



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

*Western Association
of Schools and Colleges*

10 COMMERCIAL BOULEVARD
SUITE 204
NOVATO, CA 94949
TELEPHONE: (415) 506-0234
FAX: (415) 506-0238
E-MAIL: accjc@accjc.org
www.accjc.org

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MEMO TO: Dr. Thomas Fallo, Superintendent/President
El Camino College
16007 Crenshaw Boulevard
Torrance, CA 90506

FROM: Barbara A. Beno, President

DATE: December 18, 2013

SUBJECT: Enclosed Corrected Report of the External Evaluation Team

EL CAMINO COLLEGE
2014 JAN -3 AM 8:47

OFFICE OF THE
PRESIDENT

Previously, the chairperson of the External Evaluation Team (Evaluation Team) that recently visited El Camino College sent you a draft External Evaluation Report (Report) affording you the opportunity to correct errors of fact. We assume you have responded to the Team Chair. The Commission now has received the final version of the Report, a copy of which is enclosed for you. Please examine the enclosed Report.

- If you believe that the Report contains inaccuracies, you are invited to call them to the attention of the Commission. To do so, you should submit a letter stating recommended corrections to the ACCJC President. The letter should arrive at the Commission office by noon **December 19, 2013**, in order to be included in Commission materials. The letter may also be sent electronically as a PDF attachment.
- If the institution also wishes to submit additional material to the Commission, it should exercise care, keeping in mind the Commission cannot read and absorb large amounts of material on short notice. Material should arrive at the ACCJC office no later than noon **December 19, 2013**.
- ACCJC policy provides that, if desired, the Chief Executive Officer (CEO) may request an appearance before the Commission to discuss the Report. The Commission requires that the institution notify the Commission office **by noon December 19, 2013**, or earlier, of its intent to attend the meeting. This enables the Commission to invite the Team Chair to attend. The CEO must provide any materials for distribution to Commissioners by December 19, 2013. Materials will not be accepted after that date.

The next meeting of the Accrediting Commission will be held on **January 8-10, 2014**, at the Sheraton Grand Sacramento Hotel, Sacramento, California. The enclosure, "Procedures for an Institutional Chief Executive Officer's Appearance Before the Commission," addresses the protocol of such appearances.

Please note that the Commission will not consider the institution as being indifferent if its CEO does not choose to appear before the Commission. If the institution does request to be heard at the Commission meeting, the chairperson of the Evaluation Team will also be asked to be present to explain the reasons for statements in the Report. Both parties will be allowed brief testimony before the Commission deliberates in private.

The enclosed Report should be considered confidential and not given general distribution until it has been acted upon by the Commission and you have been notified by letter of the action taken.

BAB/tl

Enclosure

cc: Dr. Jeanie Nishime, V.P., Student and Community Advancement/ALO, (w/o enclosure)

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EL CAMINO COLLEGE

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**OFFICE OF THE
PRESIDENT**

FOLLOW-UP VISIT REPORT

*Accrediting Commission for
Community and Junior Colleges*

**El Camino College
16007 Crenshaw Boulevard
Torrance, CA 90506**

This report represents the findings of the evaluation team that visited

El Camino College

On

November 14, 2013

Submitted to:

The Accrediting Commission for Community and Junior Colleges

Submitted by:

Don Warkentin

President

West Hills College Lemoore

DATE: November 18, 2013

TO: Accrediting Commission for Community and Junior Colleges

FROM: Don Warkentin, Chair

SUBJECT: Report of the Follow-Up Visiting Team to El Camino College, November 14, 2013

Introduction:

In November 2012, a team of Commission representatives conducted a visit to El Camino College for the purpose of validating the Follow-Up Report submitted to the Commission in October 2012. At its January 9-11, 2013 meeting, the Commission acted to issue Warning and require El Camino College to submit a Follow-Up Report by October 15, 2014. The Follow-Up Report would be followed by a visit of Commission representatives.

Specifically the Commission noted that El Camino College should fully resolve deficiencies concerning reaching the level of Proficiency for the development and assessment of Student Learning Outcomes. The Commission also stated that El Camino College will need to “increase and strengthen its current level and usage of SLO assessment in order to meet the Standards.”

Don Warkentin, Commission representative, conducted a site visit to El Camino College on November 14, 2013. The other member of the visiting team was forced to cancel her participation at the last minute and there was insufficient time to appoint a substitute. The purpose of the visit was to verify that the Follow-Up Report prepared by the College was accurate through examination of evidence and interviews of College personnel and that El Camino College has corrected deficiencies and met the standards pertaining to the requirement of reaching the Proficiency Level for Student Learning Outcomes.

Prior to the visit, the representative was provided a copy of the College’s Follow-Up Report and also visited the College’s website site for a review of the learning outcome evidence. In summary, the Commission representative found that El Camino College was well prepared for the visit by arranging for meetings with individuals and groups who were directly involved with the development and assessment of the College’s stated Student Learning Outcomes. During the visit the representative met with the College President, the Vice President of Student and Community Advancement/Accreditation Liaison Officer, the Vice President of Academic Affairs, the Vice President of the Compton Educational Center, Student Learning Outcome Coordinators, and the Associate Dean of Academic Affairs.

The Follow-Up Report and Visit were expected to document resolution of the following recommendation:

Recommendation 2: The College should immediately define and publish a timeline in respect to how it will develop and implement student learning outcomes at the course, program and degree levels,

establish systems to assess student learning outcomes and use the results of such assessments to make improvements in the delivery of student learning, to ensure that the College shall attain, by 2012, the level of Proficiency in the ACCJC Rubric for Evaluating Institutional Effectiveness---Part III: Student Learning Outcomes (II.A.1.b; II.A.2; II.A.2.a.2; II.A.6; II.A.7).

Findings and Evidence:

El Camino College has made substantial progress in the development and assessment of Student Learning Outcomes over the past year. Through interviews with personnel directly associated with the learning outcome assessment process and a review of ample evidence, the College has increased its focus on meeting the accreditation standards and the level of Proficiency as described in the Rubric for Evaluating Institutional Effectiveness – Part III Student Learning Outcomes.

The Commission representative verified that authentic assessments are in place at the course, program, and institutional level and these assessments are documented by housing the results of assessments and identified improvements on the College's website. Ninety-eight percent of all course and program level SLOs have completed at least one assessment. A process and plan is in place to reach 100% by fall 2014. All course and program level SLOs are scheduled to be assessed at minimum over a four year period with the vast majority assessed within three years.

El Camino College has increased the number of course and program level SLOs from a minimum of one SLO to a minimum of three to six SLOs for each course and program. Currently 98% of program SLOs have at least three learning outcomes identified. The College has focused on the quality of assessments and as a result there is a sense that the faculty is more engaged in the assessment and improvement process and that assessment quality has improved.

In spring 2013, El Camino College purchased TracDat software to track SLO assessments and to enhance campus dialogue on the results of assessments. Faculty are readily using the software to input results of assessments and to serve as a warehouse for documenting improvements as a result of course and program level assessments. Less than expected outcomes result in an action plan that is listed in TracDat. Results of assessment are incorporated into the program review process and as a result over a \$1 million has been allocated to various departments to support those results (supplies, equipment, and staffing).

Furthermore, El Camino College has provided faculty release time to serve as SLO Coordinators (4) to assist instructional departments, including those at the Compton Center, in meeting SLO timelines by providing training and technical expertise. In addition to the SLO Coordinators, 14 SLO Facilitators receive stipends to work directly with faculty and others responsible for the identification and assessment of course and program level SLOs and ensure meaningful assessments. Course level SLOs are listed on course syllabi and along with program level SLOs (PLOs) are mapped to the Institutional level SLOs (6).

The Compton Center has the same course level SLOs as the parent campus, El Camino College. Some program level SLOs are slightly different due to the consolidation of some programs. The Compton Center adheres to the same assessment timeline as El Camino College. Adjunct faculty are directly involved in the SLO assessment process and are provided periodic trainings. Non instructional programs are currently at the 100% assessment level; although results are not yet housed in the TracDat warehouse. Non Instructional program staff send representatives to SLO Committee meetings and are involved in the decision making process.

Conclusion:

El Camino College has made substantial progress in meeting the Accreditation Standards and has fully complied with Recommendation 2 from the previous Focus Report Visit. The Commission Representative concludes that the recommendation has been fully addressed and that El Camino College fully meets the level of Proficiency as required in the Rubric for Evaluating Institutional Effectiveness – Part III Student Learning Outcomes.