



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

*Western Association
of Schools and Colleges*

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February 11, 2013

Dr. Jackie Fisher, Sr.
Superintendent/President
Antelope Valley College
3041 West Avenue K
Lancaster, CA 93536

Dear President Fisher:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 9-11, 2013, reviewed the Follow-Up Report submitted by the Antelope Valley College. The Commission took action to require that the institution complete a **Follow-Up Report in conjunction with the Midterm Report.**¹ The report will be followed by a visit by Commission representatives.

The Commission requires that the Midterm and Follow-Up Reports be submitted by **October 15, 2013**. The Follow-Up Report should demonstrate that the institution has addressed the recommendations noted below, resolved the deficiencies, and now meets Accreditation Standards.

Recommendation 1:

In order to comply with the standards, it is recommended that the college modify its processes to create documentation and other forms of evidence that can be used to reveal the college's progress toward implementation of Student Learning Outcomes (SLOs) and assessment of those outcomes. More specifically, the team recommends that to show compliance with the standards that the college:

- a. Develop a method to monitor progress made when implementing activities identified in program reviews to include listing steps in action plans, listing of individual student learning outcomes for each course, and assessment activities matched against progress made to achieve assessment activities. (I.B.3)
- b. Provide evidence in the form of documents or other deliverables to result from the operation of the integrated planning cycle. (I.B.3)
- c. Provide evidence that outcomes demonstrate the integrated planning cycle, from student learning outcomes to making budget decisions. (I.B.5)

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- d. Assess Program Learning Outcomes (PLOs) and provide evidence of program, student service, and administrative changes and improvements that result because of changes made. (II.A.1.a; II.A.1.c)

Recommendation 2:

To meet the standards, to raise the quality of instructional programs, and to instill a culture of evidence across the college the team recommends the following practices be institutionalized:

- a. To meet the standards it is recommended that when curriculum is being modified and at other appropriate points in time, the college establish clear connections with and document the involvement of members of professions, associations and professional organizations in order to demonstrate input from vocational/occupational advisory boards, and experts in the field to ensure the College is able to verify that the quality of educational programs is based on experts in the profession. (II. A.2.b)
- b. To ensure each department is being consistently evaluated under the program review process it is recommended that the college develop a list of minimum areas considered to ensure a rigorous self examination is conducted consistently across the college. (II.C.1)
- c. To meet the standards requirement that adequate resources be allocated to support the Library function of the college, it is recommended that the college conduct a comparative analysis against other similarly sized colleges to assess whether the amount of resources to meet the needs of students who rely on the Library to complete their educational goals. (I.B.7)
- d. To meet the standards and to enhance the effectiveness of its technology, it is recommended that the college adjust its technology advisory committee structure to ensure that the needs of administrative and instructional computing are equally well addressed, and that this dialogue then results in equitable priorities, implementation, and budget allocations for all technology needs. (III.C.1, III.C.1.d.)

Recommendation 4:

To comply with the standards, it is recommended that the college, when making its short-range financial plan, e.g., the annual budget of the college, consider its long-range financial obligation to pay the cost of the GASB 45 - Other Post- Employment Benefits (OPEB) as the costs are incurred instead of delaying payment to some future date. Specifically, the college is encouraged to prepare a comprehensive plan to prevent disruption of services offered to students by paying the Annual Required Contribution (ARC) determined using generally accepted accounting principles into an irrevocable trust fund at the amount equal to the actuarially determined Annual Required Contribution. (III.D.1.c)

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I wish to inform you that under U.S. Department of Education regulations, institutions out of compliance with Standards or on sanction are expected to correct deficiencies within a two-year period or the Commission must take adverse action. While Recommendations 1, 2, and 4 were identified as deficiencies in 2010, the Commission has extended Antelope Valley College's time to correct the deficiencies associated with these Recommendations. However, the College must fully resolve these deficiencies by **October 2013** or the Commission will be compelled to act.

The Follow-Up Report will become part of the accreditation history of the college and should be used in preparing for the next comprehensive evaluation. The Commission requires that you give the report and this letter appropriate dissemination to your college staff and to those who were signatories of your college report. This group should include campus leadership and the Board of Trustees.

The Commission also requires that the College's Follow-Up Report and this Commission action letter be made available to students and the public by placing a copy on the College website. *Please note that in response to public interest in disclosure, the Commission now requires institutions to post accreditation information on a page no farther than one click from the institution's home page.*

On behalf of the Commission, I wish to express continuing interest in the institution's educational quality and students' success. Professional self-regulation is the most effective means of assuring institutional integrity, effectiveness, and quality.

Sincerely,



Barbara A. Beno, Ph.D.
President

BAB/tl

cc: Ms. Sharon Lowry, Accreditation Liaison Officer
Board President, Antelope Valley CCD
Dr. Steven M. Kinsella, Superintendent/President, Gavilan College, Team Chair

¹ Institutions preparing and submitting Midterm Reports, Follow-Up Reports, and Special Reports to the Commission should review *Guidelines for the Preparation of Reports to the Commission*. It contains the background, requirements, and format for each type of report and presents sample cover pages and certification pages. It is available on the ACCJC website under College Reports to ACCJC at: (<http://www.accjc.org/college-reports-accjc>).