

## Los Angeles Trade-Technical College

### Accreditation Briefing to Board of Trustees - Committee on Planning and Student Success July 15, 2009

#### ACCJC Probation Summary

##### Resolutions and Timelines

- One follow-up report due March 15, 2010 with subsequent visit
- Recommendation 2 must be resolved by June 2010
- Midterm Report due March 15, 2012 (all 9 team report recommendations are to be addressed by this time)

##### Recommendations Cited for Resolution in Probation

- College Recommendation 1 – Institutional Integrity
- College Recommendation 2 – Evaluation, Planning, and Improvement
- College Recommendation 6 – Participatory Governance
- District Recommendation 1 – Pre-Retirement Health Liability
- District Recommendation 2 – Evaluate College and District Adherence to Operational Responsibilities and Functions
- District Recommendation 3 – Evaluation of the Role Delineation and Governance Structures for Colleges and District

#### Immediate Corrective Action(s) by LATTC

##### Structural Organization for Resolutions

**Accreditation Oversight Workgroup** This committee is charged with providing oversight to ensure the college is: (1) making adequate progress on corrective actions to address recommendations cited for probation by March, 2010; (2) making adequate progress on corrective actions to address recommendations and self-study agenda items by March, 2012; and (3) implementing policies, procedures, and processes to address accreditation standards continuously. The committee is also charged with addressing the district recommendations cited in the team report. The committee is fully representative and includes the: President, Vice Presidents, 1 Representative from Teamsters, Staff Guild, Local 99, Local 721, 2 Representatives from Senate, 2 Representatives from AFT, College Council Co-Chairs, 1 Representative from ASO, and the Institutional Researcher. This is an ad hoc workgroup that meets at least once a month (or more as needed) and reports progress monthly to the College Council.

**Budget and Planning Committee Workgroups** The college's Planning and Budgeting Committee has established two workgroups that are charged with laying out the scope of work (e.g., designing processes, developing action plans and timelines) to address the specific recommendations cited in the probation. The Decision Making Process workgroup is charged with addressing College Recommendation #1 and College Recommendation #6 (the institutional integrity and participatory governance recommendations) and the Program Review, Budget, SLOs workgroup is charged with addressing Recommendation #2 (the evaluation, planning, and improvement recommendation). Both groups will have proposals specific to these areas for the College Council Retreat in August. Each workgroup has representation from college constituent groups (e.g., Senate, AFT, Staff Guild, 99/721/Building Trades, Classified Managers, ASO, and Department Chairs).

##### Accreditation Forums/Activities

*College Accreditation Briefing – July 8.* A college-wide meeting was held in the college's cafeteria in which students, faculty, staff, and administrators were briefed on the ACCJC's action of placing the college on probation and a question and answer session was conducted. The team report and ACCJC action letter were placed on the college website and the president emailed an announcement including a link to the report and letter to all college employees.

*College Council Retreat – August 6, 7.* The primary objective of the retreat is to refine, approve, and begin implementing accreditation-related action plans for the College Council and its subcommittees based upon the work and recommendations of the Budget and Planning Committee workgroups (described above).

*Annual Flex Day* – Several flex day activities will center on engaging faculty and other campus constituents in activities designed to address accreditation recommendations and to ensure a college-wide understanding and participation in the completion of specific tasks/actions that have been approved for implementation by College Council.

*Fall, 2009 Forums/Activities.* The College will continue to hold Town Hall Forums and information sessions and workshops to address the issue of open dialogue about all aspects of decision-making.

## Team Report Summary

Commendations. A total of 18 college and district commendations were cited in the team report as follows.

14 College Commendations – The team commends the college for:

- high level of commitment, pride, and passion that the faculty, staff and administration have for their students, their success, and the community of LA Trade Tech
- Regional Economic Development Institute (REDI) specifically for being adept, market-focused, flexible and responsive
- variety of innovative student and quality responsive programs, including the Freshman Experience, Faculty Inquiry Network, Umoja, and various “greening” initiatives
- integration of Matriculation and Basic Skills
- authentic integration of Gain/CalWORKS with instruction
- maintaining a highly effective special support services and academic advisement operation within its EOPS program
- student success support centers: writing center, honors project, learning skills, tutoring, reading and math labs, and the supportive environment for students provided by library staff
- securing \$20 million in grant funding for the college and its programs
- aggressive capital improvement campaign reflecting a program that will virtually re-make the entire campus and a vibrant land acquisition program
- having taken steps to minimize the cost of facility operations through a commitment to green and sustainable building practices
- well executed custodial and grounds services
- incorporating necessary fiber optic backbone installed between building and other technology infrastructure
- refreshing and upgrading technology
- activity and integration of the Associated Student Organization in the core functions of the college

3 District Commendations – The district has:

- dedicated considerable resources to planning and applying sustainability practices throughout the district
- focused attention on enhancing the skills and abilities of its employees
- initiated three successful capital facilities bond measures totaling \$5.7 billion

1 College and District Commendation – The team commends the college and the district for:

- Developing its OPEB pre-funding plan.

Recommendations. A total of 9 college and district recommendations were cited in the team report as follows.

6 College Recommendations – In order to meet the standards, the team recommends:

1. Institutional Integrity - that the campus leadership (cross-constituent) create venues, forums, and a sense of permission to the practice of dialogue
2. Evaluation, Planning & Improvement –the college develop and fully implement an integrated planning process that clearly links program review, all aspects of human, physical, technology and fiscal planning, and resource allocation in a cohesive and inclusive manner
3. Student Learning Outcomes – the college establish a formal review and evaluation process at the department level that will allow faculty and/or staff to dialogue about SLOs and continuous improvement
4. Leadership Stability – that the college, working collaboratively with the district office, to take steps to stem the turnover of senior management
5. Communication – the college work to improve communication between the district and the college’s constituent groups
6. Participatory Governance - the college evaluate its participatory governance process(es) to ensure that all constituent groups actively participate in the college’s planning and decision making

3 District Recommendations – To meet the standards the team recommends:

1. The post-retirement health liability should be carefully monitored for the potential fiscal ramifications that could arise over the next few years
2. The district evaluate both the college’s and district’s consistent adherence in practice to the recently developed delineation of operational responsibilities and functions
3. The district develop and implement methods for the evaluation of role delineation and governance and decision-making structures and processes for the college and the district