

# Pirates' Treasure Map

to a Successful Accreditation Visit



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# Accreditation Standards from ACCJC

## Standard I: Institutional Mission & Effectiveness

The institution demonstrates strong commitment to a mission that emphasizes student learning and student achievement. Using ~~and~~ quantitative and qualitative data, the institution continuously and systematically evaluates, plans, implements, and improves the quality of its educational programs and services. The institution demonstrates integrity in all policies, actions, and communication. The administration, faculty, staff, and governing board members act honestly, ethically, and fairly in the performance of their duties.

A.

provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

- A. Instructional Programs
- B. Library and Learning Support Services
- C. Student Support Services

### **Executive Summary Standard II**

OCC's Student Learning Programs and Support Services align with the campus mission to serve the educational needs of the community, to empower students to achieve, and to enable lifelong learning. Instructional programs are assessed through SLOs, while support service areas assess their work through AUOs. Both are assessed on three year cycles. The College also assesses the effectiveness of its programs through Comprehensive and Midterm Program Reviews, creating a culture of continuous improvement. The College provides degrees and certificates including associate degrees, transfer degrees, vocational training and workforce development. All instructional programs contain general education courses that students have a breadth of knowledge, and to support the campus mission. Faculty drive the campus curriculum process, which ensures the quality and rigor of all courses. The support services offered vary in modality, times offered, and – like the students the College serves – are diverse, to promote equitable outcomes in education.

### **Standard III: Resources**

The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness. Accredited colleges in multi-college systems may be organized so that responsibility for resources, allocation of resources, and planning rests with the district/system. In such cases, the district/systems is responsible for meeting the Standards, and an evaluation of its performance is reflected in the accredited status of the institution(s).

- A. Human Resources
- B. Physical Resources
- C. Technology Resources
- D. Financial Resources

### **Executive Summary Standard III**

The College works effectively with the District office to secure funding for operational resources. The District makes initial allocations to the College, however, the College ultimately decides, through participatory governance, how to fund new resource needs across

Campus facilities are safe, secure, and scheduled efficiently to benefit students, faculty, and staff. Technology training and support is available to all campus constituents; online technical support ensures that all issues are logged and remediated. All campus constituents must follow best practices for data security and privacy as well as appropriate use policies. Finally, the College allocates financial resources to benefit student learning programs and services in accordance with the transparent processes described in the campus DMG. The College prioritizes budget planning and

progress at the midterm report in 3 1/2 years.

## Visiting Team Details

The Commission assigns someone from ACCJC as a Liaison Officer to work with the team and the college – our Liaison is Vice President of ACCJC – Dr. Steven Reynolds. ACCJC also selects Chair to lead the team. The typical chair has experience as a chief executive officer of an institution.



team chair along with at least one other team member will participate in these sessions. OCC will send out more information when these forums are scheduled.

- o In multi-college districts, the overall team chair (one of the three team chairs assigned to Coastline, Golden West or Orange Coast) will work with team members across the three sites to coordinate Standards and CIV.D. The Chancellor, District Office staff and Board of Trustee members will also be interviewed.
4. On Thursday, the team is generally finishing up the report, investigating last details and preparing for the exit report.
- o Mid to late morning The team chair will meet with the college President to review the findings of the self-evaluation visit. The team chair evaluating the District Office will review the findings with the Chancellor.
  - o Late morning to early afternoon The team chair will provide an exit report at campus public meeting. The main findings and draft commendations and recommendations will be read. This is not a dialogue and neither the team chair nor team members will engage in dialogue with the audience. The exit report concludes the site visit.

## After the visit

1. Within a few weeks after the visit, the team chair will finalize a draft report the

# Pirate's Code of Conduct

1. The pirate way Let's welcome and assist our visitors. Professionalism, confidence, engagement, sincerity and openness are part of who we are. Be aware of the days the site team is on campus and be flexible. Let's show the visiting team that we are student focused and READY for action!
2. Go out of your way to help the members of the site team. Team members are not familiar with OCC and our campus. Help them find their way, getting them to essential meetings or specific facilities. All team members will be wearing badges clearly identifying themselves. Remember the team can go anywhere and ask for anything – it is completely within their purview.
3. Respond to accreditation team requests IMMEDIATELY. Any requests for information should be handled immediately and routed to the President's Office for distribution to the team members. If you cannot locate information requested contact the President's Office. REMEMBER .... Check the Decision Making Document ..... the answer may be in there!  
[http://www.orangecoastcollege.edu/about\\_occ/office\\_of\\_the\\_president/Pages/GDM.aspx](http://www.orangecoastcollege.edu/about_occ/office_of_the_president/Pages/GDM.aspx)
4. Be Prepared Pirates!
  - x The visiting team may visit
    - o A random selection of classes (including online classes) the visit and no restrictions are placed on team members.
    - o Regularly scheduled committee meeting if they happen on those days.
    - o Faculty during office hours and classified professionals agreement unannounced.
      - f If a team member drops by to talk, be accommodating. For classified professionals, if you are on the front line providing service to students at the time, contact your supervisor to get coverage for your area to accommodate the team member's request.
  - x If at all possible, please attend one of the Open Forums and Report Meeting. A detailed schedule will be distributed prior to the visit.
  - x Support OCC and Remain Informed!

# Pirate's Booty: 5 Keys to Success

## Key #1 Do you understand the role of Program Review and Outcome Assessment?

EVERY program at OCC does program review. Program review is a six-year cycle with a midterm update. Program review goals are integrated into the college's strategic plan through multi-year plans (annually updated). All SLOs and AUOs have been assessed and evaluated by all departments on campus. We just completed our third cycle and are currently in our fourth cycle.

## Key #2: Do you know the cycle of the college review process?

Your Program Review er i FET EMC Q BT 4 y12 1 (g)3 .11 (e') (t)-1 (rat)4 (eg)3 (i)2







