLIANCE WITH COMMISSION POLICIES

<u>**Policy on Distance Education and Correspondence Education**</u>

Santa Ana College assesses its Distance Education (DE) courses for assurance of quality and accountability with a focus on achievement of student learning outcomes (SLO's). All instructors teaching a course through DE are required to attend training in online delivery and current DE methodologies offered through the Distance Education Office. Evaluation processes are in place to ensure quality and effectiveness of online courses. All online courses are offered though the secure learning management system, Blackboard. In accordance with the Higher Education Opportunities Act of 2008, Blackboard allows the college to verify the identity of a student who participates in an online class and who receives academic credit by way of a secure username and password issued by the RSCCD through Datatel Colleague. Since spring 2013, Santa Ana College has not offered Correspondence Education (CE) courses.

<u>**Policy on Institutional Compliance with Title IV**</u>

Santa Ana College is in compliance with Title IV. The College is audited each year, and the July 2013 audit by Vavrinek, Trine, Day & Co., LLP demonstrated no findings or recommendations for the previous audit.

Policy on Institutional Advertising, Student Recruitment, and Representation of Accrediting Status

The PIO coordinates marketing and public relations materials. Documentation represents Santa Ana College appropriately and includes required information on the college's current accreditation status by the Accrediting Commission for Community and Junior Colleges/Western Association of Schools and Colleges (ACCJC/WASC).

Policy on Institutional Degrees and Credits

Santa Ana College assures all programs are sufficient in content, breadth, and length through the Curriculum and Instruction Council approval process described in Standard II.A.2.a. A variety of programs of various lengths of study are offered to meet the needs of students pursuing educational goals at the college. Programs have published SLOs developed by the faculty within the program. Program-level SLOs are assessed as part of ongoing assessment processes at the college. All programs are reviewed and approved by the RSCCD Board of Trustees.

Policy on Integrity and Ethics

Santa Ana College ensures integrity in its practices and procedures that institutionalize a review process and incorporate a broad dialogue through the participatory governance structure, the Academic Senate, formal ongoing administrative meetings, and correspondence sent by the President and newsletters. Information provided to the ACCJC is reviewed for accuracy, and all reports are current and complete. All public information is written for students and the community and provides comprehensive information about Santa Ana College's programs and services.

Contractual Relationship with Non-Regionally Accredited Organizations

Santa Ana College does not participate in any contractual relationship with non-regionally accredited organizations.