

Certification of the Institutional Self Study Report

DATE: December 17, 2001

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

FROM: El Camino Community College
16007 Crenshaw Boulevard
Torrance, CA 90506

This Institutional Self Study Report is submitted for the purpose of assisting in the determination of the institution's accreditation status.

We certify that there was broad participation by the campus community, and we believe the Self Study Report accurately reflects the nature and substance of this institution.

Signed

Lila Hummel, President
Board of Trustees

Dr. Thomas M. Fallo,
Superintendent/President

Dr. Nadine I. Hata
Vice President Academic Affairs
Accreditation Liaison Officer

Thomas Lew, Co-Chair
Dean of Humanities
Accreditation Steering Committee

Barbara Perez, Faculty Co-Chair
Accreditation Steering Committee

Douglas Marston, President
Academic Senate

Josh Lawson, President
Associated Students

Luukia Smith, President
El Camino Classified Employees

Dr. Angela Simon, Co-President
Federation of Teachers

Jan Caldwell, Representative
Police Officers Association

Janice Ely, Representative
Management Association

Certification Of Continued Compliance With Eligibility Requirements

Authority

El Camino Community College District derives its authority to operate, as a degree granting institution, from statute (California Education Code 70902). The college meets the minimum conditions for community colleges set forth in Title 5, Chapter 2, Subchapter 1.

El Camino College is accredited 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 on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Mission

The mission of El Camino College has been revised frequently over the years to address the changing needs of the community. The most recent revision occurred in 2000, after a review by all college constituencies, and was approved by the Board of Trustees on January 16, 2001.

The mission statement can be found in several campus documents, including the Educational Master Plan and college catalog. The college publishes it on the web site, increasing its public availability.

Governing Board

El Camino Community College District is governed by a five-member board. Each member is elected for a four-year term from one of five trustee areas that make up the

college district in districtwide elections. Due to the continuity of the Board of Trustees over the years, El Camino College has experienced stability in its leadership.

A majority of the Board members do not have any employment, family, or personal financial interests related to either the college or the district. Two current Board members were El Camino College employees; however, both retired from the district several years prior to their election to the Board.

At each Board meeting, held once a month, there is a place on the agenda for both community and staff comment. The students have a non-voting Board member, and the Academic Senate reports to the Board on a regular basis.

Chief Executive Officer

The Board of Trustees appointed the Superintendent/President after a nationwide search. A large, broad-based committee, comprised of representatives of the campus community, student government, and the community at large, under the guidance of a consultant selected by the Board, screened all applicants, selected those to be interviewed, and after interviewing, forwarded the finalists to the Board of Trustees for their consideration.

The Superintendent/President's chief responsibility is to the institution and has the executive responsibility for administering Board policies.

Administrative Capacity

Over the past six years, administration, faculty, and support staff had modest increases in number in an effort to address the needs of our students and the institution. The college has a reputation for educational excellence, which would suggest that the administration is capable of providing the administrative oversight necessary to ensure that the institution continues to offer quality programs.

Operational Status

Students are enrolled in a variety of courses that can lead to either a two-year degree, certificate of completion, and/or certificate of achievement in one of seventy-two programs. The majority of courses are transferable, and the college strives to maintain a curriculum that is both comprehensive and current.

Degrees

The majority of El Camino College's offerings are in programs that either lead to an associate in arts or associate in science degree, as described in the college catalog. A significant number of students are enrolled in these courses. The catalog clearly indicates whether or not the courses are degree applicable and transferable to the UC and CSU.

Educational Programs

The educational programs offered at El Camino College are consistent with its mission to provide comprehensive educational opportunities. Students attending El Camino College will find a

wide array of degree and certificate programs in both academic and vocational fields. These programs have sufficient content and length and maintain appropriate levels of quality and rigor for the degrees and certificates offered.

Academic Credit

Academic credit is based on Title 5, Section 55002.5. A unit of credit is the value placed on three hours of a student's time per week in pursuit of educational goals.

Educational Objectives

El Camino College defines and publishes the educational objectives for courses in the course outlines approved by the Board of Trustees and available in the library. The educational objectives for programs are defined and published in the college catalog.

General Education

The general education curriculum promotes critical thinking and analytical skills, clear and precise expression, cultural and artistic sensitivity, personal growth, health, and self-understanding (Title 5, Section 55806). The courses approved for general education have the required breadth to promote intellectual inquiry. The quality and rigor of these courses is consistent with the academic standards appropriate to higher education.

Faculty

El Camino College has 345 full-time instructors and 549 part-time faculty. The names, degrees, and year of hire of full-time faculty are listed in the college catalog.

While information regarding part-time faculty is kept in the division offices, the names, degrees, and year of hire of the part-time faculty who have taught ten consecutive semesters are also published in the college catalog. The college lists faculty responsibilities in faculty handbooks and the Agreement between the El Camino College Federation of Teachers and the district.

Student Services

El Camino College acknowledges the importance of providing appropriate student services and student development programs to facilitate student success for its diverse population.

Located in the center of campus, the Student Services Center houses a large array of services designed to assist students in achieving their academic and vocational goals including, but not limited to, the Career Center, Transfer Center, Project Success, Recruitment and School Relations, International Students Program, EOP&S/CARE, Job Placement, CalWORKs, Financial Aid, Veterans Office, and DSP&S. The Special Resource Center is a model center, with state-of-the-art facilities, to assist students with both physical and learning disabilities.

Special programs have been funded by the college and through grants to assist students who traditionally have had difficulty succeeding in college. For example, Project Success and Puente focus on preparing underrepresented students for degree completion and transfer. Funded by Title V, the college is also providing a counseling outreach program for local high schools students and has begun a First Year Experience Program with an emphasis on Hispanic students.

Admission Policies

The college's admissions policies are consistent with its mission and conform to parameters outlined in state law and district regulations.

Information and Learning Resources

To support its mission El Camino College provides students and staff with access to information and learning resources. Both the Schauerman and Music libraries are open 67.5 hours per week, including Saturdays, with many of the resources available off-campus through the Internet. The Library Media Technology Center, located in the basement of the Schauerman Library, provides student access to computer resources, including peripherals such as scanners and adaptive access tools, standard office software, and full Internet access. Other computer labs throughout the campus support the instructional program.

The Schauerman Library also serves as a home for the Learning Resources Center (LRC). Emphasizing individual learning, the LRC provides access to a wide range of academic materials and services, including tutorial programs, computer-aided instruction, and media materials. Additional computer-aided instruction labs support English, foreign languages, fashion, and art programs, with one lab devoted to meet the needs of vocational students.

The college developed a comprehensive technology plan to evaluate technology needs and develop a process to address them. In Spring, 2000, the college completed a major campus-networking project which required the installation of fiber optics to all major buildings, providing all classrooms, laboratories, and offices on

campus with high-speed connections to the wide area network.

Financial Resources

Over half of the unrestricted financial resources for the college come from the State of California, through apportionment based the number of full-time equivalent students. The remainder comes from local sources such as taxes, tuition, and income-producing local programs. The college has successfully competed for additional vocational funds and grants to support its mission and educational programs. The college carefully tracks and documents all income and expenditures.

The college maintains a five percent reserve for contingencies. The college monitors all programs throughout the year. It projects income in a conservative manner. While growth is not built into the initial budget, as it occurs, it is recognized as additional revenue.

Financial Accountability

An independent auditor audits the El Camino Community College District on an annual basis. The auditor conducts the audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. The firm prepares an audit report for the Board of Trustees that notes all findings, exceptions, and recommendations. Key personnel implement the audit findings and recommendations, as necessary.

Institutional Planning and Evaluation

In 1998, the Board of Trustees adopted the Educational Master Plan, which has become the foundation for all college planning from the institutional level to the unit level. The evaluation process revolves around program review, where the goals and objectives are identified. Programs collect relevant data and analyze the information to judge the effectiveness of a program. The college is working to ensure that processes lead to institutional priorities for improvement.

Public Disclosure

El Camino College takes pride in its efforts to provide the public with accurate and current information about its mission, programs, and services. The college catalog provides in-depth information on admissions requirements and practices, student services and policies, degree requirements, transfer information, and curricular offerings. Also included in the catalog is a listing of the college administration and faculty, including their academic preparation. The class schedule, which is available to the public at no cost, describes admission requirements and services.

The college has an operational web site that is continually expanding. Visitors to the web site are able to visit many of the operational areas on campus and have the opportunity to see the many programs and services available to them on campus and online.

Relations with the Accrediting Commission

Through the adoption of Board Policy 3200, the Board of Trustees clearly adheres to the accreditation process of the Commission.

The college provides assurance that it complies fully with the eligibility requirements, accreditation standards and policies of the Commission in its board policies.

Statement of Assurance

We hereby certify that El Camino College continues to comply with eligibility requirements for accreditation established by the Western Association for Schools and Colleges.

Thomas M. Fallo
Superintendent/President

Lila B. Hummel
President, Board of Trustees (2001)

Delmer Fox
President, Board of Trustees (2002)