

Presented to Academic Senate on April 21, 2020



Follow-Up Report

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Submitted to:

Accrediting Commission for Community and Junior Colleges,
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Report Preparation

In early fall 2019 the Accreditation Liaison Officer (ALO) met with the Faculty Accreditation Coordinator and the Dean of Institutional Effectiveness to formulate a strategy to prepare the report. It was then determined that the Planning, Institutional Effectiveness, and Accreditation Committee (PIEAC) would serve as the primary participatory governance committee tasked with providing regular progress updates on the process to develop the report. Announcements, regular reports, and discussion would also occur within the Academic Senate. The two faculty SLO coordinators were also consulted, and therefore there was regular dialog among the principals over the Accreditation process at the College along with individuals directly connected to student learning and achievement.

A draft of the report with a solicitation for feedback was shared with the campus community in spring 2020. A final draft was submitted for constituency acceptance in fall 2020. Finally, the report was submitted for approval to the Board of Trustees in fall 2020.

To the extent possible, the report was produced and written by individuals closely connected to the priorly submitted institutional self-evaluation report. The Faculty Accreditation Coordinator served as principal writer and editor. The Dean of Institutional Effectiveness and the Accreditation Liaison Officer consulted and advised the Faculty Accreditation Coordinator during this process.

Response to the Commission Action Letter

Evaluation

On June 28, 2019, the Commission issued an [action letter](#) to share the results of the review conducted to determine whether the College continues to meet ACCJC's Eligibility Requirements, Commission Policies, and Accreditation Standards. The Commission acted to Reaffirm Accreditation for seven years and require a Follow-Up Report, due no later than October 1, 2020.

This report was written to demonstrate compliance with Standard II.A.3:

In order to meet the standard the commission requires that in every class section students receive a syllabus that includes SLOs consistent with the institution's officially approved course outlines of record.

The following timeline summarizes how the College responded to address the compliance requirement. Then each point is discussed in greater detail.

- Fall 2019: The Faculty Accreditation Coordinator and the Accreditation Liaison Officer (Vice President of Instruction) issued reports and announcements within various committees (e.g., [PIEAC](#) and [Academic Senate](#)) and events (e.g., [Full-time Faculty and Department Chairs Meeting](#)) about the need to come into compliance with II.A.3.
- October 2019: The Office of Instruction reviewed and validated the accuracy of SLOs in the District instance of CurricUNET (curriculum software) and Banner (course scheduling software).
- November 2019: The SLO import tool in the District instance of Canvas was updated to include all currently-approved SLOs for course shells for spring 2020.
- December 2019: Telecourse manuals for correspondence courses were updated to align with the approved course outlines of record.
- January 2020: The Office of Instruction issued directions to faculty about how to update their course syllabi and display them in Canvas or on MyCCC.
- March 2020: The Office of Instruction conducted a compliance review to ensure the SLOs on course syllabi match the course outlines of record.

- May 2020: Contact language for faculty evaluation was updated to reflect that SLOs are accurately displayed on course syllabi. This establishes an ongoing process to ensure compliance.

Commencing in fall 2019, the Accreditation Liaison Officer (ALO), the Faculty Accreditation Coordinator, and Dean of Institutional Effectiveness began to deliver reports on the compliance issue to the Academic Senate and the Planning, Institutional Effectiveness, and Accreditation Committee (PIEAC). Additionally, the ALO, the two faculty SLO Coordinators, the Faculty Accreditation Coordinator, and the Dean of Institutional Effectiveness began to meet in person and electronically to discuss strategy to address the compliance recommendation.

At the [fall full-time faculty and department chair meeting](#) that occurred on Friday, November 1, 2019, the Vice President of Instruction (ALO) delivered a report to provide an update on how the College was responding to the compliance recommendation. The points of this presentation are recounted here:

- **Coast Community College District Banner Student Information System (Banner).** All SLO information in Banner (course scheduling system) has been updated to reflect currently-approved SLOs.
- **Canvas Learning Management System (Canvas).** The outcome reporting tool in Canvas will be refreshed to include currently-approved SLOs to be used for inclusion in course syllabi and assessment.
- **Faculty Members.** All faculty members are required to verify that the SLOs in their syllabus are accurate, which can be confirmed by viewing the course outline of record in CurricUNET. Where a mismatch may occur, faculty are obligated to correct their syllabi to reflect the currently approved SLOs.
- **Syllabus.** Syllabi with accurate SLOs must be visible either in Canvas or uploaded as a file through MyCCC, the College navigation portal, which becomes available on the public-facing searchable schedule.

Prior to the November 1, 2019 meeting, a memo was emailed to the campus community with instructions on how to upload a syllabus to MyCCC.

The information about how to produce syllabi with SLOs was again shared via email and through various announcements in spring 2020. During the first week of the term, the Vice President of Instruction issued an email to all faculty with instructions about how to ensure that currently active student learning outcomes are accurately listed on all course syllabi ([1/28/20 memo](#)).

The memo encouraged faculty to either post their student learning outcomes in a syllabus in Canvas, or to upload a syllabus file to the College's public-facing schedule. The email contained

attachments with instructions on how to upload a syllabus to MyCCC (which is the internal side of the public-facing schedule portal) and how to verify the currently-approved SLOs for a course through accessing the College's curriculum software.

The Office of Instruction conducted a review of syllabi for spring 2020 course sections to ensure that SLOs were on syllabi and that they matched the official course outlines of record. Telecourse manuals for all courses delivered through the correspondence mode were updated as well to ensure fidelity to the course outline of record.

The College also affirms that when SLOs are revised through the Curriculum committee process, the Administrative Assistant II Curriculum notifies the discipline dean and the department chair about the changes and the impending date (term) of implementation so that course syllabi and other instructional elements can be updated.

Finally, the contract language for full-time and part-time faculty evaluation has been updated to reflect that faculty members being evaluated have *accurate* SLOs listed on their syllabi. Previously, the only evaluated component was whether SLOs were present and utilized in instructional activities, but their accuracy or alignment with the course outline of record was not considered.

Conclusion

Through increased communication from the Office of Instruction about the importance of accurate SLO information on course syllabi buttressed by changes to the faculty contract for evaluations that specifies that SLOs must be accurate on course syllabi, the College aligns with the Standard.

Appendix: List of Evidence

- COL 1.1 Full-Time Faculty Meeting (11-1-19) ([agenda item 5](#) and [notes item 5](#))
- COL 1.2 [PIEAC Minutes 11-7-19 \(Section 2.1\)](#)
- COL 1.3 [Email from Office of Instruction on SLO Syllabus Compliance \(1-28-20\)](#)
- COL 1.4 [Process Document To Verify Accuracy of SLOs \(sent with email from Office of Instruction on 1-28-20\)](#)
- COL 1.5 [Upload Your Syllabus to MyCCC \(accompanied email from 1-28-20\)](#)
- COL 1.6 Office of Instruction Syllabus/SLO Review for Spring 2020
- COL 1.7 Updated Faculty Evaluation Language (CFE Contract) May 2020