



Spring 2016

Volume 6

The Process to Accreditation

An Internal Planning Document

Overview

Both the El Camino Community College District and the Compton Community College District are fully committed to obtaining independent accreditation for El Camino College Compton Educational Center. The districts are moving forward in this endeavor in accordance with the goals set forth in A.B. 318 and through the Partnership Agreement between the two parties.

When the partnership began, a primary objective was to provide quality educational programs and services for student success. By initiating new student programs and expanding current offerings, student success has become a focus throughout the El Camino College Compton Community Educational Center. Academic programs initiated or expanded during the last nine years include: Supplemental Instruction, First Year Experience, student-led tutoring, a nursing simulation lab, honors transfer classes, guaranteed transfer partnerships, Upward Bound, Brother 2 Brother mentoring, a debate team, the Alpha Gamma Sigma Honor and Scholarship Society and the Historically Black College and University Transfer program.

Additionally, student success is evident through the increase in the number of El Camino College Compton Center students earning degrees. Other achievements include – ECC Compton Center's Academic Awards Tea, where honor students, honors transfer students, Presidential Scholars, and scholarship recipients are recognized. Through financial aid assistance and an ongoing awareness campaign, ECC Compton Center continues to provide financial support for students. Scholarships to students totaling more than \$40,300 were awarded to 45 students in 2015-16.

Grant funds have been used to initiate a variety of new academic offerings and to enhance existing CTE programs, including cosmetology, robotics, HVAC, aerospace fastener manufacturing, and career advancement and fire academies.

In fall 2015, a new Early College High School was established in partnership with the Compton Unified School District. In addition, partnerships establishing pathways with the Compton and Lynwood unified school districts, ECC Compton Center and CSU Dominguez Hills have been implemented.

Work on Measure CC and state capital outlay funded facilities projects continue with many campus improvements including a new central plant, upgraded main north/south road and parking lots and a renovated football stadium. Two significant milestones in facilities improvements include the 2016 grand opening of the 20,000-square-foot Allied Health Building and the 2014 grand opening of the 45,000-square-foot Library-Student Success Center.

The Compton District Provost/CEO, the ECC Vice President of Compton Center, and the ECC Compton Center Accreditation Liaison Officer (ALO), in consultation with the Accreditation Steering Committee (ASC), will facilitate training for all Compton Center participants in the accreditation process through the Accrediting Commission for Community and Junior Colleges' online and in-person workshops.

Participation from constituents throughout all areas of El Camino College and its Compton Center during the candidacy stage is crucial to the success of the process. Once candidacy is granted, representatives from El Camino College and ECC Compton Center will continue regular, active involvement throughout the accreditation process.

Accreditation Eligibility Accomplishments

The ASC established five subcommittees in the following eligibility categories: Organization (1, 2, 3, 4, 5, 6), Instruction (7, 8, 9, 10, 11), Faculty (12, 13), Student Services (14, 15, 16), Financial Integrity (17, 18), Planning and Evaluation (19), Integrity in Communications with the Public (20) and Relations with the Accrediting Commission (21). The 21 Eligibility Criteria were reviewed for objective assessment of tasks, and ECC Compton Center's readiness for eligibility.

The ASC and its five subcommittees have worked diligently since November 2010 to assess and respond to their sections of the Eligibility Criteria. Subcommittee members developed three levels of assessment for each eligibility criteria: criteria met, criteria not met or criteria partially met. All 21 Eligibility Criteria were met prior to submitting the eligibility application in January 2015.

The Eligibility Application is available on the El Camino College and El Camino College Compton Center websites [here](#).

A Communications Plan was developed, featuring open forums to share progress updates, accreditation newsletters geared toward internal and external communities, and accreditation Web pages on the El Camino College and El Camino College Compton Center websites. To further advance outreach efforts to the community, a document titled "[Five Years of Success: Report to the Community](#)" was developed, published and widely distributed to the community in 2011.

In 2014, an update of the document titled, "[Three-Year Report to the Community](#)," was published and widely distributed to the community.

These documents outline the progress and student success stories El Camino College Compton Center has achieved since the beginning of the partnership.

Completed Activities

Since beginning the process to apply for Accreditation Eligibility, the following activities and events have been completed:

Spring/Summer 2012

1. Continued coordination of the assessment of SLO statements in the Student Services and Academic Affairs areas. Compiled documentation showing revisions to courses and programs that improve student learning and are based on SLO assessments.
2. Documented evidence showing strong links between the budgeting and planning processes.
3. Implemented fiscally sound policies and procedures in the Business Office.
4. Resolved all CCCD prior year audit findings.
5. Reconstituted the Fiscal Integrity Accreditation subcommittee.
6. Continued transferring the functions performed by ECC on behalf of the Compton Center to Compton offices and personnel.
7. Hosted a collegial consultative Planning Summit.
8. Produced and distributed widely, an update to the "Process to Accreditation" document.

Fall 2012/Spring 2013

1. Published and distributed eligibility information to internal and external audiences.
2. Hosted open forum to discuss status of readiness to submit eligibility application.

Fall 2013

1. Reviewed ASC subcommittee checklists regarding eligibility readiness.
2. Posted third draft of narrative document that describes the Compton Center's status in meeting the 21 eligibility criteria on the Portal and reviewed document with the El Camino College Cabinet, Senior Management and other constituencies.
3. Hosted a collegial consultative Accreditation Summit on September 26.
4. Held open forum on December 5 to discuss the third draft of the narrative document.
5. Published information on El Camino College and ECC Compton Center websites.
6. Hosted community workshops in concert with CCCD Special Trustee Advisory Committee.

Spring 2014

1. Reviewed the Compton CCD 2012-13 fiscal year audit to determine if the CCCD meets the ACCJC fiscal eligibility requirements.
2. Presented a copy of the third draft of the Eligibility Application to the ECCCCD and CCCD Board of Trustees for review and comment.

Fall 2014/Spring 2015

1. Completed writing Eligibility Application.
2. ECC Compton Center ALO initiated contact with the chair of the Accrediting Eligibility Committee to review the final draft.
3. El Camino College submitted the Eligibility Application to the Accrediting Commission Eligibility Committee on January 25, 2015.

4. The Commission's Eligibility, Candidacy, and Initial Accreditation Committee reviewed the final Eligibility Application and supporting documentation.
5. The President of the Accrediting Commission informed El Camino College's President on March 18, 2015, that the Eligibility Proposal for the ECC Compton Center is approved.
6. Produced and distributed widely, an update to the "Process to Accreditation" document.

Summer 2015

1. ECC Superintendent/President and CCCD Special Trustee met with the ACCJC to discuss the timelines for submitting the Compton Center Self-Evaluation Report and application for Accreditation Candidacy, as well as the subsequent visit by the ACCJC evaluation team.

Fall 2015

1. ECC Compton Center began preparing to apply for the Accreditation Candidacy, which includes a self-evaluation report.
2. Compton Center's Accreditation Self-Evaluation Steering Committee established standards committees that align with the ACCJC 2014 Accreditation Standards and requested volunteers from faculty/staff to participate on the standards committees.
3. At ECC Compton Center's faculty/staff Professional Development Day on August 21, ACCJC President and CEO Barbara Beno presented the keynote address to explain the new Accreditation Standards adopted by the ACCJC in June 2014. El Camino College and the ECC Compton Center began working on the initial Self-Evaluation Report for candidacy.
4. Trainings for co-chairs on how to write to the Standards.
5. Standards committees review and discuss sub-standards and begin gathering evidence to support the narrative.
6. Accreditation training from the ACCJC.
7. Complete findings and evidence for the standards.

Spring 2016

1. Complete descriptive narratives for all parts of each standard.
2. Complete self-evaluation section for each standard and identify Actionable Improvement Plans – first full draft.
3. Standards committees review first draft of Self-Evaluation Report for accuracy and provide edits.

Projected Timeline Going Forward To Accreditation Candidacy

Spring 2016

1. Editors complete second draft of Self-Evaluation Report.
2. Post draft of the Self-Evaluation Report on Web
3. Hold two accreditation forums: May 5 at ECC and May 10 and ECC Compton Center.

Summer/Fall 2016

1. Complete the consultation process for Self-Evaluation Report.
2. Perform final editing of the Self-Evaluation Report.
3. Present copy of the Self-Evaluation Report to ECCCD Board for review and comment.

Spring 2017

1. Submit the ECC Compton Center Self-Evaluation Report to the ACCJC, along with the letter of application for Accreditation Candidacy, by January 6.
2. ACCJC's external evaluation team visits ECC Compton Center March 6-9.

Accreditation Candidacy

The Accrediting Commission will consider Compton Center's application for Candidacy, comprised of the letter of application, the Institutional Self-Evaluation Report, and the ACCJC evaluation team report, at its June 2017 meeting. If Compton Center is granted Candidacy, it will be for a period of two years and the Center must remain in compliance with the Standards of Accreditation throughout the entire candidacy period. In spring 2019, Compton Center may:

1. Apply for either a two-year extension of Candidacy, or it may apply for Initial Accreditation. Compton Center is expected to meet all Accreditation Standards in order to achieve Initial Accreditation, and should only apply for initial accreditation if the institution believes it meets all Standards.
2. If Compton Center wishes to request an extension of Candidacy in spring 2019, it must submit, on a date determined by the ACCJC, a letter of application and an update to its Self-Evaluation Report from two years prior.
3. Upon consideration of Compton Center's application for extended Candidacy, the Accrediting Commission may decide to extend candidacy for two years, or act to deny candidacy.

Initial Accreditation Review

If the ACCJC grants candidacy, El Camino College will apply for initial accreditation of its Center in either 2019 or 2021. This will include submitting another Self-Evaluation Report and a visit by the ACCJC team, both according to a timeline determined by the ACCJC. The ACCJC will review the team report and recommendations and make a determination on whether to grant Initial Accreditation, deny Initial Accreditation and extend Candidacy (if Compton Center has not yet completed four years of Candidacy), or to deny accreditation.