

Operational Standards Self-Assessment for California Community College Districts

FCMAT has developed this Operational Standards Self-Assessment tool to help California community college districts best serve their respective communities within the conventional funding provided by state law and other traditional ongoing resources. FCMAT has ensured that the 105 questions in the operational standards are generally aligned with the four overarching Accrediting Commission for Community and Junior Colleges (ACCJC) standards for two reasons:

* 1. Districts are familiar with the structure, verbiage and criteria.
	2. Districts have identified leadership responsible for each standard.

Although this tool follows the ACCJC format, and many of the questions are related to a specific ACCJC standard, it is not intended to address every standard or modify the intent of the accreditation process.

The operational standards will help a district identify areas of the institution that make it unique but that may not be affordable and therefore contribute to its fiscal distress. The findings that result from the questions should be further investigated by a district so that it can be aligned more closely with the operational intent of statewide funding for California community colleges.

This tool relies primarily on quantitative data based on indicators that measure progress from year to year. Each question identifies a measurable activity that is ranked 0-5, with 5 being the best possible score. Not all questions are weighted the same: FCMAT has identified 15 questions that have the greatest fiscal impact, and these are given twice the weight of the other questions, accounting for 25% of the total points available. Although the total score is important, districts should focus on developing a work plan that achieves year-over-year improvement.

FCMAT Operational Standards Scoring Matrix

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section |  | Questions | Points | 90% | 80% | 70% | 60% | 50% | 40% |
| 1 | Mission, Academic Quality and Institutional Effectiveness, and Institutional Integrity | 12 | 65 | 59 | 52 | 46 | 39 | 33 | 26 |
| 2 | Student Learning Programs and Support Services | 27 | 145 | 131 | 116 | 102 | 87 | 73 | 58 |
| 3 | Resources | 41 | 235 | 212 | 188 | 165 | 141 | 118 | 94 |
| 4 | Leadership and Governance | 27 | 160 | 144 | 128 | 112 | 96 | 80 | 64 |
| Totals |  | 107 | 605 | 546\* | 484 | 425\* | 363 | 304\* | 242 |
|  | The goal is to achieve 80% in each section |
|  | \*Due to rounding, these column totals will differ from the exact percentage by 1.5 points. |

1. Standard I: Mission, Academic Quality and Institutional Effectiveness, and Institutional Integrity (12 Questions)

The institution demonstrates strong commitment to a mission that emphasizes student learning and student achievement. Using analysis of quantitative and qualitative data, the institution continually and systematically evaluates, plans, implements and improves the quality of its educational programs and services. The institution demonstrates integrity in all policies, actions and communication. The administration, faculty, staff and governing board members act honestly, ethically and fairly in the performance of their duties.

1. Mission (2 Questions)

|  |  |
| --- | --- |
| 1 | How many times has the mission statement been reviewed and/or revised in the prior five years? |
| Points | 5 | 5 times | 4 | 4 times | 3 | 3 times | 2 | 2 times | 1 | 1 time | 0 | None |
| Findings |  |
|  |
| 2 | How many times have data for the mission statement review process been assessed in the prior five years? |
| Points | 5 | 5 times | 4 | 4 times | 3 | 3 times | 2 | 2 times | 1 | 1 time | 0 | None |
| Findings |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Subsection Total | Points | Goal | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 |
| Mission | 10 | 8 |  |  |  |  |  |  |  |

1. Ensuring Academic Quality and Institutional Effectiveness (4 Questions)

|  |  |
| --- | --- |
| 1 | What percentage of course sections offered are assessed for student learning outcomes (SLO) in the prior year? |
| Points | 5 | 96-100% | 4 | 91-95% | 3 | 86-90% | 2 | 81-85% | 1 | 76-80%  | 0 | 75% or less |
| Findings |  |
|  |
| 2 | What percentage of student learning support programs are assessed for student learning outcomes (SLO) in the prior year? |
| Points | 5 | 96% or more | 4 | 91-95% | 3 | 86-90% | 2 | 81-85% | 1 | 76-80%  | 0 | 75% or less |
| Findings |  |
|  |
| 3 | How many times have institution-set standards been reviewed and revised in the last five years? |
| Points | 5 | 5 times | 4 | 4 times | 3 | 3 times | 2 | 2 times | 1 | 1 time | 0 | None |
| Findings |  |
|  |  |
| 4 | How many times have the data used for the institution-set standards review process been assessed in the last five years? |
| Points | 5 | 5 times | 4 | 4 times | 3 | 3 times | 2 | 2 times | 1 | 1 time | 0 | None |
| Findings |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Subsection Total | Points | Goal | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 |
| Academic Quality | 20 | 16 |  |  |  |  |  |  |  |

1. Institutional Integrity (6 Questions)

|  |  |
| --- | --- |
| 1 | How many editions of the college catalog have been published in the prior five years? |
| Points | 5 | 5 editions | 4 | 4 editions | 3 | 3 editions | 2 | 2 editions | 1 | 1 edition | 0 | 0 editions |
| Findings |  |
|  |
| 2 | How many times have the contents of the college catalog been reviewed and updated to align with board policy and administrative procedure updates in the prior five years? |
| Points | 5 | 5 times | 4 | 4 times | 3 | 3 times | 2 | 2 times | 1 | 1 time | 0 | None |
| Findings |  |
|  |
| 3 | In how many of the past 10 years has the district or any of its colleges been under ACCJC sanctions? |
| Points | 10 | 0 times | 8 | 1 time | 6 | 2 times | 4 | 3 times | 2 | 4 times | 0 | 5 or more times |
| Findings |  |
|  |
| 4 | How many times has the district evaluated the 320 enrollment report submission process in the past 10 years? |
| Points | 5 | 5 times | 4 | 4 times | 3 | 3 times | 2 | 2 times | 1 | 1 time | 0 | None |
| Findings |  |
|  |
| 5 | How many times has the district evaluated the management information system (MIS) submission process in the past 10 years? |
| Points | 5 | 5 times | 4 | 4 times | 3 | 3 times | 2 | 2 times | 1 | 1 time | 0 | None |
| Findings |  |
|  |
|  |
|  |
| 6 | How many times has the district evaluated the 311 financial statement submission process in the past 10 years? |
| Points | 5 | 5 times | 4 | 4 times | 3 | 3 times | 2 | 2 times | 1 | 1 time | 0 | None |
| Findings |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Subsection Total | Points | Goal | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 |
| Institutional Integrity | 35 | 28 |  |  |  |  |  |  |  |

Total the three subsections here.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 1 Total | Points | Goal | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 |
|  | 65 | 52 |  |  |  |  |  |  |  |

1. Standard II: Student Learning Programs and Support Services
(27 questions)

The institution offers instructional programs, library and learning support services, and student support services, all of which are aligned with its mission. The institution’s programs are conducted at levels of quality and rigor appropriate for higher education. The institution assesses its educational quality through methods accepted in higher education, makes the results of its assessments available to the public, and uses the results to improve educational quality and institutional effectiveness. The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and to promote intellectual inquiry. The provisions of this standard are broadly applicable to all instructional programs and student and learning support services offered in the name of the institution.

1. Instructional Programs (11 questions)

|  |  |
| --- | --- |
| 1 | What is the successful course completion rate for all students from the prior year? |
| Points | 5 | 90% or more | 4 | 85-89% | 3 | 80–84% | 2 | 75-79% | 1 | 70-74% | 0 | Less than 70% |
| Findings |  |
|  |
| 2 | What is the successful course completion rate from the prior year for students who attended in person during that year? |
| Points | 5 | 90% or more | 4 | 85-89% | 3 | 80–84% | 2 | 75-79% | 1 | 70-74% | 0 | Less than 70% |
| Findings |  |
|  |
| 3 | What is the successful course completion rate for distance education students from the prior year? |
| Points | 5 |  90% or more | 4 | 85-89% | 3 | 80–84% | 2 | 75-79% | 1 | 70-74% | 0 | Less than 70% |
| Findings |  |
|  |
| 4 | What is the retention rate for all students from the prior year? |
| Points | 5 |  90% or more | 4 | 85-89% | 3 | 80–84% | 2 | 75-79% | 1 | 70-74% | 0 | Less than 70% |
| Findings |  |
|  |
| 5 | What percentage of unduplicated students received a degree or Chancellor’s Office approved certificate in the prior year (as funded in the student centered funding formula [SCFF])?  |
| Points | 5 | 8% or more | 4 | 7% | 3 | 6% | 2 | 5% | 1 | 4% | 0 | 3% or less |
| Findings |  |
|  |
|  |
| 6 | What percentage of unduplicated underserved students received a degree or Chancellor’s Office approved certificate in the prior year (as funded in the SCFF)?  |
| Points | 5 | 8% or more | 4 | 7% | 3 | 6% | 2 | 5% | 1 | 4% | 0 | 3% or less |
| Findings |  |
|  |
| 7 | What percentage of unduplicated students transferred to a four-year institution in the prior year (SCFF)?  |
| Points | 5 | 5% or more | 4 | 4% | 3 | 3% | 2 | 2% | 1 | 1% | 0 | Less than 1% |
| Findings |  |
|  |
| 8 | What percentage of career and technical education (CTE) program reviews were presented to the trustees during the prior year compared to all CTE programs of study? |
| Points | 5 |  50% or more | 4 | 45-49% | 3 | 40-44% | 2 | 35-39% | 1 | 30-34% | 0 | Less than 30% |
| Findings |  |
|  |
| 9 | What percentage of credit courses offered were part of a degree or certificate program during the prior year? |
| Points | 5 |  93% or more | 4 | 90-92% | 3 | 87-89% | 2 | 83-86% | 1 | 76-82% | 0 | Less than 76% |
| Findings |  |
|  |
| 10 | What was the weekly student contact hours (WSCH) per full-time equivalent faculty (FTEF) for all courses offered during the prior year (including release time)? |
| Points | 10 | 575 or more | 8 | 525-574 | 6 | 500-524 | 4 | 475-499 | 2 | 450-474 | 0 | 449 or less |
| Findings |  |
|  |
| 11 | What percentage of students who qualified to take a professional competency exam passed in the prior year? |
| Points | 5 | 95% or more | 4 | 90-94% | 3 | 86-89% | 2 | 81-85% | 1 | 76-80% | 0 |  Less than 76% |
| Findings |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Subsection Total | Points | Goal | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 |
| Instructional Programs | 60 | 48 |  |  |  |  |  |  |  |

1. Library and Learning Support Services (1 question)

|  |  |
| --- | --- |
| 1 | What percentage of unduplicated students received tutoring services in the prior year? |
| Points | 5 | 10% or more | 4 | 7-9% | 3 | 5-6% | 2 | 3-4% | 1 | 1-2% | 0 | Less than1% |
| Findings |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Subsection Total | Points | Goal | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 |
| Library and Learning | 5 | 4 |  |  |  |  |  |  |  |

1. Student Support Services (15 questions)

|  |  |
| --- | --- |
| 1 | What percentage of new applicants became enrolled students in the prior year? |
| Points | 5 |  70% or more | 4 | 65-69% | 3 | 60-64% | 2 | 55-59% | 1 | 50-54% | 0 | Less than 50% |
| Findings |  |
|  |
| 2 | What percentage of new applicants who were underserved individuals became enrolled students in the prior year? |
| Points | 5 |  90% or more | 4 | 85-89% | 3 | 80-84% | 2 | 75-79% | 1 | 70-74% | 0 | Less than 70% |
| Findings |  |
|  |
| 3 | What percentage of students utilized a degree audit program in the prior year? |
| Points | 5 |  75% or more | 4 | 70-74% | 3 | 65-69% | 2 | 60-64% | 1 | 55-59% | 0 | Less than 55% |
| Findings |  |
|  |
| 4 | What percentage of unduplicated students completed a financial needs analysis in prior year? |
| Points | 10 | 80% or more | 8 | 75-79% | 6 | 70-74% | 4 | 65-69% | 2 | 60-64% | 0 | Less than 60% |
| Findings |  |
|  |
| 5 | What percentage of unduplicated students received a promise grant (Board of Governors enrollment fee waiver) in the prior year (as funded in the SCFF)?  |
| Points | 5 | 75% or more | 4 | 65-74% | 3 | 55-64% | 2 | 45-54% | 1 | 35-44% | 0 | Less than 35% |
| Findings |  |
|  |
|  |
| 6 | What percentage of unduplicated students received a Pell Grant in the prior year (as funded in the SCFF)?  |
| Points | 5 | 50% or more | 4 | 45-49% | 3 | 40-44% | 2 | 35-39% | 1 | 30-34% | 0 | Less than 30% |
| Findings |  |
|  |
| 7 | What was the student loan default rate in the prior year? |
| Points | 5 | 3% or less | 4 | 4-7% | 3 | 8-11% | 2 | 12-15% | 1 | 16-20% | 0 | More than 20% |
| Findings |  |
|  |
| 8 | What is the ratio of full-time equivalent (FTE) counselors or education advisors to unduplicated students during the prior year? |
| Points | 5 | 1:600-649 | 4 | 1:650-699 | 3 | 1:700-749 | 2 | 1:750-799 | 1 | 1:800-899 | 0 | 1:900 or more  |
| Findings |  |
|  |
| 9 | What percentage of first-time freshmen who attempted at least 15 units had a comprehensive educational plan within their first year of enrollment in the prior year? |
| Points | 5 | 90% or more | 4 | 85-89% | 3 | 80-84% | 2 | 75-79% | 1 | 70-74% | 0 | Less than 70% |
| Findings |  |
|  |
| 10 | What percentage of unduplicated students used remote counseling services in the prior year? |
| Points | 5 | 30% or more  | 4 | 25-29% | 3 | 20-24% | 2 | 15-19% | 1 | 10-14% | 0 | Less than 10% |
| Findings |  |
|  |
| 11 | What percentage of unduplicated students used the career counseling center in the prior year? |
| Points | 5 | 30% or more  | 4 | 25-29% | 3 | 20-24% | 2 | 15-19% | 1 | 10-14% | 0 | Less than 10% |
| Findings |  |
| 12 | What percentage of unduplicated students attended a job preparation and career readiness workshop in the prior year? |
| Points | 5 | 30% or more  | 4 | 25-29% | 3 | 20-24% | 2 | 15-19% | 1 | 10-14% | 0 | Less than 10% |
| Findings |  |
|  |
|  |
| 13 | What percentage of feeder high school seniors were contacted for recruitment purposes during the prior year? |
| Points | 5 | 90% or more | 4 | 85-89% | 3 | 80-84% | 2 | 75-79% | 1 | 70-74% | 0 | Less than 70% |
| Findings |  |
|  |
| 14 | What percentage of underserved feeder high school seniors were contacted for recruitment purposes during prior year? |
| Points | 5 | 90% or more | 4 | 85-89% | 3 | 80-84% | 2 | 75-79% | 1 | 70-74% | 0 | Less than 70% |
| Findings |  |
|  |
| 15 | What percentage of first-time freshmen students attended college orientation in the prior year? |
| Points | 5 | 90% or more | 4 | 85-89% | 3 | 80-84% | 2 | 75-79% | 1 | 70-74% | 0 | Less than 70% |
| Findings |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Subsection Total | Points | Goal | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 |
| Student Support | 80 | 64 |  |  |  |  |  |  |  |

Total the three subsections here.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 2 Total | Points | Goal | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 |
|  | 145 | 116 |  |  |  |  |  |  |  |

1. Standard III: Resources (41 questions)

The institution uses its human, physical, technology and financial resources effectively to achieve its mission and to improve academic quality and institutional effectiveness. Accredited colleges in multicollege systems may be organized so that responsibility for resources, allocation of resources, and planning rests with the district or system. In these cases, the district or system is responsible for meeting the standards, and an evaluation of its performance is reflected in the accredited status of the institution(s).

1. Human Resources (13 Questions)

|  |  |
| --- | --- |
| 1 | What is the percentage of release time for full-time faculty? |
| Points | 5 | Less than 5% | 4 | 5% | 3 | 6% | 2 | 7% | 1 | 8% | 0 | 9% or more |
| Findings |  |
|  |
| 2 | Are all personnel evaluated? |
| Points | 5 | Annually | 4 | Every 2 years | 3 | Every 3 years | 2 | Every 4 years | 1 | Every 5 years | 0 | Every 6 years or more |
| Findings |  |
|  |
| 3 | By what percentage of faculty is the district over or under the required faculty obligation number (FON)? (large district) |
| Points | 10 | 2% or less | 8 | 3-5% | 6 | 6-7% | 4 | 8-10% | 2 | 11-13% | 0 | More than 13% |
|  | By what percentage of faculty is the district over or under the required FON? (medium district) |
| Points | 10 | 4% or less | 8 | 5-6% | 6 | 7-8% | 4 | 9-10% | 2 | 11-12% | 0 | More than 12% |
|  | By what percentage of faculty is the district over or under the required FON? (small district) |
| Points | 10 |  5% or less | 8 | 6-7% | 6 | 8-9% | 4 | 10-12% | 2 | 13-15% | 0 | More than 15% |
| Findings |  |
|  |
| 4 | What percentage of adjunct faculty have received orientation, evaluation and professional development in the prior year? |
| Points | 5 | 95% or more | 4 | 90-94% | 3 | 85-89% | 2 | 80-84% | 1 | 75-79% | 0 | Less than 75% |
| Findings |  |
|  |
| 5 | What was the tenure of the current district chief executive officer (CEO) in the prior year? |
| Points | 5 | 5 or more years | 4 | 4 years | 3 | 3 years | 2 | 2 years | 1 | 1 year | 0 | Less than 1 year |
| Findings |  |
|  |
| 6 | What was the tenure of the current district chief human resources officer (CHRO) in the prior year? |
| Points | 5 | 5 or more years  | 4 | 4 years | 3 | 3 years | 2 | 2 years | 1 | 1 year | 0 | Less than 1 year |
| Findings |  |
|  |
| 7 | What was the tenure of the current district chief business official (CBO) in the prior year? |
| Points | 5 | 5 or more years | 4 | 4 years | 3 | 3 years | 2 | 2 years | 1 | 1 year | 0 | Less than 1 year |
| Findings |  |
|  |
| 8 | What was the tenure of the current district chief information officer (CIO) in the prior year? |
| Points | 5 | 5 or more years | 4 | 4 years | 3 | 3 years | 2 | 2 years | 1 | 1 year | 0 | Less than 1 year |
| Findings |  |
|  |
| 9 | What was the tenure of the current district chief student services officer (CSSO) in the prior year? |
| Points | 5 | 5 or more years | 4 | 4 years | 3 | 3 years | 2 | 2 years | 1 | 1 year | 0 | Less than 1 year |
| Findings |  |
|  |
| 10 | What was the tenure of the current district chief technology officer (CTO) in the prior year? |
| Points | 5 | 5 or more years | 4 | 4 years | 3 | 3 years | 2 | 2 years | 1 | 1 year | 0 | Less than 1 year |
| Findings |  |
|  |
| 11 | What percentage of all human resource related board policies and administrative procedures were reviewed and updated in the prior year? |
| Points | 5 | 30%-100% | 4 | 25%-29% | 3 | 20%-24% | 2 | 15%-19% | 1 | 10%-14% | 0 | Less than 10% |
| Findings |  |
|  |
| 12 | How many times has the code of ethics board policy been reviewed and if necessary updated in the last five years? |
| Points | 5 | 5 times | 4 | 4 times | 3 | 3 times | 2 | 2 times | 1 | 1 time | 0 | None |
| Findings |  |
|  |
| 13 | How many times has the professional development plan been reviewed and if necessary updated in the last five years? |
| Points | 5 | 5 times | 4 | 4 times | 3 | 3 times | 2 | 2 times | 1 | 1 time | 0 | None |
| Findings |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Subsection Total | Points | Goal | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 |
| Human Resources | 70 | 56 |  |  |  |  |  |  |  |

1. Physical Resources (5 Questions)

|  |  |
| --- | --- |
| 1 | How many times in the last five years has the scheduled maintenance plan been reviewed and if necessary updated sufficiently that it shows measurable and documented progress? |
| Points | 5 | 5 times | 4 | 4 times | 3 | 3 times | 2 | 2 times | 1 | 1 time | 0 | None |
| Findings |  |
|  |
| 2 | How many times in the last five years has the Americans with Disabilities Act (ADA) Transition Plan been reviewed and if necessary updated sufficiently that it shows measurable and documented progress? |
| Points | 5 | 5 times | 4 | 4 times | 3 | 3 times | 2 | 2 times | 1 | 1 time | 0 | None |
| Findings |  |
|  |
| 3 | How many times in the last five years has the Facilities Master Plan been reviewed and if necessary updated sufficiently that it shows measurable and documented progress? |
| Points | 5 | 5 times | 4 | 4 times | 3 | 3 times | 2 | 2 times | 1 | 1 time | 0 | None |
| Findings |  |
|  |
| 4 | How many times has the district performed physical security tests in the past four years? |
| Points | 5 | 5 or more times | 4 | 4 times | 3 | 3 times | 2 | 2 times | 1 | 1 time | 0 | None |
| Findings |  |
|  |
| 5 | What were the districtwide lecture and lab average capacity load ratios from the prior year? |
| Points | 5 | Less than 100% | 4 | 101-105% | 3 | 106-110% | 2 | 111-115% | 1 | 116-150% | 0 | More than 150% |
| Findings |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Subsection Total | Points | Goal | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 |
| Physical Resources | 25 | 20 |  |  |  |  |  |  |  |

1. Technology Resources (8 Questions)

|  |  |
| --- | --- |
| 1 | How many times in the last five years has the technology plan been reviewed and if necessary updated sufficiently that it shows measurable and documented progress? |
| Points | 5 | 5 times | 4 | 4 times | 3 | 3 times | 2 | 2 times | 1 | 1 time | 0 | None |
| Findings |  |
|  |
| 2 | What percentage of faculty received training in the effective use of technology in the past year? |
| Points | 5 | 75% or more | 4 | 70-74% | 3 | 65-69% | 2 | 60-64% | 1 | 55-59% | 0 | Less than 55% |
| Findings |  |
|  |
| 3 | What percentage of staff received training in the effective use of technology in the prior year? |
| Points | 5 | 75% or more | 4 | 70-74% | 3 | 65-69% | 2 | 60-64% | 1 | 55-59% | 0 | Less than 55% |
| Findings |  |
|  |
| 4 | What percentage of students received training in the effective use of technology in the prior year? |
| Points | 5 | 75% or more | 4 | 70-74% | 3 | 65-69% | 2 | 60-64% | 1 | 55-59% | 0 | Less than 55% |
| Findings |  |
|  |
| 5 | What percentage of administrators received training in the effective use of technology in the prior year? |
| Points | 5 | 75% or more | 4 | 70-74% | 3 | 65-69% | 2 | 60-64% | 1 | 55-59% | 0 | Less than 55% |
| Findings |  |
|  |
| 6 | How many times in the last five years have all policies related to use of technology been reviewed and if necessary updated? |
| Points | 5 | 5 times | 4 | 4 times | 3 | 3 times | 2 | 2 times | 1 | 1 time | 0 | None |
| Findings |  |
|  |
| 7 | How many times have IT disaster recovery drills been conducted in the past five years? |
| Points | 5 | 5 times | 4 | 4 times | 3 | 3 times | 2 | 2 times | 1 | 1 time | 0 | None |
| Findings |  |
|  |
|  |
|  |
| 8 | How many times has the district audited employee access to technology in the past five years? |
| Points | 5 | 5 times | 4 | 4 times | 3 | 3 times | 2 | 2 times | 1 | 1 time | 0 | None |
| Findings |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Subsection Total | Points | Goal | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 |
| Technology Resources | 40 | 32 |  |  |  |  |  |  |  |

1. Financial Resources (15 Questions)

|  |  |
| --- | --- |
| 1 | What was the percentage of (unrestricted) salary and benefits compared to ongoing revenue in the prior year? |
| Points | 10 | 79% or less | 8 | 80-82% | 6 | 83-84% | 4 | 85-87% | 2 | 88-92% | 0 | More than 92% |
| Findings |  |
|  |
| 2 | What was the percentage of academic salaries compared to ongoing revenue in the prior year? |
| Points | 5 | 33% or less | 4 | 34% | 3 | 35% | 2 | 36% | 1 | 37% | 0 | 38% or more |
| Findings |  |
|  |
| 3 | What was the percentage of classified salaries compared to ongoing revenue in the prior year? |
| Points | 5 | 21% or less | 4 | 22% | 3 | 23% | 2 | 24% | 1 | 25% | 0 | 26% or more |
| Findings |  |
|  |
| 4 | What was the percentage of benefits compared to ongoing revenue in the prior year? |
| Points | 5 | 23% or less | 4 | 24% | 3 | 25% | 2 | 26% | 1 | 27% | 0 | 28% or more |
| Findings |  |
|  |
| 5 | How many times has the district adopted a balanced budget (without loans, transfers or using ending balance) in the past 10 years? |
| Points | 10 | 10 times | 8 | 9 times | 6 | 8 times | 4 | 7 times | 2 | 6 times | 0 | 5 or fewer times  |
| Findings |  |
|  |
|  |
|  |
| 6 | What is the district’s percentage of cash (without the use of loans, TRANS, etc.) compared to ongoing revenue at year end? |
| Points | 5 | More than 20% | 4 | 19-20% | 3 | 17-18% | 2 | 15-16% | 1 | 13-14% | 0 | Less than 13% |
| Findings |  |
|  |
| 7 | What is the percentage of reserve for contingencies compared to ongoing revenue? (small district)  |
| Points | 10 | 15% or more  | 8 | 14% | 6 | 13% | 4 | 12% | 2 | 11% | 0 | Less than 11% |
|  | What is the percentage of reserve for contingencies compared to ongoing revenue? (medium district) |
| Points | 10 | 12% or more | 8 | 11% | 6 | 10% | 4 | 9% | 2 | 8% | 0 | Less than 8% |
|  | What is the percentage of reserve for contingencies compared to ongoing revenue? (large district) |
| Points | 10 | 10% or more | 8 | 9% | 6 | 8% | 4 | 7% | 2 | 6% | 0 | Less than 6% |
| Findings |  |
|  |
| 8 | How many times has the district required (internal or external) loans for cash flow purposes in the past five years? |
| Points | 5 | None | 4 | 1 time | 3 | 2 times | 2 | 3 times | 1 | 4 times | 0 | 5 or more times |
| Findings |  |
|  |
| 9 | What is the percentage of budget used to backfill auxiliary services and grants compared to unrestricted general fund? |
| Points | 5 | 1% or less | 4 | 2% | 3 | 3% | 2 | 4% | 1 | 5% | 0 | More than 5% |
| Findings |  |
|  |
| 10 | What percentage of other post-employment benefits (OPEB) liability was funded in the prior year? |
| Points | 5 | 75% or more | 4 | 70 -74% | 3 | 65-69% | 2 | 60-64% | 1 | 55-59% | 0 | Less than 55% |
| Findings |  |
|  |
| 11 | What was the percentage of annual debt service compared to ongoing revenue in the prior year? |
| Points | 5 | 0% | 4 | 1% | 3 | 2% | 2 | 3% | 1 | 4% | 0 | More than 4% |
| Findings |  |
|  |
| 12 | What percentage of new grants were evaluated for total cost of ownership in the prior year? |
| Points | 5 | 100% | 4 | 90-99% | 3 | 80-89% | 2 | 70-79% | 1 | 60-69% | 0 | Less than 60% |
| Findings |  |
|  |
| 13 | How many times during the last five years did the CBO recommend to the CEO a budget that used more than 85% of ongoing revenues? |
| Points | 10 | None | 8 | 1 time | 6 | 2 times | 4 | 3 times | 2 | 4 times | 0 | 5 times |
| Findings |  |
|  |
| 14 | How many times during the last five years did the CBO recommend using one-time revenues for ongoing expenses? |
| Points | 10 | None | 8 | 1 time | 6 | 2 times | 4 | 3 times | 2 | 4 times | 0 | 5 times |
| Findings |  |
|  |
| 15 | How many times during the last five years did the CBO recommend shifting summer full-time equivalent students (FTES)? |
| Points | 5 | None | 4 | 1 time | 3 | 2 times | 2 | 3 times | 1 | 4 times | 0 | 5 times |
| Findings |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Subsection Total | Points | Goal | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 |
| Financial Resources | 100 | 80 |  |  |  |  |  |  |  |

Total the four subsections here.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 3 Total | Points | Goal | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 |
|  | 235 | 188 |  |  |  |  |  |  |  |

1. Standard IV: Leadership and Governance (27 Questions)

The institution recognizes and uses the contributions of leadership throughout the organization for promoting student success, sustaining academic quality and integrity, fiscal stability, and continual improvement of the institution. Governance roles are defined in policy and are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness while acknowledging the designated responsibilities of the governing board and the chief executive officer. Through established governance structures, processes and practices, the governing board, administrators, faculty, staff and students work together for the good of the institution.

1. Decision Making Roles and Processes (8 Questions)

|  |  |
| --- | --- |
| 1 | How many times has the governance handbook or procedure been reviewed and updated (if needed) in the past five years? |
| Points | 5 | 5 times | 4 | 4 times | 3 | 3 times | 2 | 2 times | 1 | 1 time | 0 | None |
| Findings |  |
|  |
| 2 | What percentage of unduplicated full-time faculty was assigned to a college governance committee during the last three years? |
| Points | 5 | 80% or more | 4 | 70-79% | 3 | 60-69% | 2 | 40-59% | 1 | 30-39% | 0 | Less than 30% |
| Findings |  |
|  |
| 3 | What percentage of unduplicated classified staff was assigned to a college governance committee during the last three years? |
| Points | 5 | 80% or more | 4 | 70-79% | 3 | 60-69% | 2 | 40-59% | 1 | 30-39% | 0 | Less than 30% |
| Findings |  |
|  |
| 4 | What percentage of unduplicated management was assigned to a college governance committee during the last three years? |
| Points | 5 | 100% | 4 | 95-99% | 3 | 90-94% | 2 | 85-89% | 1 | 80-84% | 0 | Less than 80% |
| Findings |  |
|  |
| 5 | For what percentage of participatory governance committee meetings were agendas distributed to all employees before a meeting in the prior year? |
| Points | 5 | More than 95% | 4 | 90-95% | 3 | 85-89% | 2 | 80-84% | 1 | 75-79% | 0 | Less than 75% |
| Findings |  |
|  |
|  |
| 6 | For what percentage of participatory governance committee meetings were meeting minutes distributed to all employees in the prior year? |
| Points | 5 | More than 95% | 4 | 90-95% | 3 | 85-89% | 2 | 80-84% | 1 | 75-79% | 0 | Less than 75% |
| Findings |  |
|  |
| 7 | For what percentage of participatory governance committee meetings were agendas and minutes evaluated for completeness in the prior year? |
| Points | 5 | 90% or more | 4 | 80-89% | 3 | 70-79% | 2 | 60-69% | 1 | 50-59% | 0 | Less than 50% |
| Findings |  |
|  |
| 8 | What percentage of participatory governance committee meetings were evaluated for effective communication during the prior year? |
| Points | 5 | 90% or more | 4 | 80-89% | 3 | 70-79% | 2 | 60-69% | 1 | 50-59% | 0 | Less than 50% |
| Findings |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Subsection Total | Points | Goal | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 |
| Decision Making | 40 | 32 |  |  |  |  |  |  |  |

1. Chief Executive Officer (11 Questions)

|  |  |
| --- | --- |
| 1 | What percentage of administrative procedures align with the Community College League of California (CCLC) minimum requirements? |
| Points | 5 | 95% or more | 4 | 90-94% | 3 | 85-89% | 2 | 80-84% | 1 | 75-79% | 0 | Less than 75% |
| Findings |  |
|  |
| 2 | What percentage of administrative procedures were reviewed and revised during the prior year? |
| Points | 5 | 33% or more | 4 | 30-32% | 3 | 26-29% | 2 | 23-25% | 1 | 20-22% | 0 | Less than 20% |
| Findings |  |
|  |
| 3 | How often were cabinet meetings scheduled in the prior year? |
| Points | 5 | Weekly | 4 | Every other week | 3 | Once a month | 2 | Every other month | 1 | Quarterly | 0 | Less than quarterly |
| Findings |  |
|  |
|  |
| 4 | How many cabinet meetings were canceled and not rescheduled in the prior year? |
| Points | 5 | 0 | 4 | 1 | 3 | 2 | 2 | 3 | 1 | 4 | 0 | 5 or more |
| Findings |  |
|  |
| 5 | How many times were cabinet meetings assessed for effective communication in the last five years? |
| Points | 5 | 5 times | 4 | 4 times | 3 | 3 times | 2 | 2 times | 1 | 1 time | 0 | None |
| Findings |  |
|  |
| 6 | How often was progress toward goals evaluated with each cabinet member in the prior year? |
| Points | 5 | Weekly | 4 | Monthly | 3 | Quarterly | 2 | Semi-annually | 1 | Annually | 0 | Never |
| Findings |  |
|  |
| 7 | How many times during the last three years did the CEO recommend a budget to the board for adoption that used more than 85% of ongoing revenues for salaries and benefits? |
| Points | 10 | None | 8 | 1 time | 6 | 2 times | 4 | 3 times | 2 | 4 times | 0 | 5 times |
| Findings |  |
|  |
| 8 | How many times during the last five years did the CEO recommend using one-time revenue for ongoing expenses? |
| Points | 10 | None | 8 | 1 time | 6 | 2 times | 4 | 3 times | 2 | 4 times | 0 | 5 times |
| Findings |  |
|  |
| 9 | How many times during the last five years did the CEO recommend shifting summer FTES? |
| Points | 5 | None | 4 | 1 time | 3 | 2 times | 2 | 3 times | 1 | 4 times | 0 | 5 times |
| Findings |  |
|  |
| 10 | How many times during the last five years did the CEO review a permanent staffing-to-enrollment analysis? |
| Points | 5 | 5 times | 4 | 4 times | 3 | 3 times | 2 | 2 times | 1 | 1 time | 0 | None |
| Findings |  |
|  |
| 11 | How many times during the last five years did the CEO recommend aligning permanent staffing needs with enrollment based on an enrollment analysis? |
| Points | 10 | None | 8 | 1 time | 6 | 2 times | 4 | 3 times | 2 | 4 times | 0 | 5 times |
| Findings |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Subsection Total | Points | Goal | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 |
| CEO | 70 | 56 |  |  |  |  |  |  |  |

Governing Board (8 Questions)

|  |  |
| --- | --- |
| 1 | How many times has the governing board assessed Board Policy 2340, Delegation of Authority, in the last five years? |
| Points | 5 | 5 times | 4 | 4 times | 3 | 3 times | 2 | 2 times | 1 | 1 time | 0 | None |
| Findings |  |
|  |
| 2 | What percentage of board policies were reviewed and revised in the past five years? |
| Points | 5 | 95% or more | 4 | 90-94% | 3 | 85-89% | 2 | 80-84% | 1 | 75-79% | 0 | Less than 75% |
| Findings |  |
|  |
| 3 | How many times in the last five years has the governing board assessed the effectiveness of its board policies in fulfilling the district’s mission?  |
| Points | 5 | 5 times | 4 | 4 times | 3 | 3 times | 2 | 2 times | 1 | 1 time | 0 | None |
| Findings |  |
|  |
| 4 | What percentage of agenda action item decisions aligned with board policy during the prior year? |
| Points | 5 | 100% | 4 | 98-99% | 3 | 95-97% | 2 | 93-94% | 1 | 90-92% | 0 | Less than 90% |
| Findings |  |
|  |
| 5 | How many times has the governing board assessed its understanding of budget documents in the last five years? |
| Points | 5 | 5 times | 4 | 4 times | 3 | 3 times | 2 | 2 times | 1 | 1 time | 0 | None |
| Findings |  |
|  |
| 6 | How many times during the last five years did the board approve a budget that used more than 85% of ongoing revenues for salaries and benefits? |
| Points | 10 | None | 8 | 1 time | 6 | 2 times | 4 | 3 times | 2 | 4 times | 0 | 5 or more times |
| Findings |  |

|  |
| --- |
|  |
| 7 | How many times during the last five years did the board review a permanent staffing-to-enrollment analysis? |
| Points | 5 | 5 times | 4 | 4 times | 3 | 3 times | 2 | 2 times | 1 | 1 time | 0 | None |
| Findings |  |
|  |
| 8 | How many times during the last five years did the board approve aligning permanent staffing needs with enrollment based on an enrollment analysis? |
| Points | 10 | 5 times | 8 | 4 times | 6 | 3 times | 4 | 2 times | 2 | 1 time | 0 | None |
| Findings |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Subsection Total | Points | Goal | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 |
| Governing Board | 50 | 40 |  |  |  |  |  |  |  |

Total the three subsections here.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 4 Total | Points | Goal | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 |
|  | 160 | 128 |  |  |  |  |  |  |  |

Totals for All Sections

Total the points earned for each section and log them in the appropriate year below:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section | Total Points | Goal | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 |
|  |  |  | Points | % | Points | % | Points | % | Points | % | Points | % | Points | % |
| 1 | 65 | 52 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | 145 | 116 |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | 235 | 188 |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | 160 | 128 |  |  |  |  |  |  |  |  |  |  |  |  |
| Totals | 605 | 484 |  |  |  |  |  |  |  |  |  |  |  |  |

Once the scores have been tallied, each section will have a score and a percentage.

These scores should be compared to the prior year to measure improvement.