

Accreditation Follow-Up Report

April 22, 2014

San José City College
2100 Moorpark Avenue
San Jose, CA 95128-2700

Table of Contents

Certification of the Follow-Up Report.....	3
Statement of Report Preparation	4
Response to the Commission Action Letter.....	6
Appendix A: List of Evidence	8

Certification of the Follow-Up Report

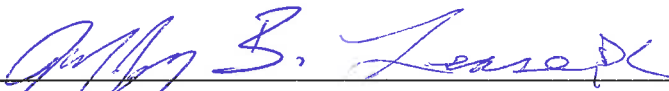
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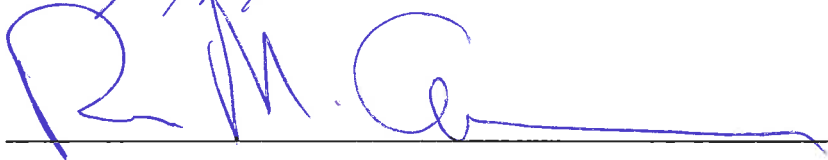
TO: Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges

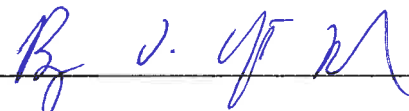
FROM: San José City College
2100 Moorpark Ave
San José, CA 95128-2799

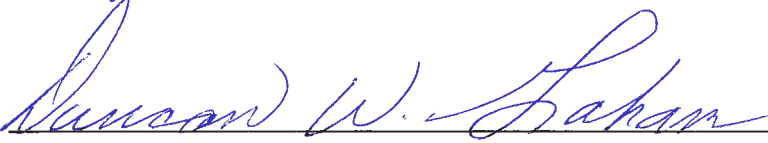
This Follow-up Report is submitted for the purpose of assisting in the determination of the College's ongoing accreditation status.


We certify that the Follow-up Report accurately represents the status of the College with respect to the Commission's recommendation it has been asked to address.



_____ Dr. Jeffrey Lease
President, Board of Trustees


_____ Dr. Rita M. Cepeda
Chancellor, San José/Evergreen
Community College District


_____ Dr. Byron Clift Breland
Interim President,
San José City College


_____ Mr. Duncan W. Graham
Accreditation Liaison Officer
Vice-President, Academic Affairs


_____ Mr. Fabio Gonzalez
President, Academic Senate


_____ Mr. Alex Ward
President, Associated Students

Statement of Report Preparation

The Accrediting Commission for Community and Junior Colleges (ACCJC) removed the sanction of “Probationary” and reaffirmed the accreditation of San José City College (SJCC) in February 2013, noting that the College needed to address Recommendation 3 with regards to being at the proficiency level in the College’s Mid-Term Report. The commission’s action letter responding to the Mid-Term Report (dated February 07, 2014) stated that SJCC did not meet Standard III.A.1.C:

“Faculty and others directly responsible for student progress towards achieving student learning outcomes should have, as a component of their evaluation, effectiveness in producing those learning outcomes.”

According to the Action letter of February 2014, the College was to file a Follow up Report by March 31, 2014 demonstrating full compliance with Standard III.A.1.c.

As part of their evaluation process, the faculty at SJCC is evaluated with an evaluation instrument that was derived from negotiations between the district and the Faculty Association. As such, SJCC could not unilaterally amend the instrument to include SLOs.

The Board of Trustees shows a keen interest in accreditation, and formed an ad hoc sub-committee on accreditation last year. Three of the seven trustees are on the sub-committee, and through this sub-committee, the Board receives updates on accreditation from its peers.

The road to consensus has been long; however, recently the district negotiation team, led by Kim Garcia, the Vice Chancellor of Human Resources, has recently reached an agreement with the Faculty Association (FA) to implement a 3-year pilot program that includes, as part of regular contract faculty self-evaluation, the participation in SLO assessment. As part of this pilot program, it is agreed that no data derived from SLO assessments shall ever be used to evaluate faculty performance.

In addition, under the leadership of Vice Chancellor Garcia, the district has reached an agreement with the Management, Supervisory and Confidential Council (MSCC) with new language as a part of the academic administrator’s evaluation and job description that includes: “Provide leadership for program review, including program improvement and development; systematic assessment of student progress and learning outcomes; review and recommend changes to maintain relevance of division programs to meet student and community needs.”

Both agreements will be implemented in Fall 2014.

The College has been repeatedly informed of the importance and need to meet and comply with Standard III.A.1.c. The former President and current Interim President have provided

updates since 2012, and all constituents have had the opportunity to provide input or comment.

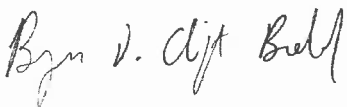
Upon receipt of the February 2014 Commission action letter, the President and the Accreditation Liaison Officer (ALO) met with their counter-parts at Evergreen Valley College, and approached the Chancellor about the urgency of resolution and compliance with the standard. The Chancellor and College Presidents had conversations with the ACCJC resulting in the Presidents and the ALOs from the colleges meeting with ACCJC Vice President Krista Johns in early March to clarify options and actions required in order to be in compliance with Standard III.A.1.c. Subsequently, the College Presidents and ALOs met and conferred with the District's Vice Chancellor of Human Resources concerning reaching an agreement with the FA.

The preparation of this Follow-Up Report has been a collaborative process, and reflects the willingness of campus constituencies to participate in the accreditation process. Furthermore, this report has been discussed with the Academic Senate, the College Planning Committee, the President's Executive Committee, and the College Accreditation Oversight Taskforce. I am, therefore, very appreciative of all the work done by the faculty, staff, and administrators who participated in this process.

The following individuals from San José City College were involved in the preparation of this Follow-Up Report:

Dr. Byron D. Clift Breland, Interim President
Duncan W. Graham, Vice President of Academic Affairs, Accreditation Liaison Officer
Dr. Ingrid Thompson, Dean of Business and Workforce Development
Susan Hager, classified professional employee
Sandra Gonzalez, classified professional employee
Bunnie Rose, classified professional employee
Jennifer Green, classified professional employee
Dr. Celia Cruz-Johnson, faculty

Sincerely,



Byron D. Clift Breland, Ph.D.
Interim President
San José City College

Response to the Commission Action Letter

The Accrediting Commission for Community and Junior College (ACCJC) Action Letter of February 07, 2014, stated that San José City College (SJCC) did not meet Standard III.A.1.c:

“Faculty and others directly responsible for student progress toward achieving stated student learning outcomes have as a component of their evaluation, effectiveness in producing those learning outcomes.”

This Follow-Up Report describes the College’s processes and procedures used to meet the standard and to provide evidence that SJCC is in compliance with and meets Standard III.A.1.c. The actions taken and evidence provided demonstrate the College’s commitment to meeting the standard and to the ongoing compliance of the standard. Student Learning Outcomes (SLOs) creation and assessment are written into faculty job descriptions (See document 1). The San José Evergreen Community College District (SJECCD) and the Faculty Association AFT 6157 have agreed to a three-year pilot program that includes as part of regular contract faculty self-evaluation the participation in SLO assessment. As part of this pilot program, it is agreed that no data derived from SLO assessments shall ever be used to evaluate faculty performance. (See document 2).

The District, in consultation with the Management, Supervisory and Confidential Council (MSCC), has also modified all academic administrators’ job descriptions to include this item.

“Provide leadership for program review, including program improvement and development; systematic assessment of student progress and learning outcomes; review and recommend changes to maintain relevance of division programs to meet student and community needs.” (See document 3).

In a memo dated March 26, 2014 (See document 4), the College President directed academic managers to address SLO assessment and inclusion of SLOs in course syllabi in regular contract faculty self-evaluations. Additionally, the President will review each regular contract faculty evaluation to ensure that SLO assessment is addressed.

The Pilot Program agreed to by SJECCD and the Faculty Association implements a three-year program beginning in fall 2014 which states the following:

“For all regular contract faculty, tenure-track and tenured members, the faculty member shall include in their self-evaluation information on their participation of SLO assessment...”

The Pilot Program also stipulates that “... *for classroom faculty inclusion of SLO’s on the faculty member’s course syllabi.*”

The faculty self-evaluation mentioned above is one of the components of the overall faculty evaluation identified in Articles 20 and 22 of the Collective Bargaining Agreement for tenure-track faculty and tenured faculty (See documents 5 and 7). Self-evaluation is a mandatory component of the evaluation process. It is agreed that no data derived from SLO assessments shall ever be used to evaluate faculty performance.

The agreed upon Pilot Program will be presented to the SJECCD Board of Trustees as an action item at the April 22, 2014 Board of Trustees meeting (See document 3).

As a demonstration of the College’s ongoing commitment to SLO assessment, the College’s program review process includes Program Learning Outcomes and Course SLOs as a part of both annual updates and four-year comprehensive reports (See documents 8 and 9). Academic Deans and the Vice President of Academic Affairs are responsible to review those reports and the Program Review Committee also considers SLOs as part of program review validation process (See documents 10 and 11), and a validated program review is required for any increases in resource allocations. In addition to the program review documents all new and revised courses must address SLO creation and assessment requiring deans and the Vice President Academic Affairs to approve (See documents 12 and 13).

In summary, as evidenced in this Follow-Up Report, the College has met Standard III.A.1.c. The Pilot Program requires regular contract faculty include their participation in the assessment of SLOs as part of faculty self-evaluation. Additionally, academic administrators are also held accountable in their performance evaluations by demonstrating participation in student learning outcome assessment by effectively leading those directly responsible for student progress.

Appendix A: List of Evidence

- Document 1: SJCC Biology Faculty Job Announcement**
- Document 2: Pilot Program Agreement**
- Document 3: Board of Trustees 04-08-14 Agenda Item: ACCJC Follow-Up Report, Language change for Academic Administrator Job Description and Evaluation**
- Document 4: Dr. Breland Memo-March 25, 2014**
- Document 5: Article 20 from the SJECCD/AFT Collective Bargaining Agreement**
- Document 6: Article 22 from the SJECCD/AFT Collective Bargaining Agreement**
- Document 7: Annual Program Review Template**
- Document 8: Comprehensive Program Review Template**
- Document 9: Annual Program Review Validation Form**
- Document 10: Comprehensive Program Review Validation Form**
- Document 11: Program Approval Form**
- Document 12: Course Outline Form**