

AGENDA ITEM

F

DATE September 14, 2011

PURPOSE

Focused Midterm Report for Diablo Valley College

The Focused Midterm Report for Diablo Valley College (DVC) is presented to the Board for review, information and discussion. It has been prepared in accordance with the rules and regulations of the Accrediting Commission for Community and Junior Colleges. Evidence cited in this report is available for viewing in the offices of the President, DVC, and Chancellor, Contra Costa Community College District.

Mojdeh Mehdizadeh

MIDTERM REPORT
August 25, 2011

Submitted to
Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

Submitted by
Diablo Valley College
321 Golf Club Road
Pleasant Hill, CA 94523

October 15, 2011

Certification of the Midterm Report

Date: October 15, 2011

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

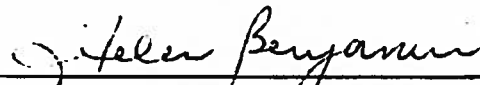
From: Diablo Valley College
321 Golf Club Road
Pleasant Hill, CA 94523

This Midterm Report is submitted to the ACCJC for the purpose of assisting in the determination
Diablo Valley College's accreditation status.

We certify that there was broad participation by the campus community in the preparation of the
report, and we believe that the report is an accurate reflection of the nature and substance of the
institution.

Helen Benjamin, Ph.D.

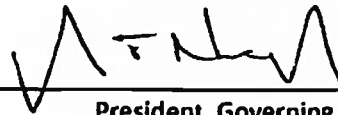
Name



Chancellor, CCCC

John T. Nejedly

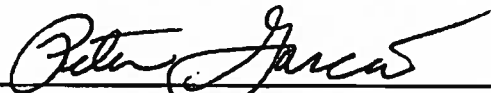
Name



President, Governing Board

Peter Garcia

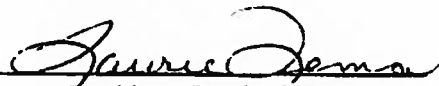
Name



President, DVC

Laurie A. Lema, M.A.

Name



President, Faculty Senate

Ann Patton

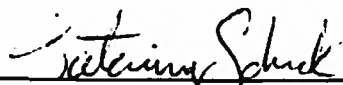
Name



President, Classified Senate

Katerina Schreck

Name



President, Associated Students

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Statement on Report Preparation

In January 2009, the Accrediting Commission for Community and Junior Colleges acted to put Diablo Valley College (DVC) on Show Cause. This action was taken subsequent to the college's submission of a Comprehensive Self Study in October 2008 and a team visit later that month. The Commission notified DVC in January 2009 that the college needed to submit a Show Cause Report by October 15, 2009, demonstrating significant progress on recommendations made by the visiting team and included in the action letter from the Commission. In October 2009, DVC submitted the required Show Cause Report which was followed by a team visit in November 2009. Based on the Show Cause Report and the report prepared by the visiting team, the Commission acted to remove Show Cause and impose Probation in January 2010. In the Commission's action letter of January 2010, DVC was instructed to prepare a Follow-Up Report by October 2010. The college prepared and submitted the required Follow-Up Report and hosted a team visit in November 2010. Based on the Follow-Up Report and the report prepared by the visiting team, the Commission acted in January 2011 to remove Probation and reaffirm accreditation. The January 2011 action letter instructed the college to prepare a Focused Midterm Report by October 15, 2011.

The Senior Dean of Curriculum and Instruction, who also serves as the accreditation liaison officer, compiled information into an initial draft. The initial draft was reviewed by the Accreditation Steering Committee and went through several revisions. This report has been widely circulated and reviewed by the college community. It has been presented for review and comment at the DVC Faculty Senate Council on August 9 and 23, 2011 [SPR-1 and SPR-2], the Classified Senate Council on August 24, 2011 [SPR-3], Management Council on August 24, 2011 [SPR-4] and the Associated Students of DVC on August 23, 2011 [SPR-5]. The report was also presented to the DVC College Council on August 29, 2011 [SPR-6]. In addition, this report has been reviewed by the Governing Board of the Contra Costa Community College District at their meeting of September 12, 2011 [SPR-7].

This Focused Midterm Report accurately demonstrates the resolution of District Recommendations 9, 10, and 11 as per the Commission's corrected action letter of April 11, 2011. In addition, the report also demonstrates the institution's progress in addressing items from the self study planning agenda as well as providing an update on current Substantive Change Proposals.

I. Response to Team Recommendations and Commission Action Letter

District Recommendation 9: In order to meet the standard, the district should establish a written code of professional ethics which includes managers. (III.A.1.d)

Descriptive Summary:

The district proposed a new Board policy that would establish a code of ethics that included managers. The new policy followed the participatory governance approval process, whereby it was presented to the District Governance Council (DGC) and to the individual employee groups (Local 1, United Faculty, and Management Council) for input. Upon consideration of all input, the new Board policy was presented to Cabinet and then to the Board for final approval.

Analysis of Results:

The Governing Board adopted new Board Policy 2056, Code of Ethics [DR 9-1], at its October 21, 2009, meeting. This new policy addresses all members of the district community, including managers. In addition, Human Resources Procedure 1040.08 [DR 9-2], Employee Code of Ethical Behavior, previously adopted by the Chancellor's Cabinet on April 5, 2005, is directed to apply to all district administrators.

Additional Plans:

This recommendation has been satisfied. There are no additional plans.

District Recommendation 10: In order to meet the standard, the district should integrate student learning outcomes into the evaluation process for those who have a direct responsibility for student progress toward achieving student learning outcomes. (III.A.1.c)

Descriptive Summary:

The district determined that faculty has direct responsibility for student progress toward achieving student learning outcomes and has incorporated student learning outcomes (SLOs) into the faculty self-evaluation process. To that end, fifteen self-evaluation forms, tailored to the instructor status and method of instruction, have been developed: Classroom Faculty (adjunct, tenured track, tenured, repeated for each instructor classification), Counselors, Learning Disabilities Specialists, Librarians, and Online Classroom Faculty. Faculty members evaluate themselves on the following two measurements:

- I use appropriate and varied tools for evaluating and assessing student learning outcomes; and
- I participate in department committees/tasks (i.e. curriculum development, SLOs, Course Outline/Title 5 Rewrites/Content Review).

Once the faculty member completes the self evaluation [DR 10-1], the results are incorporated into the evaluation packet by the evaluation review team.

The evaluation occurs annually for the first four years for non-tenured faculty and every three years thereafter once the faculty member is tenured.

Analysis of Results:

The evaluation of student learning outcomes was implemented in the faculty evaluation process in fall 2010. Two cycles have been completed. All faculty evaluated during that period responded to the queries on his/her individual progress in the two areas used to measure progress.

Additional Plans:

This recommendation has been satisfied. There are no additional plans.

District Recommendation 11: In order to meet standards, the district should develop a policy and implement procedures for evaluating the effectiveness of the district's administrative organization, the delineation of responsibilities of the district and the colleges, and the governance and decision making structures. The results should be widely communicated and used as a basis for improvement. (IV.A, IV.A.1, IV.A.2, IV.A.3, IV.B.E, IV.B.3.a, IV.B.3.b, IV.B.3.e, IV.B.3.f, IV.B.3.g)

Descriptive Summary:

The district has developed policies and implemented procedures for evaluating the effectiveness of its: 1) administrative organization, 2) college and district roles/responsibilities, and 3) governance and decision making structures. The district's administrative organization is referenced in the Rules and Regulations of the Governing Board, while the roles and responsibilities of the colleges and district are referenced in the document of the same name. The governance and decision making structure, as a whole, is now defined in the recently revised Board Policy 1009, **Institutional Leadership and Governance** [DR11-1].

The recommendation also asks the district to develop a policy and implement procedures for this evaluation process. The district already had two policies, but needed to revise them in order to provide clarification regarding institutional leadership/governance and institutional effectiveness. Those two revised policies, Board Policy 1009 (with related Administrative Procedure 1009.01 [DR 11-2]) and Board Policy 1012 [DR 11-3] (with related Administrative Procedure 1012.01 [DR 11-4]), are attached. In addition, the attached District Governance Survey [DR 11-5] has been developed to solicit feedback from district stakeholders on the effectiveness of the governance and decision making process.

Analysis of Results:

The chart below summarizes actions taken to satisfy District Recommendation 11.

Policy/Procedure/Survey	Action
<ul style="list-style-type: none"> Board Policy 1009, <u>Institutional Leadership and Governance</u> 	Revised to include institutional leadership and alignment with the governance and decision making structure
<ul style="list-style-type: none"> Administrative Procedure 1009.01, <u>Participatory Governance</u> 	Revised to acknowledge the "participatory" governance structure and includes management in that structure
<ul style="list-style-type: none"> Board Policy 1012, <u>Institutional Effectiveness: Planning, Assessment, and Continuous Improvement</u> 	Revised to address institutional effectiveness and broaden the scope to include assessment, continuous improvement, and a linkage to budget allocations
<ul style="list-style-type: none"> Administrative Procedure 1012.01, <u>Institutional Effectiveness: Planning, Assessment, and Continuous Improvement</u> 	Developed new procedure which delineates roles and responsibilities and addresses assessment and continuous improvement activities
<ul style="list-style-type: none"> District-Level Governance and Decision Making Assessment Report 	<p>Developed assessment survey through DGC to solicit feedback from district stakeholders and assess the effectiveness of the district's governance and decision making structure</p> <p>The survey was administered districtwide on February 24, 2011, and the results were shared first with Cabinet on May 4, 2011, and then with the DGC on May 17, 2011, and June 14, 2011. DGC has developed an initial set of recommended actions which will be vetted in the fall and shared with Chancellor's Cabinet for final review prior to implementation.</p>

Additional Plans:

This recommendation has been satisfied. There are no additional plans.

Responses to Self-Identified Issues (Planning Agenda)

Diablo Valley College identified 27 plans in its 2008 accreditation self study. The following is a brief description of each of these issues, including progress made thus far, timelines to completion and responsible parties.

Planning Agenda Item 1: “Develop processes and increase coordination between campuses to ensure that SRVC [San Ramon Valley Center] faculty has a voice in curriculum development. (IIA1a)” Progress made to date includes DVC Faculty Senate leadership in the development of a Memorandum of Understanding (MOU) between the Pleasant Hill Campus and the San Ramon Valley Center (SRVC) outlining SRVC’s role in curriculum development, faculty evaluations and communication between the two locations [PA 1-1]. This MOU has been used by the art, speech, computer science and biology departments at the Pleasant Hill campus and SRVC to collaborate on curriculum development and course updates and revisions. This MOU also addresses faculty evaluations and communication between the Pleasant Hill campus and the San Ramon Valley Center. For example the biology department at Pleasant Hill and the math and sciences department at SRVC both amended their department bylaws to form an “Interdepartmental Curriculum Committee” to resolve and align inter-campus curriculum changes [PA 1-2, PA 1-3]. Additional instructional units are planning to use the MOU in order to facilitate the development of curriculum while ensuring that SRVC faculty have a clearly established voice in the development of new curriculum beyond their current representation on the DVC Curriculum Committee. The development of an MOU between SRVC and the Pleasant Hill campus has addressed the original planning agenda item. Ensuring the effectiveness of the MOU will require ongoing evaluation and assessment by the vice president of instruction, the Curriculum Committee and the Faculty Senate. This planning agenda item has been completed.

Planning Agenda Item 2: “Update and revise the program review process according to the recommendations of the Program Review Task Force. (IIA2a)” Through its work in both the Show Cause Report (October 2009) and a Follow-Up Report (October 2010), the college has standardized its program review process for instruction, student services and administration with the adoption of DVC Procedure 1016.01 (Program Review) [PA 2-1]. The college recently completed its second year using this process and conducts an annual review of the process for continuous improvement. This planning agenda item has been completed.

Planning Agenda Item 3: “Develop procedures to guide action when disagreement occurs between faculty and senior administration on curriculum issues (Including class size and new course outlines). (IIA2a)” Through a collaborative process involving the vice president of instruction, the Curriculum Committee chair and the vice president of the United Faculty (the faculty collective bargaining agent), the curriculum development procedures were revised so that new course outlines and proposed changes to class size now go to the vice president of instruction before being reviewed by the Curriculum Committee, thereby ensuring that the Curriculum Committee does not approve a course with class size and/or teaching load that are not acceptable to the vice president of instruction [PA 3-1]. This

planning agenda item has been completed, however, these procedures are reviewed annually by the Curriculum Committee to ensure continuous improvement [PA 3-2, PA 3-3].

Planning Agenda Item 4: "Integrate program review into the overall budget and resource allocation/planning processes. (IIA2f)" Through its work in both the Show Cause Report (October 2009) and a Follow-Up Report (October 2010), the college has adopted DVC Procedure 1010.01 (Integrated Planning) [PA 4-1] and has established and charged the Integration Council (IC) with reviewing resource requests from program reviews and collegewide plans using a publicly available rubric [PA 4-2, PA 4-3]. The IC then uses the results of that review to recommend resource allocation to the Budget Committee and ultimately to the president. The college has recently completed its second year of implementing this integrated budget and resource allocation/planning process. This process is reviewed annually through a collegewide survey and self evaluations completed by all college committees in order to ensure continuous improvement [PA 4-4]. This planning agenda item has been completed.

Planning Agenda Item 5: "Evaluate the effectiveness of the current process for assessing learning for the general education program, and make appropriate adjustments. (IIA2g)" At the time of this planning agenda item, DVC did have a Student Learning Outcomes (SLO) committee of the Faculty Senate. Beginning in the 2009-2010 academic year, the college allocated 100 percent reassigned time for a full-time faculty member to coordinate the institutionalization of SLOs, as well as develop and implement the necessary technological infrastructure to support this effort. The college continued this support with a 60 percent reassigned time in academic year 2010-2011 and 25 percent in 2011-2012. As of this date, 100 percent of the courses and programs at DVC have established SLOs. Ongoing assessment for course-level SLOs is 44 percent and for instructional program-level SLOs it is 94 percent. For student services, 100 percent of programs have established SLOs and 100 percent of those programs have regular assessment in place. Assessment of learning for the general education (GE) program is accomplished through the assessment of course level SLOs which have been aligned with specific learning outcomes as expressed for the three GE patterns at DVC. Faculty are directed to review and ensure that the stated alignments continue to be valid as part of the regular curriculum review process. The college recently approved an institutional SLO (ISLO) [PA 5-1], with multiple measurable components, and is currently in the process of assessing some of those outcomes using course and program assessment procedures as well as a collegewide student survey implemented in spring 2011. DVC is on track to be at the proficiency level, according to the ACCJC rubric (as revised May 25, 2011), by fall 2012.

Planning Agenda Item 6: "Continue the development and validation of processes for measurement of student achievement of learning outcomes. (IIA2i)" As was mentioned above, the Faculty Senate SLO Committee has been actively working to ensure that SLOs are established and assessed for all instructional courses and programs at the college. This effort has been supported with a 100 percent reassigned time position in 2009-2010, a 60 percent reassigned time position in 2010-2011 and continues with a 25 percent reassigned time position in 2011-2012. The establishment and assessment of instructional SLOs (both at the course and program levels) has been included as a minimum compliance element in all

instructional unit program reviews [PA 6-1]. In addition, student services areas continue their exemplary efforts to assess student learning outcomes for their respective areas. SLOs are a key component in both the cumulative and annual student services program review process. Compliance is monitored by the student services dean to whom the unit is assigned as well as the Student Services Validation Committee. The Institutional Effectiveness Committee proposed an ISLO, with several measurable components, for review by the college community in fall 2010. After a broad, collegewide discussion, the ISLO was reviewed by the College Council and recommended for approval to the president. The president accepted this ISLO on March 1, 2011 [PA 5-1]. This process of integrating and focusing the college on student learning and success is codified in DVC Procedure 1018.01 (Student Learning Outcomes and Achievement) [PA 6-2]. This planning agenda item has been addressed but will require ongoing evaluation as part of continuous improvement.

Planning Agenda Item 7: “Raise the minimum mathematics requirement for an associate’s degree to be in compliance with the new state requirements. (IIA3)” The math department was notified of the need to raise the minimum mathematics requirement and after considerable discussion, acted to do so [PA 7-1]. New language, approved by the Curriculum Committee, was developed for the 2009-2010 college catalog [PA 7-2, PA 7-3, PA 7-4, PA 7-5]. This planning agenda item has been completed.

Planning Agenda Item 8: “Include in the college catalog information about learning outcomes for degrees and certificates, as they are identified. (IIA6)” This planning agenda item was included in a finding made by the comprehensive visiting team in November 2008 under Eligibility Requirement 10. The college responded immediately by ensuring that SLOs for all degrees and certificates are published in the college catalog. The visiting team for the Show Cause Report indicated that the college had satisfied Eligibility Requirement 10 in their report dated November 2009. This planning agenda item has been completed.

Planning Agenda Item 9: “Ensure that faculty members include on their course syllabi the course’s learning objectives, consistent with the official course outline of record. (IIA6)” The college now requires that every course syllabus include the SLOs for that course. Faculty are required to submit their syllabi to their instructional division offices for filing. Division deans are required to ensure that all courses offered in their divisions have a course syllabus on file in the division office. The requirement to include SLOs on course syllabi is part of the curriculum of required faculty orientation workshops for all new full and part-time faculty [PA 9-1, PA 9-2]. Faculty development curriculum, regarding the application of SLOs, is now a required part of ongoing training for continuing faculty [PA 9-3, PA 9-4, PA 9-5]. The college communicates the requirement for course syllabi learning outcomes to the faculty through individual division and department communiqués including division/department meetings and departmental email. This planning agenda item has been completed.

Planning Agenda Item 10: “Address training and workload responsibilities in the Admissions and Records Office. (IIA6a)” In order to reduce workload responsibilities in this key area, the vice president of student services and the dean of outreach, enrollment and

matriculation have implemented cross-training in several areas and functions of admissions and records. The college has also provided additional training in the administrative software package (Datatel) as well as technical training in other areas [PA 10-1]. This planning agenda item has been completed, although additional cross-training will be required if further staff reductions or changes are made. Ongoing technical training is necessary to stay abreast of changes and updates.

Planning Agenda Item 11: “Re-establish the College Diversity Committee with an updated charge. (IIB3d)” In fall 2009, the Cultural Diversity Committee was dissolved and two new committees were established. The College Council approved the Student Equity Committee in December 2009 [PA 11-1] and the Equal Employment Opportunity Advisory Committee in February 2010 [PA 11-2]. Both committees have been formed and are currently active with both agendas and minutes posted on a shared access hard drive [PA 11-3, 11-4]. As part of the annual review of all committees, both the Student Equity Committee and the Equal Employment Opportunity Advisory Committee gave a status report to College Council on May 2, 2011 [PA 11-5]. Neither committee recommended a change to their current charge. This planning agenda item has been completed.

Planning Agenda Item 12: “Develop an effective process for responding to the increasing diversity of the student body, ensuring that faculty and staff reflect the diversity of our students and community, and creating a campus climate of tolerance and understanding. (IIB3d)” The Student Equity Committee (SEC) is currently updating the 2004 Student Equity Plan [PA 12-1]. The Equal Employment Opportunity Advisory Committee (EEOAC) is working to ensure that all employees serving on hiring committees have received training on hiring practices within the last three years [PA 12-2, PA 12-3, PA 11-4]. Training for faculty hiring is provided by the Faculty Senate and/or college administration. The EEOAC is working with the Contra Costa Community College District EEOAC to update diversity and cultural sensitivity training for consideration as a requirement of the hiring process. A major effort of Staff Development for the 2010-2011 academic year was the ‘Whistling Vivaldi’ project, a collegewide project designed to engender awareness of a variety of barriers to academic and professional success, rooted in issues of race, socioeconomics, physical and emotional challenges, age, sexual orientation, and other cultural stereotypes. In spring 2010, a cross constituency group of faculty, staff, administrators and students came together as the College Success Inquiry Group (CSI) with a focus on narrowing the achievement gap of African American students in basic skills classes at DVC. The CSI group received funding from the Basic Skills Initiative to develop an innovative, research based, sustainable model to effectively address the achievement gap of African American students in basic skills courses [PA 12-4]. Although this planning agenda item has been addressed, it will require an ongoing commitment by the college, led by the SEC, EEOAC and Staff Development, to continue the dialog and education about the importance and value of diversity and cultural sensitivity.

Planning Agenda Item 13: “Address recommendations received in the ACCJC June 2008 report as a result of the April 4, 2008 Special Team Visit. (IIB3f)” These recommendations were addressed by the vice president of student services and the president in a Follow-Up Report to the ACCJC dated August 29, 2008. The ACCJC responded with a

letter, dated February 4, 2009, indicating that the Commission accepted the Follow-Up Report. The Commission noted that issues of grade security and integrity that were the subject of the Follow-Up Report appear to have been satisfactorily resolved. This planning agenda item has been completed.

Planning Agenda Item 14: “Investigate the possibility of ensuring how the public college web site can stay up and available as a source of information for employees and students during power outages or other emergency situations. (IIM 1a)” The executive dean of information technology has authorized the use of a computer server at the San Ramon Valley Center to maintain public access to the college web site during planned power outages [PA 14-1]. At this time, a plan to keep the web site up during unplanned power outages is pending due to lack of funding. Developing additional options to address this planning agenda item will be the responsibility of the college director of information technology.

Planning Agenda Item 15: “Improve signage throughout the Pleasant Hill campus. (IIM 1b)” New interior and exterior signage was installed in spring 2009. Following input from faculty, in fall 2010 additional signage around the Life and Health Sciences buildings was installed. As division offices have been closed due to budget reductions, the DVC campus map was updated in fall 2010 and published. This map will be updated annually. During summer 2011 the quad area of the campus was blocked off to start a large two-year bond funded building project. This project will require students to learn new routes to navigate the campus. Much planning has taken place to insure that new signage and banners will be in place to help students, including students with disabilities, find their way [PA 15-1, 15-2, 15-3]. Although this planning agenda item has been completed, the college recognizes the need to monitor ongoing conditions as campus facilities change, and update signage accordingly. Ongoing responsibility for this effort rests with the vice president of finance and administration.

Planning Agenda Item 16: “Ensure that the college meets the Office of Civil Rights (OCR) requirements. (IIM 1a)” The college has resolved all outstanding compliance issues related to the OCR review. The college reported to the California Community College State Chancellor’s Office on unresolved items identified as part of a voluntary compliance plan (April 22, 2009). In a letter from the Chancellor’s Office dated June 28, 2010, the college was informed that it had met its final compliance responsibilities [PA 16-1]. This planning agenda item has been completed.

Planning Agenda Item 17: “The college president and vice presidents will work with other college leaders to actively encourage and invite participation by all interested parties to renew institutional excellence. (IVA1)” DVC has developed a new governance structure and modified DVC Procedure 1009.01 (College Governance) to encourage participation by all interested parties [PA 17-1]. The redesigned governance structure emphasizes committee representation based on expertise. The redesigned governance structure provides ample opportunities for administrators, classified staff, faculty and students to participate in any of the four college governance or twelve college operational committees. The committee handbook includes the following statement, “Institutional leaders

create an environment for empowerment, innovation, and institutional excellence. They encourage staff, faculty, administrators, and students, no matter what their official titles, to take initiative in improving the practices, programs, and services in which they are involved. When ideas for improvement have policy or significant institution-wide implications, systematic participative processes are used to assure effective discussion, planning, and implementation.” [PA 17-2] This planning agenda item has been addressed and will continue to be a focus of the college as the College Council evaluates the governance structure regularly to ensure widespread participation and continuous improvement [PA 17-3].

Planning Agenda Item 18: “Opportunities for leadership at all levels will be identified and highlighted, with acknowledgement of individual initiative and support for reasonable risk-taking. Leadership may need to create new mechanisms for empowering constituents to develop creative ideas, innovations and collegewide improvements. (IVA1)” The revised DVC governance structure includes opportunities for representatives from different constituent groups to co-chair college committees [PA 17-2]. The college provided a training workshop for employees who want to learn how to effectively participate on a committee, how to chair/co-chair a committee and how to facilitate meetings [PA 18-1]. DVC is committed to providing opportunities for current employees and students to develop the leadership skills needed to meet the future needs of the college. During spring 2010, the Contra Costa Community College District sponsored a leadership institute with the express purpose of developing leadership skills for existing employees. DVC sent seven employees to this five-month institute, one faculty, four classified staff and two managers [PA 18-2]. In June 2011, DVC sent nine classified staff members to a statewide classified leadership institute [PA 18-3]. The college has made significant progress in addressing this planning agenda item and will continue to look for and promote opportunities for leadership for all members of the college community.

Planning Agenda Item 19: “Because the college is clearly going through a transitional phase in its participatory governance structures and decision making processes, it will continue to better define roles in the college’s governance structures for faculty, staff, students, and administrators. (IVA2a)” As mentioned above, the college has redesigned its governance structure to make it more participatory. DVC Procedure 1009.01 (College Governance) was revised to more clearly define the roles and responsibilities of various constituent groups in the governance of the college [PA 17-1]. As a result of this revision, there are spaces for more than 220 employees, including students, to participate on collegewide governance and operational committees [PA 19-1]. These modifications were accepted by the ACCJC when DVC was removed first from Show Cause and placed on Probation and subsequently when the college was removed from Probation and received reaffirmation of accreditation in January 2011. This planning agenda item has been completed.

Planning Agenda Item 20: “The college will document and seriously consider input from all constituents before finalizing decisions. An important component of considered input requires providing adequate lead-time so that constituents can fully deliberate on and give informed consultation on important matters before the college. As much as possible, college administrators will begin processes such as facilities planning, faculty

and staff hiring, and major schedule changes early enough to facilitate wide participation with a reasonable opportunity for recommendations to come forward, be widely considered, and included in final decisions and implementation. For routine and recurring matters, the college will standardize reasonable timelines. (IVA2a)” As part of the governance reorganization and codification, and integration and codification of planning, program review and resource allocation, DVC has established clear procedures for decision making [PA 2-1, PA 17.1, PA 17-3, PA 20-1, PA 20-2]. In addition to the changes that have been made, the college conducts a collegewide committee survey regularly [PA 4-4]. The results of this survey are disseminated widely and discussed thoroughly and then used to make improvements in college procedures as well as committee charges. An example of a more deliberate and consultative atmosphere at the college is the creation of a joint Faculty Senate/Administrative Scheduling Task Force to work collaboratively with the administration when planning for significant reductions to the class schedule for academic year 2011-2012 [PA 20-3, PA 20-4, PA 20-5, PA 20-6, PA 20-7, PA 20-8, PA 20-9]. Responses from the most recent collegewide survey of committees (conducted in spring 2011) indicate that 56 percent of respondents believe that governance is improving decision making at the college, compared to only 12.5 percent who disagreed and 31.9 percent who did not know [PA 4-4]. This planning agenda item has been addressed and will continue to be evaluated annually by the College Council as part of the college’s commitment to continuous improvement.

Planning Agenda Item 21: “Collegewide councils will be chaired or co-chaired by individuals other than those to whom final recommendations will be forwarded. (IVA2a)” College committees have been restructured to ensure that individuals other than those to whom final recommendations are chairs or co-chairs of each committee [PA 17-2]. This planning agenda item has been completed.

Planning Agenda Item 22: “The college will work to provide greater support for participation of classified staff in the governance of the college. (IVA2a)” The redesigned college committee structure provides opportunity for approximately 90 classified staff to participate, including opportunities to co-chair committees [PA 22-1]. During the 2010-2011 academic year, the Classified Senate used available funds to pay for substitute employees to cover work stations when classified members were serving on college or district committees. This planning agenda item has been completed.

Planning Agenda Item 23: “The college will improve the governance process, creating and implementing processes to evaluate the integrity and effectiveness of governance and decision making structures. These processes will include widespread participation by constituents at every level of the college and all collegewide processes including budget, enrollment management, scheduling, research, college programs, operations, and overall institutional planning and implementation efforts. The evaluation processes will be on an established time line, resulting in open communication about the results and concrete steps for implementing recommended changes. (IVA5)” The college has developed a comprehensive process to ensure that the governance structure is evaluated annually and that the results of those evaluations are shared widely and used to make improvements to the governance and decision making structures. DVC Procedure 1009.01

(College Governance) [PA 17-1], DVC Procedure 1001.01 (Process to introduce new or revise existing DVC procedures) [PA 20-1], DVC Procedure 1001.02 (College Council function and membership) [PA 17-3], DVC Procedure 1001.03 (College Council Evaluation) [PA 23-1], DVC Procedure 1010.01 (Integrated Planning) [PA 4-1], and DVC Procedure 1016.01 (Program Review) [PA 2-1] are all part of a comprehensive restructuring of governance and decision making made by the college as a result of the Commission's Show Cause Action. A key component of this structure is an annual, collegewide evaluation of the committee structure [PA 17-3]. The results of this annual evaluation will be used to make modifications to the structure as part of the college's commitment to institutional effectiveness and continuous improvement. In addition, all college committees are required to prepare an annual committee evaluation which is submitted to the College Council for review in an open meeting [PA 17-2, PA 23-2, PA 23-3]. The College Committee Handbook is updated annually and made available online to all members of the college community [PA 17-2]. The handbook lists committee charges and functions, reporting relationships and members. The college recently completed its second year implementing this revised structure and is currently reviewing the results of the annual collegewide survey of committees (available to everyone at the college) [PA 4-4]. All college committees have submitted an annual evaluation and made a presentation to the College Council on their successes and challenges for last year and their goals for next year. This planning agenda item has been addressed and will continue to be evaluated by the College Council as part of the college's commitment to continuous improvement.

Planning Agenda Item 24: "The college will strongly advocate that the district review and revise funding formulas for calculating the distribution of credit and noncredit FTES allocations and other funding mechanisms to the colleges. (IV 1b)" This planning agenda item was addressed as part of a recommendation made by the comprehensive visiting team in November 2008. District Recommendation 8 resulted in the development and implementation (effective July 1, 2010) of a new district funding model (the SB361 model). The ACCJC accepted the implementation of this model as having met the requirements of the recommendation and the standards by reaffirming DVC's accreditation in January 2011. This planning agenda item has been completed.

Planning Agenda Item 25: "The college will complete the process of creating and implementing an evaluative review of all administrative structures and functions. The administrative program reviews will provide the opportunity to regularly evaluate structural and operational effectiveness, to recommend needed changes, and to implement them in a timely manner. (IV 2a)" The college has developed an administrative program review procedure and codified that procedure as part of DVC Procedure 1016.01 (Program Review) [PA 2-1]. The procedure calls for comprehensive program review for administrative programs on a three year cycle, with annual updates. Administrative program reviews are validated by a multi-constituency team and are reviewed and used by the Integration Council for resource allocation recommendations to the Budget Committee. As part of continuous quality improvement, a taskforce was formed in spring 2011 to review the administrative program review process and templates [PA 25-1, PA 25-2, PA 25-3, PA 25-4]. Based on this review, recommendations for change will be presented for

approval in fall 2011 to be implemented in the 2011-2012 academic year. This planning agenda item is in the process of being completed.

Planning Agenda Item 26: “While district policies and practices are not in the control of this college, for the purpose of consistency, the district and the college must have standardized sources and formulas for gathering data as confidence in the accuracy and relevance of all research data is necessary for planning processes. For the college community to gain that confidence, the college administration will strongly advocate that the college and district agree upon standardized sources and formulas used in determining program planning data. (IV 2b)” The college has made significant progress toward using research data for decision making. The following examples demonstrate actions taken by the college to address this item:

- As part of the annual review of the integrated planning process, the resource allocation process and the program review process, the IC requested a standardized program review summary sheet in order to facilitate the evaluation of collegewide plans and administrative, student services and instructional unit program reviews. The Institutional Effectiveness Committee worked with the IC to develop an executive summary which was implemented in fall 2010 [PA 26-1]. After one year of use and an evaluation by all users, the executive summary, containing standardized metrics, has been modified to become a part of the program review template for all three groups [PA 25-1].
- The Institutional Planning Committee hosted several meetings of the co-chairs of committees charged with developing collegewide plans in order to develop a standardized template for collegewide plans [PA 26-2, PA 26-3 and PA 26-4].
- As a result of significant reductions to the number of students that the college is funded to serve, the college community has become much more aware of the standardized calculations for determining productivity and how those values impact the size of the teaching schedule. These productivity and enrollment measures were used heavily by the joint Faculty Senate/Administrative Scheduling Task Force in spring 2011 [PA 20-3, PA 20-4, PA 20-5, PA 20-6, PA 20-7, PA 20-8, PA 20-9]. In addition, research staff at the Contra Costa Community College District Office regularly publish these data [PA 26-5].
- Severe budget reductions have provided the college and the district with both the opportunity and incentive to look for efficiencies. One such efficiency is to centralize research functions in the district office. A by-product of the centralization of research services may be a more standardized approach to generating research data.

Additional work will be done as the college continues to implement its three year resource allocation plan as described in the Show Cause Report dated October 15, 2009.

Planning Agenda Item 27: “The college administration will robustly advocate for a comprehensive reexamination of the funding of the three colleges, San Ramon Campus and Walnut Creek Center, and the district office. While the budget goals, calendar and processes are reviewed and discussed at District Governance Council and recently budget goals for 08/09 were proposed and discussed at DGC [District Governance Council], this effort is clearly not adequate. The college will work with the district to

establish a funding formula for district office internal operations while recognizing that it is the colleges that directly serve students. Therefore, college funding formulas must be modified so that all the colleges receive adequate funding to fulfill their missions. The formula should reflect an understanding of the unique situation at each college, as well as providing a transparent, fair, and appropriate allocation of available funds. (IV 3c)" As discussed above this planning agenda item was addressed as part of a recommendation made by the comprehensive visiting team in November 2008. District Recommendation 8 resulted in the development and implementation (effective July 1, 2010) of a new District funding model (the SB361 model). The ACCJC accepted the implementation of this model as having met the requirements of the recommendation and the standards by reaffirming DVC's accreditation in January 2011. This planning agenda item has been completed although evaluation of the efficacy of the model will be challenging given the severity of the budget reductions experienced by both the college and district.

III. Substantive Change Proposals in Progress, Pending, or Planned

Diablo Valley College is currently planning to submit a substantive change proposal for review by the Commission in fall 2011. The proposal will address two issues. The first is the addition of a new Medical Laboratory Technology program, a new degree program that represents a significant departure from the current programs offered at the college. The second is the addition of courses that constitute more than 50 percent of a program and are offered through a mode of distance or electronic delivery.

The college intends to submit a substantive change proposal in time to be considered at the November 14-16, 2011, meeting.

Evidence

Statement on Report Preparation

SRP-1	DVC Faculty Senate Council Minutes (08/09/11)
SRP-2	DVC Faculty Senate Council Minutes (08/23/11)
SRP-3	DVC Classified Senate Council Minutes (08/24/11)
SRP-4	DVC Management Council Minutes (08/24/11)
SRP-5	ASDVC Minutes (08/23/11)
SRP-6	College Council Minutes (08/29/11)
SRP-7	Contra Costa Community College Governing Board Minutes (09/12/11)

District Recommendations

DR 9-1	Board Policy 2056, <u>Code of Ethics</u>
DR 9-2	Human Resources Procedure 1040.08, <u>Employee Code of Ethical Behavior</u>
DR 10-1	Self Evaluation for Faculty
DR 11-1	Board Policy 1009, <u>Institutional Leadership, Governance, and Decision-making</u>
DR 11-2	Administrative Procedure 1009.01, <u>Participatory Governance</u>
DR 11-3	Board Policy 1012, <u>Institutional Effectiveness: Planning, Assessment and Continuous Improvement</u>
DR 11-4	Administrative Procedure 1012.01, <u>Institutional Effectiveness: Planning, Assessment and Continuous Improvement</u>
DR 11-5	2011 CCCCD District-Level Governance and Decision Making Assessment Report and 2011 CCCCD District-Level Governance and Decision Making Assessment Results Matrix

Planning Agenda

PA 1-1	Memorandum of Understanding for Procedures and Best Practices for Communication between the Pleasant Hill and San Ramon Valley campuses of Diablo Valley College (05/19/09)
PA 1-2	Biology Department Bylaws (May 2010)
PA 1-3	Math and Science Department Bylaws (03/31/09)
PA 2-1	DVC Procedure 1016.01, <u>Program Review</u>
PA 3-1	Course Revision form
PA 3-2	Curriculum Committee Minutes (09/22/08)
PA 3-3	Curriculum Committee Minutes (10/13/08)
PA 4-1	DVC Procedure 1010.01, <u>Integrated Planning</u>
PA 4-2	Integration Council Program Review Ranking Rubric 2010-2011

PA 4-3 Sue Handy email to Everyone@DVC (11/15/10)
PA 4-4 Collegewide Survey of Committees and Councils (Spring 2011)

PA 5-1 Peter Garcia email to Everyone@DVC (03/01/11)

PA 6-1 Instructional Unit Program Review template (2011-12)
PA 6-2 DVC Procedure 1018.01, Student Learning Outcomes and Achievement

PA 7-1 Math Department Minutes
PA 7-2 Diablo Valley College Catalog (2011-12) - Associate Degree requirements (pages 59-74)
PA 7-3 Curriculum Committee Minutes (02/23/09)
PA 7-4 Curriculum Committee Minutes (05/04/09)
PA 7-5 Curriculum Committee Minutes (05/11/09)

PA 9-1 Fall 2011 Flex Schedule
PA 9-2 Part-Time Faculty Orientation (08/09/11)
PA 9-3 Probationary Tenure Track Faculty Orientation (08/09/11)
PA 9-4 Faculty: Frequently Asked Questions
PA 9-5 Syllabus Guidelines

PA 10-1 Staff Development Workshops Offered at District Office with Rosters (2009-2011)

PA 11-1 College Council Minutes (12/14/09)
PA 11-2 College Council Minutes (02/22/10)
PA 11-3 Student Equity Committee Agenda and Minutes (04/21/11)
PA 11-4 EEOAC Agenda and Minutes (10/20/10)
PA 11-5 College Council Minutes (05/02/11)

PA 12-1 Student Equity Committee Minutes (05/06/11)
PA 12-2 EEOAC Minutes (09/08/10)
PA 12-3 EEOAC Minutes (09/22/10)
PA 12-4 College Success Inquiry Report (May 2011)

PA 14-1 Ben Seaberry email to Everyone@DVC (12/14/10)

PA 15-1 Chris Leivas email to Ted Wieden (07/19/11)
PA 15-2 Chris Leivas email to Ted Wieden (07/19/11)
PA 15-3 DVC Campus Map (updated fall 2011)

PA 16-1 Letter from State Chancellor's Office regarding OCR Compliance (06/28/10)

PA 17-1 DVC Procedure 1009.01, College Governance
PA 17-2 Diablo Valley College Handbook on College Committees (October 2010)
PA 17-3 DVC Procedure 1001.02, College Council Charge and Function

PA 18-1 Leading Effective Meetings (03/12/10)
PA 18-2 Contra Costa Community College District Leadership Institute (4CDLI)
(Spring 2010)
PA 18-3 Classified Leadership Institute (June 2011)

PA 19-1 Re-organization of DVC Committee Structure - Board Report presentation by
Ted Wieden

PA 20-1 DVC Procedure 1001.01, Process to Introduce New or Revise Existing DVC
Procedures
PA 20-2 DVC Procedure 1013.01, Statement of Cooperation
PA 20-3 Scheduling Task Force Notes (02/24/11)
PA 20-4 Scheduling Task Force Notes (03/10/11)
PA 20-5 Scheduling Task Force Notes (03/11/11)
PA 20-6 Scheduling Task Force Notes (03/17/11)
PA 20-7 Scheduling Task Force Notes (04/14/11)
PA 20-8 Scheduling Task Force Notes (04/15/11)
PA 20-9 Scheduling Task Force Notes (04/29/11)

PA 22-1 Coleen Geoffray-Lento email to Everyone@DVC and attachment (09/28/10)

PA 23-1 DVC Procedure 1001.03, College Council Evaluation
PA 23-2 College Council Minutes (05/02/2011)
PA 23-3 College Council Minutes (05/09/2011)

PA 25-1 Administrative Program Review Taskforce Notes (05/24/11)
PA 25-2 Administrative Program Review Taskforce Notes (06/13/11)
PA 25-3 Administrative Program Review Taskforce Notes (06/27/11)
PA 25-4 Administrative Program Review Taskforce Notes (07/11/11)

PA 26-1 Executive Summary for All Program Reviews (2010-2011)
PA 26-2 Emily Stone email to co-chairs (01/21/11) and Minutes from Institutional
Planning Committee meeting with co-chairs (01/25/11)
PA 26-3 Emily Stone email to co-chairs (03/29/11) and attachments for Institutional
Planning Committee meeting with co-chairs (03/31/11)
PA 26-4 Emily Stone email to co-chairs (05/01/11) and attachments for Institutional
Planning Committee meeting with co-chairs (05/03/11)
PA 26-5 J. Dardin email with weekly enrollment reports (08/01/11)