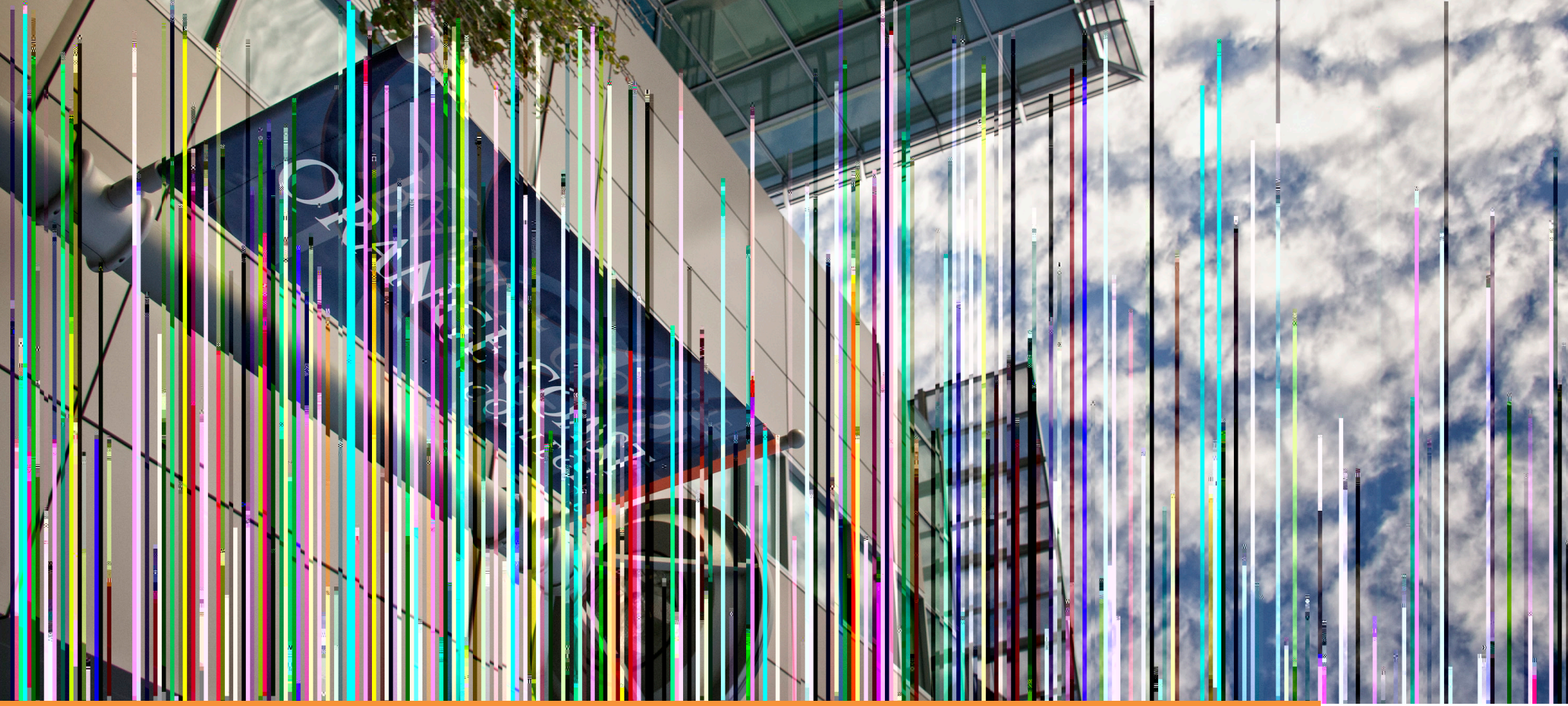


ORANGE COAST COLLEGE

2014 FOLLOW-UP REPORT

Submitted by:

Orange Coast College
2701 Fairview Road, P.O. Box 5005
Costa Mesa, California 92628-5005

Submitted to:

Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges

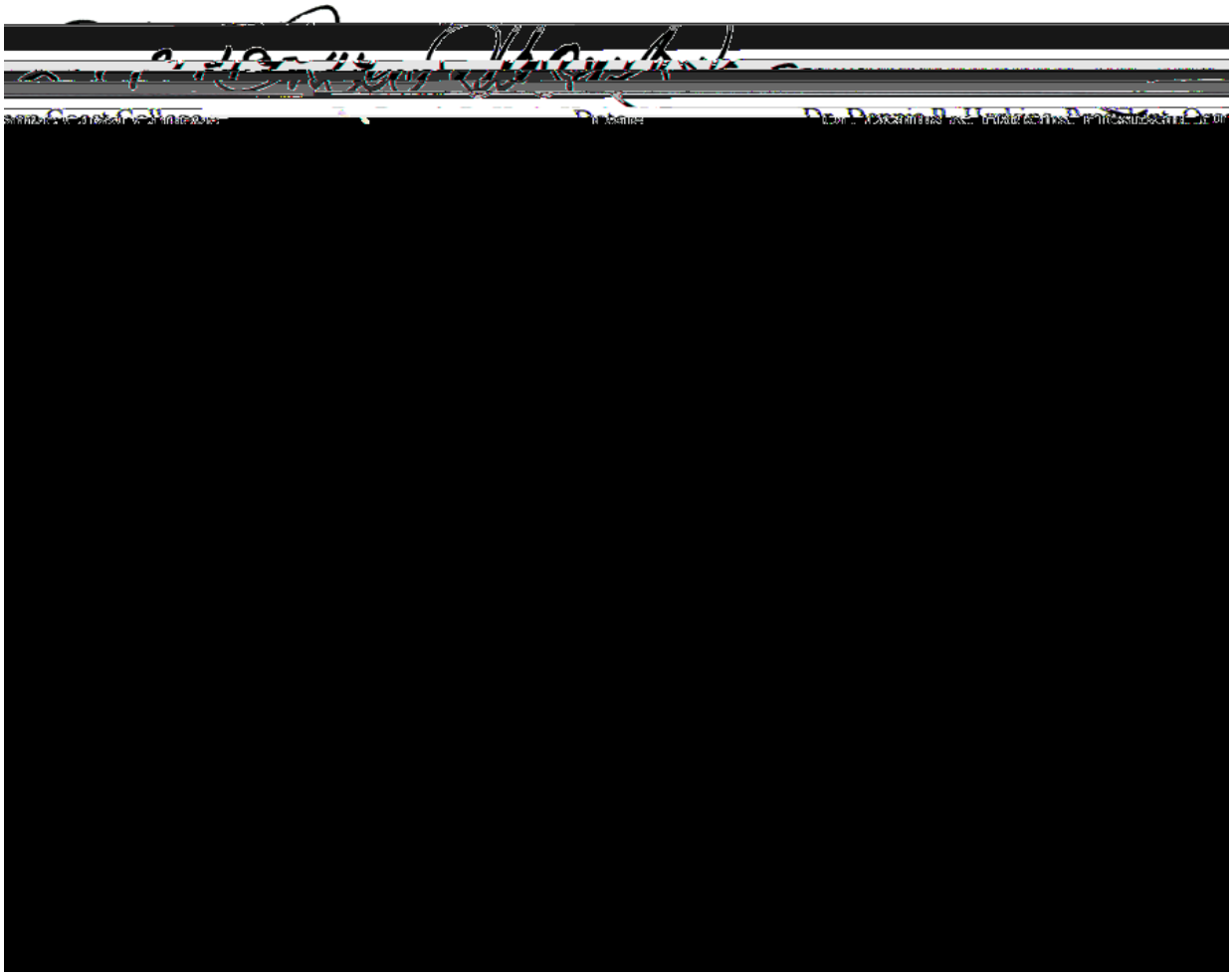
March

CERTIFICATION of the
FOLLOW-UP REPORT

To: Accrediting Commission for Community and Junior College of
The Western Association of Schools and Colleges

From: Dr. Dennis R. Harkins, President
Orange Coast College
2701 Fairview Road, P.O. Box 5005
Costa Mesa, California 92628-5005

I certify there was broad participation by the campus community and believe this report accurately reflects the nature and substance of this institution.



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RESPONSES TO DISTRICT-LEVEL RECOMMENDATIONS

DISTRICT RECOMMENDATION 1: STUDENT LEARNING OU

DIS 4 District-

RESPONSES TO DISTRICT-LEVEL RECOMMENDATIONS

District Recommendation 1: *To meet the Standard, and as recommended by the 2007 team, the team recommends that faculty and others directly responsible for student progress towards achieving stated student learning outcomes have, as a component of*

As mentioned previously, the District and CFE have been in contract negotiations since fall 2012. Until

Specifically, the following board policies and administrative procedures were revised or created:

BP 2430 Delegation of Authority to CEO – revision (DIS 2.1)
AP 2430 Delegation of Authority to CEO – new (DIS 2.2)
BP 2905 General Counsel - revision (DIS 2.3

BP 6340 Bids and Contracts was revised to delegate the authority to the Chancellor to enter into contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that do not exceed the amounts specified in Public Contract Code Section 20651, as amended annually under Public Contract Code Section 20651(d), without requiring prior approval by the Board but ratification by the Board. This is a significant change in actual delegation of authority to the Chancellor. Prior to this change, any contract, service, or purchase, regardless of dollar amount required prior approval of the Board, which had an impact on the ability of

clearly define the delegation of authority to the Chancellor and College Presidents and operationalize this delegation of authority. The implementation of the changes made related to delegation of authority is evidenced in the changes made to the way items are submitted to Board of Trustees meetings (DIS 2.25 Agenda and minutes Board meeting 2/5/2014).

This recommendation is fully addressed and the college meets this standard.

Evidence

DIS 2.1 BP 2430 Delegation of Authority to CEO – revision
DIS 2.2 AP 2430 Delegation of Authority to CEO – new
DIS 2.3 BP 2905 General Counsel - revision
DIS 2.4 BP 6100 Delegation of Authority – revision
DIS 2.5 AP 6100 Delegation of Authority – new
DIS 2.6 BP 6150 Designation of Authorized Signatures – revision
DIS 2.7 AP 6150 Designation of Authorized Signatures – new
DIS 2.8 BP 6340 Bids and Contracts – revision
DIS 2.9 AP 6340 Bids and Contracts – new
DIS 2.10 BP 6350 Contracts Relating to Construction – new
DIS 2.11 AP 6350 Contracts Relating to Construction – new
DIS 2.12 BP 6370 Contracts for Indep(t)-2([2(z)-6(e)D)-8(I)2(r)8(I)23(S)-4EMC 2(o C)-3(ons)-1(t)-2(r)

At the August 15, 2012 Board meeting, the Board adopted a revised Board Policy 2745, which included expanding the meeting minutes when the Board discusses findings of the self-evaluation. These minutes will be public and available before they are presented for approval (DIS 3.5 Board of Trustees Meeting Minutes, 8/15/2012; DIS 3.6 Board of Trustees Accreditation Committee Meeting Minutes, 9/20/2012).

At the July 30, 2013 meeting of the Board of Trustees Accreditation Committee, the Board President provided the Committee with a progress report on District Recommendation 3. She shared that the Trustees were researching other tools being used for self-

Action	Timeline
(1) Review and approve procedures	September, odd number years
(2) Review and approve evaluation instrument	September, odd number years
(3) Board members complete and submit evaluation responses	10 days prior to evaluation meeting
(4) Board Secretary tabulates responses and presents them to Board President	Prior to evaluation meeting
(5) Board President presents evaluation results to Board in writing	Prior to evaluation meeting
(6) Board President/designee presides over discussion of evaluation results	October study session (or special meeting)

Action (5)
The Board President presented the evaluation results to the Board in writing on October 16, 2013 part of the agenda of the Board Study Session.

Action (6)
On October 16, 2013, the Board discussed the evaluation results during a study session for this purpose (DIS 3.10 Board of Trustees Meeting Agenda and Minutes , 10/16/2013, DIS 3.11 Board of Trustees Self Evaluation, DIS 3.12 Survey Results of District Employees Regarding the Board of Trustees, DIS 3.13 Survey Written Comments of District Employees).

Actions taken as a result of the evaluation were determined at the public meetings held on 10/16/2013 and 11/6/2013. This resulted in identifying goals and action plans for the Board of Trustees (DIS 3.14 Goals and Action Plans Adopted at the November 6, 2013 Board meeting).
The Board Accreditation Committee was charged to develop the process and measures to address areas of improvement.

Conclusion:

The Board of Trustees fully addressed this recommendation and the college meets the standard.

Evidence

DIS 3.1 Board of Trustees Accreditation Committee Meeting Minutes 2/7/2012
DIS 3.2 Board of Trustees Accreditation Committee Meeting Minutes 4/17/2012
DIS 3.3 Board of Trustees Accreditation Committee Meeting Minutes 6/27/2012
DIS 3.4 Board of Trustees Meeting Minutes 8/1/2012
DIS 3.5 Board of Trustees Meeting Minutes 8/15/2012
DIS 3.6 Board of Trustees Accreditation Committee Meeting Minutes 9/20/2012
DIS 3.7 Board of Trustees Accreditation Committee Meeting Minutes 7/30/2013
DIS 3.8 Board of Trustees Study Session Minutes 8/7/2013
DIS 3.9 Board of Trustees Meeting Minutes 8/21/2013
DIS 3.10 Board of Trustees Meeting Agenda 10/16/2013
DIS 3.11 Board of Trustees Self Evaluation
DIS 3.12 Survey Results of District Employees Regarding the Board of Trustees
DIS 3.13 Survey Written Comments of District Employees
DIS 3.14 Goals and Action Plans Adopted at the November 6, 2013 Board Meeting

District Recommendation 4:

This work was completed and the revised structure was implemented. During the review and re-alignment to conform to the CCLC recommended structure, overlapping board policies were identified, leading to the consolidation or elimination of some. Others that

1/15/2014	8 BPs and 5 APs	6 BPs and 1 AP

In addition to the schedule for completing a full revision of existing BPs and APs, or creation of new ones as needed, a look-forward and scheduling for the new four-year review cycle was developed and provided to the Board of Trustees at its 2/5/2014 meeting. This document covered board policies in Chapters 1 through 6 (DIS 4.23 Status and Revision Schedule of Board Policies and Administrative Procedures Chapters 1 to 6). The complete schedule which also includes Chapter 7 was provided to the Board of Trustees at its 2/19/2014 meeting (DIS 4.24 Status and Revision Schedule of Board Policies and Administrative Procedures Chapters 1 to 7).

Conclusion:

The District has followed the process defined in BP 2410 and AP 2410 for revision of existing Board Policies and Administrative Procedures, as needed. The District and the Board of Trustees completed a full review and revision of all of its existing BPs and APs and created new ones, as needed. A schedule for continued review and updating for the next four-year cycle Fall 2014-Spring 2018 has been established and will be followed.

This recommendation was fully addressed and the college meets the standard.

Evidence

DIS 4.1	Board Policy 2410 Board Policies and Administrative Procedures
DIS 4.2	Administrative Procedure 2410 Board Policies and Administrative Procedures
DIS 4.3	Minutes Board of Trustees Meeting 3/21/2012
DIS 4.4	List of board policies and administrative procedures revised or creisni2(P)-4(u a).4

on behalf of th

AP 7110 Delegation of Authority (DIS 2.15)

Relevant Board Policies and Administrative Procedures related to Commission Recommendation 1 in which the Board Secretary is mentioned in terms of duties and responsibilities or relationship to the Board of Trustees and/or Chancellor which were revised include:

RESPONSE TO COLLEGE-LEVEL RECOMMENDATION

Commission Recommendation 2: *While some online instructors have established regular and substantive contact with their students, these strategies are not being consistently applied in the online environment.*

Analysis and Findings:

The College has reviewed the practices used by online instructors in its Distance Education program to maintain regular and substantive contact with students and has developed and implemented several measures to assure that online instructors communicate regularly and substantively with students in the online environment.

The Online Advisory Board was established in 2006 to set standards for online education, developing OCC's *Distance Education Guidelines* to collect best practices for online education and ensure that online education meets state standards. The OAB has been

Initiated interaction

and solutions. Additionally, in October 2013, several OAB members attended the California Blackboard Users Group (CaliBUG) meeting in San Diego to review updated methods for utilizing tools in Blackboard to foster substantive, consistent communication with students online (COM 2.06 CaliBUG Agenda).

Then, informed by its initial information-gathering efforts, the OAB's second major step involved revising and updating the College's approach to training online faculty with the goal of ensuring that faculty maintain regular, substantive, and well-documented communication with students online. On Nov. 1, 2013, the first in-person training session, *Blackboard 201*, was conducted by the chair of the OAB and designed to instruct faculty on suitable methods for using Blackboard to enable regular and substantive online communication between faculty and students (COM 2.07 *Blackboard 201* PowerPoint; COM 2.08 *Blackboard 201* Sign-Up). This training session highlighted the forms of faculty-student communication tracked by Blackboard, as well as those forms that are not tracked, in order to aid faculty in utilizing the appropriate tools and means of communication that assure proper tracking. Then, the following week, the OAB chair also presented a PowerPoint (COM 2.09 *Blackboard 201* Mini-PowerPoint) at several division meetings with the objective of educating faculty on these matters (COM 2.10 Social Science Division Minutes, 11/07/13; COM 2.11 Consumer and Health Sciences Division Minutes, 11/08/13). At the beginning of December 2013, an updated 90-minute online course on effective online communication was also posted and made available to all current hybrid and online faculty (COM 2.12 *Regular Effective Contact Training*). This course clearly explains how to apply specific tools in Blackboard to satisfy both the requirement of regular and substantive communication and the parameters outlined in OCC's *Distance Education Guidelines*. Online faculty were requested to complete the training by Jan. 31, 2014, which included an online quiz to certify successful completion of the training. As of February 5, 2014, 67 faculty had successfully completed either the face-to-face or online training (COM 2.13 Training Completion). The content of the training sessions and courses were developed by the Online Advisory Board, with input from faculty members teachinteachfrodel /TT0m (ach)-18.]TJ -6(ed-28.030 0 1 0.0010(u ET /Span <<

Conclusion:

The College has fully addressed the commission's recommendation that instructors consistently make regular and substantive contact with students in online courses.

Evidence

COM 2.01 OAB Minutes, 9/16/13
COM 2.02 CFE Agreement, pp. 124-125
COM 2.03 *Distance Education Guidelines, January 2013*
COM 2.04 Blackboard Tools
COM 2.05 Online Survey/Results
COM 2.06 CaliBUG Agenda
COM 2.07 Blackboard 201 PowerPoint Agenda
COM 2.08 Blackboard 201 Sign-Up
COM 2.09 Blackboard Mini PowerPoint
COM 2.10 Social Science Division Minutes, 11/7/13
COM 2.11 Consumer Health Sciences Division Minutes, 11/8/13
COM 2.12 *Regular Effective Contact Training*: Syllabus and Materials
COM 2.13 Training Completion
COM 2.14 Online Addendum Form
COM 2.15 Samples of CurricuNet Addendums
COM 2.16 Addendum Updates, 12/11/13
COM 2.17 Addendum Updates, 2/12/14
COM 2.18 ACC Minutes, 9/30/13
COM 2.19 ACC Minutes, 8/26/13
COM 2.20 ACC Minutes, 11/18/13
COM 2.21 Academic Senate Minutes, 9/24/13
COM 2.22 Academic Senate Minutes, 11/19/13
COM 2.23 Academic Standards Committee Minutes, 09/26/13
COM 2.24 Technology Committee Minutes, 10/25/13
COM 2.25 Board of Trustees Accreditation Committee Agenda, 11/12/13
COM 2.26 Board of Trustees Agenda, 2/5/14
COM 2.27 Board of Trustees Agenda, 2/19/14
COM 2.28 Academic Standards Committee Report, 10/1/13

EVIDENCE

District-Level

DIS 1	District-wide Workgroup for Responding to ACCJC 2013 Recommendations Meeting Agenda Meeting 9/27/2013
DIS 2	District-wide Workgroup for Responding to ACCJC 2013 Recommendations Meeting Agenda 10/11/2013
DIS 3	District-wide Workgroup for Responding to ACCJC 2013 Recommendations Meeting Agenda 11/4/2013
DIS 4	District-wide Workgroup for Responding to ACCJC 2013 Recommendations Meeting Agenda 12/2/2013
DIS 5	ACCJC 2013 District Recommendations Assignments Timeline

DIS 2.18

DIS 4.19 Board of Trustees Meeting Agenda Items and Minutes related to BPs and APs 11/20/2013
DIS 4.20 Board of Trustees Meeting Agenda Items and Minutes related to BPs and APs 12/2/2013
DIS 4.21 Board of Trustees Meeting Agenda Items and Minutes related to BPs and APs 12/11/2013
DIS 4.22 Board of Trustees Meeting Agenda Items and Minutes related to BPs and APs 1/15/2014
DIS 4.23 Status and Revision Schedule of Board Policies and Administrative Procedures Chapters 1 to 6
DIS 4.24 Status and Revision Schedule of Board Policies and Administrative Procedures Chapters 1 to 7

College-Level

COM 2.01 OAB Minutes, 9/16/13
COM 2.02 CFE Agreement, pp. 124-125
COM 2.03 *Distance Education Guidelines, January 2013*
COM 2.04 Blackboard Tools
COM 2.05 Online Survey/Results
COM 2.06 CaliBUG Agenda
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COM 2.13 Training Completion
COM 2.14 Online Addendum Form
COM 2.15 Sample of CurricuNet Addendums
COM 2.16 Addendum Updates, 12/11/13
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COM 2.18 ACC Minutes, 9/30/13
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COM 2.21 Academic Senate Minutes, 9/24/13
COM 2.22 Academic Senate Minutes, 11/19/13
COM 2.23 Academic Standards Committee Minutes, 09/26/13
COM 2.24 Technology Committee Minutes, 10/25/13
COM 2.25 Board of Trustees Accreditation Committee Agenda, 11/12/13
COM 2.26 Board of Trustees Agenda, 2/5/14
COM 2.27 Board of Trustees Agenda, 2/19/14
COM 2.28 Academic Standards Committee Report, 10/1/13

ORANGE COAST COLLEGE

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