



Certification of Continued Institutional Compliance with Eligibility Requirements



“I am deeply indebted to the faculty and staff for providing me with a phenomenal education that has opened up opportunities that I initially thought improbable. My recent acceptance into medical school is a testament to the nurturing atmosphere at the Los Medanos College Science Lab which greatly eased my transition from Uganda to the USA.”

- Enock Teefe

*Associate of Science in
Math and Biological Science '08
Bachelor of Science, Bioengineering,
University of California, Los Angeles
Recently admitted to Chicago Medical
School at Rosalind Franklin University*



Certification of Continued Institutional Compliance with Eligibility Requirements

Los Medanos College certifies its continued compliance with the Eligibility Requirements for the 2014 reaffirmation of accreditation by the Accrediting Commission for Community and Junior Colleges (ACCJC).

1. Authority

Los Medanos College is authorized to operate as an educational institution and to award degrees by all the appropriate governmental organizations and agencies as required by the jurisdictions in which it operates.

Los Medanos College's authority as a degree-granting institution is based on the continuous accreditation by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Commission of Recognition of Postsecondary Accreditation and the U.S. Department of Education (ER-1). The College is also authorized to grant degrees by the Board of Governors of the California Community Colleges. The degree-granting authority is published in the College Catalog and can also be found on the College website (ER-2, INT-1).

2. Mission

The Los Medanos College Mission Statement was reviewed by the campus community and representatives of the external community during the spring 2013 semester. Input was gathered from the internal and external community prior to reaffirming the Mission Statement. It was approved by the Shared Governance Council in May 2013 and by the Governing Board at its June 2013 meeting (ER-3, ER-4).

The institution's educational mission is clearly defined, and demonstrates the institution's commitment to achieving student learning. It is published in the College Catalog, on the College website, and in the College's planning documents (ER-5, ER-6, ER-7, ER-8).

3. Governing Board

Los Medanos College is overseen by the Governing Board of the Contra Costa College Community College District. This five-member Board is responsible for ensuring: the quality, integrity, and financial stability of the institution; that the College's mission is being carried out; and that LMC's financial resources are

used to provide a sound educational program. The members of the Governing Board are elected to four-year terms and each represents specific areas within Contra Costa County; the Board membership is sufficient in size and composition to fulfill its responsibilities.

As an independent policy-making body, the Governing Board reflects both constituent and public interests in its activities and decisions. Members of the Governing Board do not have employment, family, ownership, or other personal financial interest in the institution. They adhere to a District conflict of interest policy that: requires the disclosure of any interests; assures that such interests neither interfere with their impartiality, nor outweigh their duty to the Governing Board; and ensures the academic and fiscal integrity of the institution (ER-9, ER-10, ER-11, ER-12, ER-13).

4. Chief Executive Officer

The president of Los Medanos College serves as the chief executive officer for the institution and is appointed by the Governing Board of the Contra Costa Community College District. The Governing Board delegates to the president the authority to administer its policies for the College. As chief executive officer, the president's full-time responsibility is to the institution. Neither the College president nor the District chancellor serves as chair of the Governing Board (ER-14, ER-15, ER-16).

5. Administrative Capacity

Los Medanos College has adequate staff in number, experience, and qualifications to provide administrative support and oversight to facilitate accomplishment of the institution's mission (ER-17, ER-18, INT-6).

6. Operational Status

Los Medanos College is operational with approximately 8,800 students actively pursuing degrees, certificates of achievement, College Skills Certificates (locally-approved), and/or transfer at the Pittsburg campus, Brentwood Center, off-site academies, and through distance education. The College operates on a year-round schedule, with classes offered in fall, spring, and summer terms (ER-19, ER-20, ER-21, ER-22, INT-2).

7. Degrees

Los Medanos College offers 42 Associate Degree programs (including 18 degrees for transfer), 34 Certificates of Achievement, and 36 locally-approved Skills Certificates. A majority of the College's academic programs lead to a degree, and the degrees and requirements are identified in the College Catalog (ER-2, INT-1).

8. Educational Programs

Los Medanos College's educational programs are consistent with its mission of providing a quality education within its diverse community. The programs are based on recognized fields of study, including a number of degrees matching state Transfer Model Curriculum requirements. They are of sufficient content and length, and maintain appropriate levels of quality and rigor. The College has identified and published program-level student learning outcomes in the Catalog. Basic skills programs in English and mathematics help students develop the proficiencies necessary to advance to college-level curricula and/or to qualify for entry-level employment. Students with limited English proficiency may enroll in English as a Second Language courses. LMC offers courses in 62 disciplines. Associate Degree programs require at least 60 units; Certificates of Achievement, at least 18 units; and locally approved College Skills Certificates, fewer than 18 units (ER-2, ER-5, ER-6, ER-19, ER-20, ER-21, ER-23).

9. Academic Credit

The awarding of academic credit is based on Title 5, Section 55002.5, of the California Administrative Code. Guidelines on units of credit are clearly listed in the College Catalog (ER-2).

10. Student Learning and Achievement

LMC publishes specific program-level student learning outcomes for each program in the College Catalog, and for each course in the official course outline of record and syllabus. The College regularly assesses student learning outcomes and uses the results for institutional improvement. These assessments are based on proficiencies in the course outlines that directly relate to student grades and program completion, in order to assure that students completing programs have achieved these outcomes (ER-2, ER-24, ER-25, ER-26, ER-27, ER-28, ER-29).

11. General Education

All LMC degree programs require the Title 5-mandated minimum general education requirements to ensure breadth of knowledge and promote intellectual inquiry. Five broad student learning outcomes for all general education courses have been identified and are being assessed. Degrees require competence in both writing and mathematics. Based on course articulation with four-year schools and CI-D course articulation, the quality of degree applicable courses is consistent with Title 5 requirements, and with the academic standards appropriate to higher education (ER-2, ER-19, ER-30, ER-31, ER-32, ER-33).

12. Academic Freedom

The Governing Board Policy on Academic Freedom affirms its belief in the academic freedom of faculty, management, and students to teach, study, conduct research, write and challenge viewpoints without undue restriction. This freedom is balanced with a responsibility for accuracy and respect for others' opinions. An extensive statement on academic freedom is included in the College Catalog (ER-34).

13. Faculty

LMC meets the minimum legal requirement of the Faculty Obligation Number (FON) and the 50 percent instructional resources requirement. The names and degrees of all full-time faculty are published in the College Catalog. All faculty meet the requirements listed in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*. Faculty responsibilities, which include development and review of curriculum and the assessment of learning, are stated in Governing Board Policies, the *United Faculty Contract*, and the *Faculty Handbook* (ER-2, ER-35, ER-36, ER-37, ER-38).

14. Student Services

Los Medanos College provides appropriate services to support the educational needs of its increasingly diverse student body. The College provides all the support services of a typical California public community college. Support services directly support student learning and have learning outcomes that are assessed on a regular basis (ER-2, ER-39, ER-40).

15. Admissions

The admissions policies of Los Medanos College are consistent with its mission and conform to the requirements of Education Code, Title 5, and District regulations. These policies outline the specific qualifications for student admissions, and are published in the College Catalog, in the Schedule of Classes, and on the College website (ER-2, ER-19, ER-20, ER-21, ER-41, ER-42, ER-43, ER-44).

16. Information and Learning Resources

Los Medanos College provides specific long-term access to sufficient information, learning resources, and services to support its educational mission and instructional programs in all formats and locations offered. Resources and services are provided by a number of organizational units, but are the primary responsibility of Information Technology and the Library (ER-45, ER-46, ER-47).

17. Financial Resources

Through its processes and practices, Los Medanos College demonstrates and documents its funding base, monetary resources, and plans for financial development adequate to support student learning programs and services, to improve institutional effectiveness, and to assure fiscal stability. The majority of the College's financial resources come from the state of California, by way of the District. Additional funding is obtained from federal, state, and private sources; and all funds coming to the District and College are carefully tracked and documented. The District and the College together maintain adequate financial reserve levels (ER-48, ER-49, ER-50, ER-51).

18. Financial Accountability

The College is audited on an annual basis by an independent audit firm. The firm is selected by evaluating its experience, size and ability to provide adequate personnel with a wide range of expertise. The firm employs auditors with experience auditing colleges and universities. The Governing Board reviews the audit findings, exceptions, letters to management, and any recommendations made by the contracted firm (ER-52, ER-53, ER-54).

19. Institutional Planning and Evaluation

Los Medanos College regularly and systematically evaluates how effectively it is accomplishing its purposes, including assessment of student learning outcomes, and shares information about those efforts with the public. Evidence of College wide planning and improvement mechanisms exists within processes for program review, resource allocation, assessment of student learning, and measuring student achievement. The College has clearly developed goals, evaluates its progress toward those stated objectives, and bases its decision-making on that set of collective priorities. As part of its ongoing continuous improvement, Los Medanos College utilizes a cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation to develop and further enhance its programs and services (ER-12, ER-26, ER-55, ER-56, ER-57, ER-58).

20. Integrity in Communication with the Public

The College issues an annual Catalog – in printed and electronic formats – that provides accurate and current information about the institution's general information, requirements, major policies affecting students, and locations or publications where other policies may be found (ER-2, ER-40, ER-59).

21. Integrity in Relations with the Accrediting Commission

Los Medanos College adheres to all the Eligibility Requirements, Accreditation Standards, and Policies of the Commission. The institution describes itself in identical terms to all its accrediting agencies, communicates any changes in its accredited status, and agrees to disclose information required by the Commission to carry out its accrediting responsibilities.

The institution complies with Commission requests, directives, decisions and policies, and makes complete, accurate, and honest disclosure regarding all operations, practices, and programs (ER-60, ER-61, ER-62).

Eligibility Requirements - Evidence List

ER-1	ACCJC Reaffirmation Letter February 2009
ER-2	2014-2015 College Catalog
ER-3	SGC Minutes 8May2013-Approval of Mission Statement
ER-4	Governing Board Minutes 26Jun2013-Approval of LMC Mission Statement
ER-5	LMC Mission Statement College Catalog
ER-6	LMC Mission Statement, Vision and Values Webpage Screenshot
ER-7	<i>LMC Educational Master Plan 2006-2016</i>
ER-8	Program Review Submission Tool Homepage Screenshot
ER-9	CCCCD Governing Board Members Biographies
ER-10	CCCCD Governing Board Policies and Administrative Procedures
ER-11	Board Policy 1010, <i>Code of Ethics of the Governing Board</i>
ER-12	Board Policy 1020, <i>Conflict of Interest</i>
ER-13	Administrative Policy 1020.01, <i>Conflict of Interest</i>
ER-14	LMC President Bob Kratochvil Biography
ER-15	LMC President Bob Kratochvil's Contract
ER-16	Governing Board Meeting Minutes 23May2012-Approval of President's Contract
ER-17	District Office Organizational Chart-2013
ER-18	Chancellor's Cabinet Organizational Chart
ER-19	Spring 2014 Schedule of Classes
ER-20	Summer 2014 Schedule of Classes
ER-21	Fall 2014 Schedule of Classes
ER-22	Fall 2013 Schedule of Classes
ER-23	Los Medanos ADT Certification Form Signed
ER-24	Curriculum Committee Forms and Handbook Webpage Screenshot
ER-25	Sample Course Outline of Record-JOURN 010
ER-26	Journalism PSLO Assessment Summary 2013
ER-27	CCCCO Data Mart Program Awards Report for LMC 2012-2013
ER-28	CTE Completers Survey Results - 2012
ER-29	CTE Leavers Survey Results- 2012
ER-30	Curriculum and Instruction Procedure 4007, <i>Philosophy and Requirements for Associate Degree and General Education</i>
ER-31	Title 5 Section 55061
ER-32	General Education SLOs
ER-33	General Education Philosophy
ER-34	Board Policy 2018-Pg 37 of LMC 2014-2015 College Catalog
ER-35	<i>Minimum Qualifications for Faculty and Administrators in California Community Colleges 2012-2014</i>
ER-36	<i>United Faculty Contract 2011-2014</i>
ER-37	<i>Uniform Employment Selection Guide</i>
ER-38	<i>Faculty Handbook</i>
ER-39	<i>Student Handbook</i>
ER-40	In Step with Student Services Newsletter-spring 2014

ER-41	LMC Admissions & Records Webpage Screenshot
ER-42	LMC Registration Webpage Screenshot
ER-43	LMC Steps for New Students Webpage Screenshot
ER-44	Admissions and Records Policies Webpage Screenshot
ER-45	LMC Library Home Webpage Screenshot
ER-46	LMC Library Electronic Database Screenshot
ER-47	LMC Library Internet Resources Webpage Screenshot
ER-48	Adoption Budget 2013-2014
ER-49	New Allocation Model 6.9
ER-50	Annual Financial Report June 30, 2013
ER-51	Financial Report 2012-13 and Budget Report 2013-14
ER-52	Board Policy 5034, <i>Internal Audit Services (IAS) Charter</i>
ER-53	Board Policy 5007, <i>External Audit of District Funds</i>
ER-54	Business Procedure 21.01, <i>When to Contact Audit Services IAS</i>
ER-55	Program Review Submission Tool-Course and Program Assessment Repository Screenshot
ER-56	RAP Proposal Technology and Training Development Coordinator 2012-2013
ER-57	<i>Student Learning Outcomes: A New Model of Assessment spring 2012</i>
ER-58	<i>Interim Strategic Priorities 2012 - 2014</i>
ER-59	LMC Website Homepage Screenshot
ER-60	Board Policy 1017, <i>Accreditation</i>
ER-61	Accreditation Information-Pg. 3 of LMC 2014-2015 College Catalog
ER-62	LMC About Us Webpage Screenshot
INT-1	2014-2015 CCCCCO List of Approved LMC Degrees, Certificates, Programs
INT-2	2014 LMC-BRT Accreditation Data
INT-6	2014 LMC Administration Organizational Chart

listed in alpha-numeric order