

DIABLO VALLEY COLLEGE

## Show Cause Report Addendum

Submitted by:

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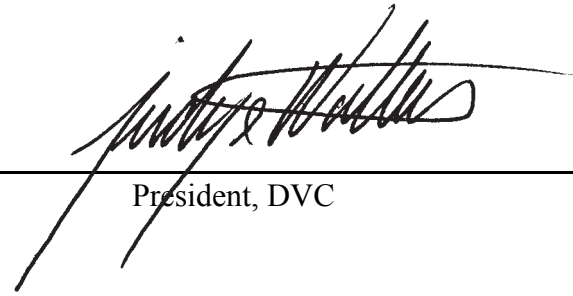
Submitted to:

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

October 23, 2009

Judy E. Walters, Ph.D.

Name

A handwritten signature in black ink, appearing to read 'Judy E. Walters', is written over a horizontal line. The signature is fluid and cursive.

President, DVC

## **Recommendation 1: Decision making roles**

**The team recommends that the college clarify the decision making roles of constituent groups in the establishment of the campus organizational structure and implement a participatory process to advance the mission and goals of the institution. (Standards: I.A.3, I.B.1, I.B.2, IV.A.1, IV.A.2a, IV.A.3, IV.B.2b)**

In order to implement Recommendation 1 of the Evaluation Report from the ACCJC, the DVC Accreditation Oversight Task Force (AOTF) established Work Group One. The specific charge of Work Group One was to clarify decision-making roles in the organizational structure, implement participatory processes to advance the mission and goals of the college.

### **Additional Plans**

All committee changes will be completed and implemented by December 31, 2009. As decisions are approved regarding the DVC committee structure, changes will be proposed to the appropriate college procedures to ensure continuity. All procedure changes will also be completed and implemented by December 31, 2009

### **Actions Taken Since Show Cause Report**

The following councils and committees were approved by the Leadership Council on September 14, 2009 (Evidence A1.1):

- College Council. First meeting was held on October 5, 2009 (Evidence A1.2).
- Integration Council. First meeting was held on October 16, 2009 (Evidence A1.3).
- Institutional Planning Committee. First meeting was held on October 19, 2009 (Evidence A1.4).
- Budget Committee. First meeting will be held on October 30, 2009

The following College Procedures were approved by the Leadership Council on September 14, 2009 (Evidence A1.1):

- DVC Procedure 1001.01 – Process to introduce new and/or revise DVC Procedures
- DVC Procedure 1001.02 – College Council function and membership
- DVC Procedure 1001.03 – College Council Evaluation
- DVC Procedure 1009.01 – College Governance

The following committees and councils were dissolved by the Leadership Council on September 28, 2009 (Evidence A1.5):

- Leadership Council
- Budget Oversight Committee (Effective October 22, 2009)
- Budget Review Committee
- Planning Council
- Instructional Council

## **Recommendation 2: College-wide Planning**

**The team recommends that the college develop and implement college-wide planning that is tied to the Strategic Plan, mission, and resource allocation that**

- **Integrates all aspects of planning, evaluation, and resource allocation (Standards: IB.3, IB.4, II.A.1, II.A.2, II.B.1, II.B.4, II.C.2, III.A.6, III.C.2, III.D.1a, III.D.2g, III.D.3, IV.A.5, IV.2b)**
- **Is well defined, widely disseminated, and discussed through reflective college-wide dialogue (Standards: I.B.4, I.B.5, III.D.4, IV.A.2a)**
- **Includes faculty, staff, students, and administration from Diablo Valley College's main campus and its San Ramon Valley Center (Standards: I.B.4, II.A.1, II.B.1, II.C.1c, III.A, III.B, III.C, III.D, IV.A.1, IV.A.2, IV.A.3)**

In order to implement Recommendation 2 of the Evaluation Report from ACCJC, the DVC Accreditation Oversight Task Force (AOTF) established Work Group Two, composed of members from administration, faculty, classified and student groups.

There were two charges given to Work Group Two: Mission Statement and College-wide Planning. The specific charge of Work Group Two was to revise and/or develop and implement college-wide planning structures and processes that tie the Strategic Plan to the updated college Mission Statement and to resource allocation. These structures and processes needed to be designed to integrate all aspects of planning and evaluation; be reflective of college-wide dialogue; and include widespread participation.

### **Additional Plans**

The College Council will initiate a review of the college's mission statement in 2011. The Integration Council will be established and through a transparent process involving college-wide dialogue, will integrate the results of all program reviews into institution-wide planning for improvement and informed decision-making.

### **Actions Taken Since Show Cause Report**

The Integration Council was established by the Leadership Council on September 14, 2009 (Evidence A2.1).

The Integration Council held its first meeting on October 16, 2009 (Evidence A2.2).

In September and October 2009, the Budget Oversight Committee held open meetings to take input regarding \$3 million budget reductions for fiscal year 2009-2010. These meetings were well attended and provided a transparent method for reviewing and evaluating the college's budget (Evidence A2.3).

The integrated planning model developed in 2008 and approved by Leadership Council, September 15, 2008 (Evidence A2.4) was revised and widely disseminated to all constituents in

Spring 2009. The new model is currently being examined by the newly formed Institutional Planning Committee (IPC) (Evidence A2.5) .

## **Recommendation 3: Program Review**

**The team recommends that Diablo Valley College fully implement Recommendation 1 in the 2002 Accreditation Evaluation Report which states:**

- **Implementation of a uniform process of program review which includes direct evidence of student learning and is used to inform and influence planning and resource allocation and leads to improvements in programs and services. (Standards I.B.3, I.B.4, II.A.1, II.A.2, II.B.1, II.B.4, III.A.6, II.C.2, III.D.1a, IV.A.5, IV.B.2b)**

In order to implement Recommendation 3 of the Evaluation Report from ACCJC, the DVC Accreditation Oversight Task Force (AOTF) established Work Group Three, composed of members from management, faculty, classified and student groups (flow chart of the DVC Accreditation Oversight Task Force, AOTF).

The specific charge of Work Group Three was to develop a program review process based on direct evidence of student learning and that it be used to inform and influence planning and resource allocation and, as a result, lead to improvement in the college's programs and services.

### **Additional Plans**

During 2009-10, twenty-four instructional programs, five student services programs and four administrative programs will complete a more detailed program review using the new, uniform process and timeline. The remaining programs will complete an annual program review update during this academic year. Annual Program Reviews will include a progress update on the college strategic directions, unit goals, student learning outcomes, and a response to recommendations from the program review committee regarding resource needs.

During spring 2010, ranked recommendations will be forwarded to the Integration Council for recommendations regarding the allocation of available funds. This new process will be evaluated and revised as necessary. Upon completion of the annual cycle, each program will evaluate the templates and process in order to provide input for continuous improvement.

During fall 2009, the college will: Revise the template for administrative program review; establish an Administrative Program Review Advisory Committee; develop and adopt a procedure codifying the program review process and standardizing the summary sheets; develop and adopt a program discontinuance procedure.

### **Actions Taken Since Show Cause Report**

The Instructional Unit Program Review (IUPR) process is under way. Twenty-four instructional programs are working on a cumulative program review and twenty-five are working on an annual program review (Evidence A3.1). As a result of implementing the IUPR process, two additional instructional program units were identified raising the total to 49 instructional

programs. These program reviews are due to the Vice President of Instruction not later than November 25, 2009.

Three training workshops on the IUPR process have been conducted (September 11, 2009 - at Pleasant Hill; October 2, 2009 - at the San Ramon Valley Center; and October 9, 2009 - at Pleasant Hill).

Additional training workshops are scheduled for October 30, 2009 – at Pleasant Hill; November 6, 2009 – at Pleasant Hill; November 13, 2009 – at Pleasant Hill (Evidence A3.2).

Training on the validation process for IUPRs is scheduled to occur on November 13, 2009 at both Pleasant Hill and the San Ramon Valley Center, December 11, 2009 at Pleasant Hill and on a date to be determined during the flex obligation days prior to the start of the Spring 2010 semester (Evidence A3.2, A3.3).

Five Student Services programs are working on comprehensive program reviews for the academic year 2009-2010. The remaining nine Student Services programs will complete annual program reviews (Evidence A3.4).

The Administrative Program Review process is currently being revised. The process was discussed at a President's Cabinet Plus meeting on September 30, 2009 (Evidence A3.5). Four administrative program reviews will be completed in 2009-2010 using the new process: Office of Executive Dean for the San Ramon Valley Campus, Office of Vice President of Instruction, the Office of Marketing and Communication, and the Office of Planning, Research, and Student Outcomes.

## **Recommendation 6: Curriculum Process**

**The team recommends that Diablo Valley College fully implement recommendation 2 from the 2002 Accreditation Evaluation Report which states, “Improvement of existing curriculum process to include a timely, systematic review and efficient procedures for course and program approval with adequate technology and staff support.” Furthermore, the team recommends that the curriculum process be fully integrated with the program review process. (Standards: II.A.2a, II.A.2e)**

In order to implement Recommendation 6, DVC Accreditation Oversight Task Force (AOTF) established Work Group Four, composed of members from management, faculty, classified and student groups (flow chart of the DVC Accreditation Oversight Task Force, AOTF).

The specific charge of Work Group Four was to review and improve the existing curriculum process, with a focus on course and program approval, supported by adequate staff and technology. The process also needed to be linked to the program review process.

### **Additional Plans**

A detailed outline and description of the process to maintain the currency of outlines and the approval of new courses and programs will be prepared and approved by the Curriculum Committee in the fall of 2009.

A college procedure will be developed and adopted to address Title 5 non-compliance and will be completed by December 31, 2009.

### **Actions Taken Since Show Cause Report**

The process to maintain currency of course outlines and the approval of new courses and programs is currently under development by the Curriculum Committee (Evidence A6.1).

A web-based calendar has been established to plan for an orderly cycle of course reviews and updates. This calendar is available on the DVC web page at: <http://www.dvc.edu/faculty/t5-slo-calendar.htm>

A college procedure to ensure compliance with a five-year course outline review timeline will be before the DVC Faculty Senate for a first reading on November 3, 2009.

## **Recommendation 7: Communication and Collaboration**

**The team recommends that the college further improve communication to increase collaboration across organizational structures by promoting transparent decision making, honest dialogue and widespread dissemination of internal college documents. (Standards: III.B.2b, III.C, III.C.2, III.D.1a, III.D.1d, IV.A.1, IV.A.2, IV.A.2b)**

In order to implement Recommendation 7 of the Evaluation Report from ACCJC, the DVC Accreditation Oversight Task Force (AOTF) established Work Group One, composed of members from management, faculty, classified and student groups.

The specific charge of Work Group One was to develop mechanisms to improve communication and collaboration.

### **Additional Plans**

Beginning in the fall 2009, agendas and minutes are available in eight common work areas around the campus including a central location at SRVC.

Beginning in January 2010, and continuing annually thereafter, DVC will offer staff development activities designed to educate newly selected committee and council members on their responsibilities for disseminating information and promoting communication.

### **Actions Taken Since Show Cause Report**

The College President and the Accreditation Liaison Officer held two open forums (October 2 and 7, 2009) on the Pleasant Hill campus to explain to the college community what changes would and are occurring to DVC as a result of the work done by the accreditation work groups. The presentations were conducted using a series of power point slides and an open question and answer format. Feedback received from the first open forum was used to make minor modifications to the illustrations contained in the Show Cause Report (Evidence A7.1, A7.2).

The College President and the Accreditation Liaison Officer met with all college managers to explain what changes would and are occurring to DVC as a result of the work done by the accreditation work groups. The presentation was conducted using a series of power point slides and an open question and answer format (Evidence A7.1, A7.3).

The Accreditation Liaison Officer is scheduled to meet with the Classified Senate Council on November 12, 2009. The purpose of this meeting is to determine strategies for meeting with groups of Classified Staff Members to ensure that they understand the changes that will and are occurring to DVC as a result of the work done by the accreditation work groups (Evidence A7.4).

The College President and the Accreditation Liaison Officer are scheduled to meet with the Faculty Senate on Tuesday, October 27, 2009 to explain to the Faculty Senate the changes that

are and will occur to DVC as a result of work done by the accreditation work groups (Evidence A7.5).

A process has been established by which hard copy versions of key governance committee agendas and minutes will be made and distributed to nine key locations (eight at Pleasant Hill and one at SRVC). At each of these locations, the hard copies will be made available for public review (Evidence A7.6).

In order to assist individuals who are new to participating in college governance, the college Staff Development office has prepared handouts on parliamentary procedure; open meeting laws in California, the Brown Act; and a quiz on the Brown Act. The handout on parliamentary procedure will be distributed at all new committee and council meetings. The handouts on the Brown Act will be distributed and discussed only at College Council (which is the only college committee subject to this act) (Evidence A7.7, A7.8).

## **Eligibility Requirement 10: Student Learning and Achievement**

**The visiting team confirmed that Diablo Valley College defines and publishes the programs of study leading to an associate degree, certificate, and program of study leading to transfer. Program expected learning and achievement outcomes, however, have yet to be developed and published. (ER 10)**

In order to implement Eligibility Requirement (ER) 10 of the Evaluation Report from the ACCJC, the DVC Accreditation Oversight Task Force (AOTF) established Work Group Five, composed of members from management, faculty, classified and student groups. The specific charge of Work Group Five was to develop and publish instructional program-level student learning outcomes (SLOs) and then to develop a plan to assess them.

### **Additional Plans**

The vice president of instruction will create a 100 percent reassigned time for a faculty member to serve as a facilitator to work with instructional departments/areas, the Faculty Senate SLO Committee and the Curriculum Committee to ensure that the college will comply with the ACCJC requirements for implementation of course-level SLOs by 2012.

### **Actions Taken Since Show Cause Report**

The Vice President of Instruction established a 100% reassigned time position for a faculty member for academic year 2009-2010 to work with instructional departments/areas, the Faculty Senate SLO Committee and the Curriculum Committee to ensure that the college will comply with the ACCJC requirements for implementation of course-level SLOs by 2012 (Evidence A10.1).

## **Eligibility Requirement 19: Institutional Planning and Evaluation**

**The visiting team confirmed that Diablo Valley College has a documented Educational Master Plan, Facilities Master Plan and Technology Master Plan. However, planning processes and outcomes need to be consistent, integrated, evaluated, and updated. Technology planning is not integrated with institutional planning. The institution does not systematically assess the effective use of technology resources or use the results of evaluation as the basis for improvement. Diablo Valley College completed its last technology master plan in 2001. The plan was comprehensive and included implementation timelines over a three year period through 2004. Since that time, there has been no comprehensive and integrated effort to guide the development and implementation of technology resources over the last four years. (ER 19)**

In order to address Eligibility Requirement 19 of the Evaluation Report from the ACCJC, the DVC Accreditation Oversight Task Force (AOTF) established Work Group Six, composed of two co-leads (faculty/manager), three faculty, three classified staff, three managers, one student and the accreditation liaison officer. The co-leads are also the co-chairs of the Technology Committee, which was charged to serve as a resource to Work Group Six. The specific charge of Work Group Six was to update the technology plan and integrate it with other planning processes (Evidence 19.1).

### **Additional Plans**

In the spring 2010, technology requests from administrative, student services and instructional program reviews will be reviewed by the Information Technology Committee and then be used to inform annual updates to the Technology Master Plan

### **Actions Taken Since Show Cause Report**

No further actions taken thus far.

## **District Recommendation 8: Resource Allocation**

The team recommends that in order to improve its resource allocation process, the District should expedite development of a financial allocation model, including the following (Standards III.C.1, III.D.1a, III.D.2a, III.D.3, IV.B.3c):

- a) the model as a whole;
- b) funding for adjunct faculty in a way that will support the District and college intentions to increase student enrollment; and
- c) technology funding.

### **Additional Plans**

The Chancellor’s Cabinet will continue to work to condense the various funding formulas into one formula based upon revenue received by the District. The expectation is that new policies and procedures reflecting a one-formula allocation model based upon revenues received will be approved through the shared governance process and in place for fiscal year 2010-11.

The following planning agenda has been approved by the Chancellor’s Cabinet.

<b>Time Period</b>	<b>Process</b>
Fall 2009	<ul style="list-style-type: none"> <li>• Explore and dialogue appropriate centralized services.</li> <li>• Begin to build assumptions and develop a new allocation model, based on revenue received, that best reflects the culture of Contra Costa Community College District.</li> <li>• Develop assumptions for appropriate expenditures for District Office/Districtwide and college size.</li> <li>• Test assumptions against established principles for new formula.</li> </ul>
Winter 2009-10	<ul style="list-style-type: none"> <li>• Vet proposed allocation model through accepted shared governance processes.</li> </ul>
Spring 2010	<ul style="list-style-type: none"> <li>• Write appropriate policies and procedures and initiate the shared governance approval process for District policies and procedures.</li> </ul>
Summer 2010	<ul style="list-style-type: none"> <li>• Submit for Governing Board Approval</li> </ul>
Fiscal Year 2010-11	<ul style="list-style-type: none"> <li>• Implement new allocation model Districtwide.</li> </ul>

### **Actions Taken Since Show Cause Report**

No further actions taken thus far.

## **Evidence**

### **Recommendation 1: Decision making roles**

- A1.1 Leadership Council Minutes, September 14, 2009
- A1.2 College Council Minutes, October 5, 2009
- A1.3 Integration Council Minutes, October 16, 2009
- A1.4 Institutional Planning Committee Minutes, October 19, 2009
- A1.5 Leadership Council Minutes, September 28, 2009

### **Recommendation 2: College-wide Planning**

- A2.1 Leadership Council Minutes, September 14, 2009
- A2.2 Integration Council Minutes, October 16, 2009
- A2.3 Budget Oversight Committee Minutes and final report
- A2.4 Leadership Council Minutes, September 15, 2008
- A2.5 Institutional Planning Committee Minutes, October 19, 2009

### **Recommendation 3: Program Review**

- A3.1 Program Review Packet
- A3.2 Susan Lamb's October 1, 2009, email to Department Chairs and Deans
- A3.3 Kim Schenk's October 21, 2009, email to Susan Lamb and Ted Wieden
- A3.4 Student Services Program Review 2009-2010 schedule
- A3.5 President's Cabinet Plus Minutes, September 30, 2009

### **Recommendation 6: Curriculum Process'**

- A6.1 Curriculum Committee Minutes, September 28, 2009

### **Recommendation 7: Communication and Collaboration**

- A7.1 Power Point slides
- A7.2 Sign-up sheets
- A7.3 Management Council Minutes, October 14, 2009
- A7.4 Ted Wieden's October 22, 2009, email to Jocelyn Iannucci
- A7.5 Faculty Senate Council Agenda, October 27, 2009
- A7.6 Ted Wieden's October 15, 2009, email
- A7.7 Parliamentary Procedure Handout
- A7.8 The Brown Act Handout

### **Eligibility Requirement 10: Student Learning and Achievement**

- A10.1 Request for Reassignment – Robert Burns