

Yuba College

Site Team Guide to Accreditation 2018

Team visit: October 8-11, 2018

Our Mission:

Yuba College prepares a diverse student population to excel in a rapidly changing, interdependent world. Our quality programs and student services empower students to achieve their educational and life goals by providing counseling, transfer preparation, associate and transfer degrees, certificates, career and workforce training, basic skills instruction, and opportunities for lifelong learning. We respond to the diverse educational, cultural, and economic needs of our community by promoting individual potential through effective teaching and learning in an inclusive environment.

Our Core Principles:

- Student Success
- Excellence in Teaching and Learning
- Workplace and Classroom Equity
- Inclusion and Diversity
- Campus Life
- Academic Integrity
- Personal and Social Responsibility
- Collegiality and Collaboration
- Open, Respectful Dialogue
- Data-Informed Decision Making
- Innovation
- Community Partnerships

Key Dates and Times for Events

- Monday, October 8, Welcome Reception, 9:00am-10:00am in the 2100 Foyer
- Tuesday, October 9, College Hour Open Forum, 12:00pm-12:50pm in Room 201
- Wednesday, October 10, Late Afternoon Open Forum, 4:30pm-5:30pm in Room 112, SCC
- Thursday, October 11, Visiting Team Preliminary Report, 1:30pm-2:30pm in the Theatre

Letter from Our President



Dear Colleagues:

Welcome to Yuba College! We are excited to share the great work that we are doing to serve our students and how we plan to enhance that work. At Yuba College, we value the accreditation process as a means of ensuring continuous quality improvement throughout the institution. We embrace the process as an opportunity to continue achieving institutional excellence in support of a diverse student population. Your visit is the culmination of in-depth self-review and consideration of our college's strengths, challenges, and opportunities to continue to fulfill our mission.

You have received our Institutional Self-Evaluation Report of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation (ISER). The preparation of the ISER and the supporting documentation was a result of college wide collaboration and critical evaluation that included participation of faculty, staff, students, and administrators. We discussed and analyzed current practices, and examined all aspects of our programs and services to identify our strengths and respond to areas in which we need improvement.

Yuba College serves as a vital resource to our community in support of students' academic, professional, and personal goals. Given our rural setting, we provide unique educational opportunities for the local population. We believe that the ISER, the supporting evidence, and the time you will spend at our college will demonstrate Yuba College's excellence in providing our students with the best educational services possible.

We welcome you to our college and appreciate the time and effort you are dedicating on our behalf. We look forward to your input and insight. To assist you in your visit, we provide this college guide, which identifies key personnel. Additionally, this guide provides a high-level overview of Yuba College operations and outlines the Changes and Plans and Quality Focus Essay Action Projects presented in the ISER.

Sincerely,

G.H. Javaheripour
President

Who is Who at Yuba College

Accreditation oversight provided by the College Effectiveness and Accreditation Committee (CEAC)



Jeremy Brown

Accreditation
Liaison Officer,
CEAC Co-Chair

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x 4929



Dr. Elena Flacks

Faculty Accreditation
Co-Chair, CEAC Co-
Chair

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x 6592

CEAC Member	Position
Julie Colombo	Adjunct Faculty
Shawn Frederking	Faculty
Sandy Fowler	Administrator
Martin Gutierrez	Administrator
Brian Jukes	Faculty
Cassie Leal	Classified
Delmy Spencer	Administrator

Administration:



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President

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x 6707



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Academic Senate Executive Team:



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Executive Assistants:



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to the President

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Zulema Zermeno
Executive Assistant to
the Vice President of
Academic and Student
Services

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x 6766

Team Members

Standard I

Lead(s): Martin Gutierrez (Administrator)

Team: Talwinder Chetra (Faculty), Kiara Koenig (Faculty), Leanne Landis (Classified), Jose Munoz (Faculty), Karsten Stemmann (Faculty), Ruth Tamulonis (Faculty), Carla Tweed (Administration), Brian Vizzusi (Faculty), Maris Wagener (Faculty)

Standard II

Lead(s): Angela Willson (Faculty—Retired), Delmy Spencer (Administration)

Team: Kelly Boren (Faculty), Elena Flacks (Faculty), Amandeep Kandola (Administration), Kyle Mathis (Faculty), Julie Miller (Classified), Christopher Noffsinger (Faculty), April Nunez (Classified), Cristina Sanchez (Administration), Meredith Selden (Faculty), Sherry Spina (Faculty), Delmy Spencer (Administration), James Wagner (Faculty), Angela Wilson (Faculty)

Standard III

Lead(s): Roy Martin (Administration)

Team: Martin Gutierrez (Administration), Karen Stanis (Administration), Ron Turner (Faculty), Kristina Vannucci (Administration), Pete Villarreal (Administration)

Standard IV

Lead(s): Greg Kimble (Faculty), Anabel Toche (Administration)

Team: Brian Jukes (Faculty), Joseph Stottmann (Classified)

Other Report Sections and Super Readers

Lead(s): Jeremy Brown (Administration), Elena Flacks (Faculty), Sonja Lolland (Administration)

Team: Erick Burns (Administration), Julie Colombo (Faculty), Sandra Fowler (Administration), Susan Gabrielle (Faculty), Brian Jukes (Faculty), Cassie Leal (Classified), Dena Martin (Faculty), Claudette Michel (Confidential), Daren Otten (Administration), Karen Stanis (Administration), Dan Turner (Faculty), Kristina Vannucci (Administration), Zulema Zermeno (Confidential)

Changes and Plans

Summary:

While developing the Institutional Self-Evaluation Report, Yuba College created plans to help the college be more effective in many different departments and programs. Below is the tracking system for these plans.

Changes and Plans Arising Out of the Self-Evaluation Process				
Change, Improvement and Innovation	Standard	College Leads	Completion Date	Status
Develop a systematic evaluation tool for professional development programs/activities and document the use of it in making improvements to programs/activities.	IIA7	Flex/Staff Development Committees	Spring 2017	Completed
Create YC Communication Plan	IC1	CEAC	Fall 2017	Completed
Coordinate with District to formalize technology governance structure.	IB9	YCAS Leadership	Fall 2017	Completed
Establish and approve ACCJC minimal and aspirational standards and improve communication about institution set standards.	IB3	CEAC	Spring 2018	Completed
Create YC Staffing Plan	IB9	College Council	Spring 2018	Completed

Establish a plan that documents what action is taken to address performance that falls below an institutional performance floor.	IB3	CEAC	Spring 2018	Completed
Ensure that the updated Integrated Planning Model is understood and widely disseminated.	IB9	CEAC	Spring 2018	Completed
Update the Program Review template so that it is aligned with the EMP objectives and District Goals.	IIA16	Program Review Committee	Spring 2018	Completed
Evaluate the feasibility of using Board Docs to house all committee documentation.	IVA6	District Technology Committee, CEAC Chairs and IT Services	Spring 2018	Completed
Develop SAOs for all student support services and programs and ensure that SAOs are being assessed and discussed.	IIC2	SLO Committee	Spring 2018 and Ongoing	Completed and Ongoing
Conduct an analysis to evaluate if District and College websites are compliant with Section 508 of the Rehabilitation Act.	IIIC3	IT Services	Fall 2018	Completed
Implement, evaluate and improve new curriculum review process.	IC1, IIA2, IIA16	Curriculum Committee, SLO Committee, and DE Committee	Fall 2018 and Ongoing	Completed and Ongoing

Provide training to new committee chairs, recorders, and committee members about the College governance system, the processes for decision making, and how committee work is documented and communicated.	IVA6	CEAC Chairs	Fall 2018 and Ongoing	Completed and Ongoing
Complete the shared governance review and approval of Service Level Agreements.	IVD1	College Council	Fall 2018	In-process
Continue to create, revise, map, and assess program outcomes.	IB2, IC1, IC2, IC4, IIA3, IIA11, & IIA13	SLO Committee	Fall 2018 and Ongoing	In-process
Collaborate with the District to create a timeline and plan to ensure all BPs are reviewed and/or revised within the five-year guidelines as stated in BP 2410.	IB7, IC5, IVA7, IVC7	DCAS, DC3	Fall 2018 and Ongoing	In-process
Establish a regular update cycle for YC Web pages.	IC1	Deans/Directors/ Faculty	Spring 2019	In-process
Create an instrument and implement a process to assess the quality and currency of community education courses and programs.	IIA16	Dean of Student Success and IE	Spring 2019	In-process

Evaluate and improve the adjunct faculty orientation process to include information such as early alert processes and DSPS student accommodation procedures.	IIIA8	Director of Academic Excellence, Director of CTE, & Human Resources	Spring 2019	In-process
Develop data dashboards.	IA2	IT Services and Dean of Student Success and IE	Spring 2019	In-process
Form two interdepartmental inquiry groups to review the SENSE and CCSSE results and develop, implement, and evaluate interventions based on their findings.	IB3	Dean of Student Success and IE and CEAC	Spring 2019	In-process
Update YC Technology Plan	IB9	YC Technology Committee	Spring 2019	In-process
Update YC Diversity Plan	IB9	ESS	Spring 2019	In-process
Update the Program Vitality and Discontinuance Policy	IIA15	DCAS	Spring 2019	In-process
Implement an easy to use advising and degree audit system to help student track progress towards completing their educational goals.	IIC6	IT Services, and Student Services	Spring 2019	In-process
Institute a regular cycle of review for job descriptions to ensure they accurately reflect position duties, responsibilities and authority.	IIIA1	Human Resources	Spring 2019	In-process

Review and more fully document budgetary processes.	IIID2, IVD3	Fiscal Services, PBC, CEAC, YC Council	Spring 2019	In-process
Train faculty and staff on FERPA regulations and confidentiality requirements.	IIC8	Dean of Student Services	Spring 2019 and Ongoing	In-process
Expand VDI systems, which have an 8- to 10-year terminal replacement need in order to meet the five-year replacement cycle on non-VDI computer systems.	IIIC1 & IIIC2	IT Services	Summer 2019	In-process
Evaluate alternate curriculum systems to identify an integrated system that has strong reporting capabilities. Improve the reporting function of the existing system or implement a new curriculum system.	IIA2, IIIC1	District Technology Committee & IT Services	Summer 2019	In-process
Implement and evaluate integrated technology to produce a catalog.	IC2, IIIC1	District Technology Committee & IT Services	Fall 2019	In-process
Review and update Psychiatric Technology program curriculum to ensure clinical practicum hours are programmatically scheduled in a way to better support student learning and success and support a consistent financial aid disbursement schedule.	IIA9	Psychiatric Technology faculty & Curriculum Committee	Fall 2019	In-process

Develop a plan that outlines how articulation agreements are developed based upon patterns of student enrollment between institutions.	IIA10	VP/College Level Articulation Officer	Fall 2019	In-process
Complete a Self-Evaluation of District Services against the Service Level Agreement and update the District Handbook accordingly.	IVD2	District Services (Fiscal, HR, IT, M&O)	Fall 2019	In-process

Quality Focus Essay

Summary:

For the 2018 Accreditation Quality Focus Essay, the college staff, faculty, and administration evaluated the four Accreditation Standards to identify how student success and learning can be more effectively supported.

The College Effectiveness and Accreditation Committee reviewed all data and identified two projects that are of significance to the long-term improvement of teaching and learning at Yuba College.

Project 1: Student Outcomes

Despite Yuba College's progress with writing and assessing Outcomes at the course, program, service and institutional levels, there is still a need to ensure that useful data is extrapolated and is utilized for overall quality improvement.

Due	Activity	Outcome	Responsible Party
Fall 2017	Develop a pilot review process for SAOs and SLOs at every level.	Pilot review process reviewed and approved by governance groups.	SLO Coordinator
Spring 2018	Develop SLO Handbooks with existing policies and procedures.	SLO Handbooks published to the website.	SLO Coordinator
Fall 2018	Host campus discussion about SLO processes, policies, and best practices during convocation.	Draft recommendation for improvements to SLO processes.	SLO Coordinator and Dean of Student Success and Institutional Effectiveness

Fall 2018	Develop initial plan and revised timeline for assessing ISLO.	Timeline posted to website.	SLO Coordinator and Dean of Student Success and Institutional Effectiveness
Fall 2018	Revise review process, including processes for assessment monitoring and review of quality improvement plans based on updated processes, policies, and timelines.	Updated process reviewed and approved by governance groups.	SLO Coordinator and Dean of Student Success and Institutional Effectiveness
Fall 2018	Train SLO Committee members on new review and monitoring processes.	SLO Committee members actively engaged in all aspects of the review and monitoring.	SLO Coordinator
Fall 2018	Research best practices for facilitating small group and campus-wide discussions.	Fall Convocation session on SLO processes, policies, and best practices.	SLO Coordinator and Dean of Student Success and Institutional Effectiveness
Spring 2019	Train SLO Committee members and attend department, division, and other ad hoc meetings to facilitate small group discussions.	Meeting agendas and minutes highlighting the dialogue and any results or action plans.	SLO Coordinator and Dean of Student Success and Institutional Effectiveness
Spring 2019	Host work sessions for faculty and staff regarding the development and authentic assessment of SLO and SAO prior to SLO Committee meetings.	Increased attendance at work sessions.	SLO Committee

Spring 2019	Update SLO Handbooks to align with revised assessment cycle.	Publish revised SLO Handbooks to website.	SLO Coordinator
Spring 2019	Develop annual report on SLO Committee reviews and monitoring.	SLO Committee report published to website.	SLO Coordinator and Dean of Student Success and Institutional Effectiveness
Spring 2019	Develop plan for ongoing workshops and create materials to assist with SLO Committee member facilitation.	Materials posted to the website.	SLO Coordinator
Spring 2019	Host campus wide discussion of ISLO results (indirect and direct).	Summary report of the discussions and identified action plans published to website	SLO Coordinator and Dean of Student Success and Institutional Effectiveness
Spring 2019	Implement indirect survey assessment and mapping of results to demonstrate ISLO performance.	Survey items in CCSSE and/or Graduating Student Survey and ISLO Dashboard published.	Dean of Student Success and Institutional Effectiveness
Fall 2019	Implement new cycle of assessment at the course, program, and institution levels.	Publish new cycle and timeline of assessment to website.	SLO Committee
Fall 2019	Implement new cycle of assessment at the course, program, and institution levels.	Publish new cycle and timeline of assessment to website.	SLO Committee

Fall 2019	Gather feedback from faculty and staff regarding the new processes and make revisions as necessary.	Summary of feedback provided to SLO Committee and necessary revisions implemented.	SLO Coordinator and Dean of Student Success and Institutional Effectiveness
Fall 2019	Host “Closing the Loop” work session during convocation.	Summary report of discussions and any identified improvement plans.	SLO Committee
Fall 2019	Identify best practices for direct assessment of ISLOs and develop training materials or resource guides.	Publish materials or guides and host trainings for faculty and staff.	SLO Committee
Ongoing	Review and revise SLO Handbooks as necessary.	Updated versions published to website.	SLO Coordinator

Project 2: Distance Education

“In order to grow the DE offerings and increase DE success rates at Yuba College, significant progress needs to be made to ensure the courses offered are accessible, high quality, and compliant. The immediate needs of the DE Program include addressing gaps in infrastructure, ongoing assessment and planning needs, program review and data collection needs, and the need for a consistent and data-driven reporting/feedback loop to the Yuba College Academic Senate.”

Due	Activity	Outcome	Responsible Party
Fall 2018	Explore grant funding options to increase resources available for DE.	Possible grants identified and preliminary application narrative and budget developed for potential submission of future grants.	Director of Grant Research and Development, Dean of Student Success and Institutional Effectiveness, and Dean of Arts & Education

Fall 2018	Revise DE Faculty Coordinator position and increase release time to allow for more coordination and training.	New description and increased release time implemented.	DE Faculty Coordinator, Dean of Arts & Education, and Vice President of Academic and Student Services
Fall 2018	Conduct a review and evaluation of newly implemented course validation processes and student and faculty trainings.	Summary of findings will be shared with the DE Committee and other governance groups where appropriate.	DE Faculty Coordinator, Dean of Arts & Education, and Dean of Student Success and Institutional Effectiveness
Fall 2018	Develop DE Survey or DE questions for existing surveys to identify current strengths and areas for improvement.	Survey and/or questions implemented.	Dean of Student Success and Institutional Effectiveness and DE Committee
Fall 2018	Develop survey to identify areas for training or professional development.	Survey and/or questions implemented.	Dean of Student Success and Institutional Effectiveness and DE Committee
Fall 2018	Revise DE Faculty Coordinator position and increase release time to allow for more coordination and training.	New description and increased release time implemented.	DE Faculty Coordinator, Dean of Arts & Education, and Vice President of Academic and Student Services

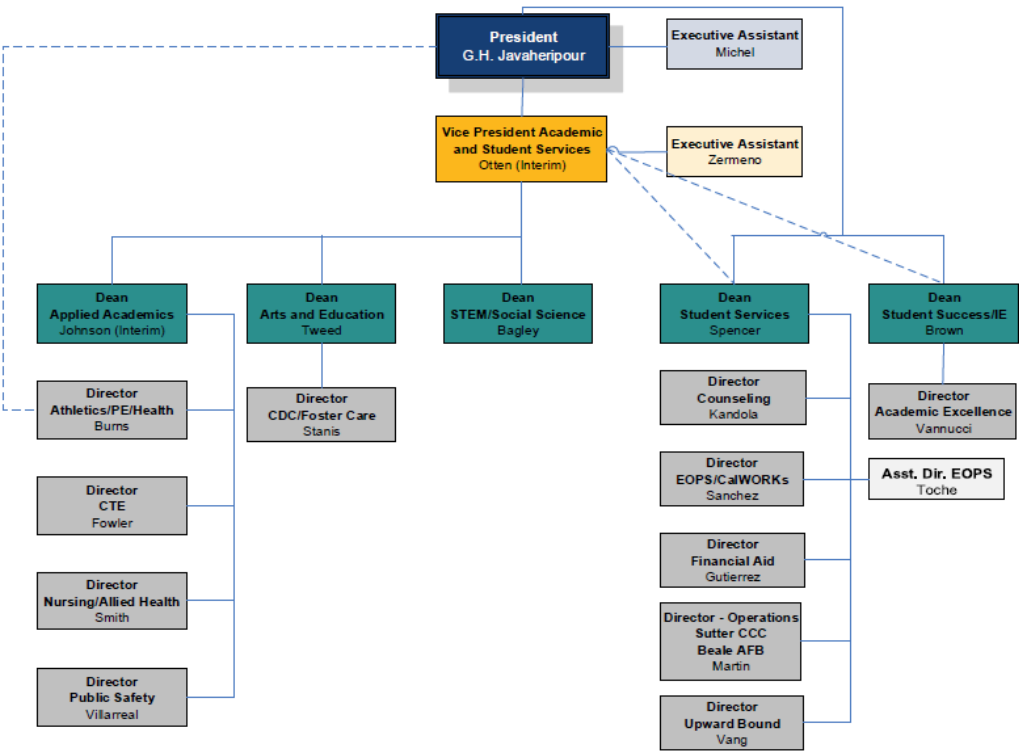
Fall 2018	Explore grant funding options to increase resources available for DE.	Possible grants identified and preliminary application narrative and budget developed for potential submission of future grants.	Director of Grant Research and Development, Dean of Student Success and Institutional Effectiveness, and Dean of Arts & Education
Spring 2019	Write a DE Program Review.	Program Review completed and published to website.	DE Faculty Coordinator and DE Committee
Spring 2019	Develop plan to evaluate success on achieving the goals and objectives identified as part of the DE Program Review	Evaluation plan identified.	DE Committee and Dean of Student Success and Institutional Effectiveness
Spring 2019	Report on findings of surveys to the DE Committee.	Summary report provided to committee.	Dean of Student Success and Institutional Effectiveness
Spring 2019	Through DE Program Review process identify gaps in knowledge and additional survey or evaluation plans.	Additional survey(s) or survey item(s) created and other sources of evaluation identified.	DE Committee and Dean of Student Success and Institutional Effectiveness
Spring 2019	Report on findings of surveys to the DE Committee and Staff Development Committee.	Summary report provided to committee.	Dean of Student Success and Institutional Effectiveness
Spring 2019	Conduct DE program planning and review.	Program planning and review document published to website.	DE Faculty Coordinator and Dean of Arts & Education

Spring 2019	Conduct DE program planning and review.	Program planning and review document published to website.	DE Faculty Coordinator and Dean of Arts & Education
Fall 2019	Create a Yuba College DE Plan.	Plan published to the website.	DE Faculty Coordinator and DE Committee
Fall 2019	Integrate full report of findings and evaluation results into a DE Plan along with an ongoing evaluation process.	Data informed plan published to the website.	DE Faculty Coordinator, DE Committee, and Dean of Student Success and Institutional Effectiveness
Fall 2019	Create calendar of DE Professional Development opportunities.	Calendar published to website.	Staff Development Committee and DE Committee
Ongoing	Conduct ongoing training and professional development for DE faculty and provide support to the course design process.	Faculty support materials developed and trainings conducted.	DE Faculty Coordinator

College Organizational Chart

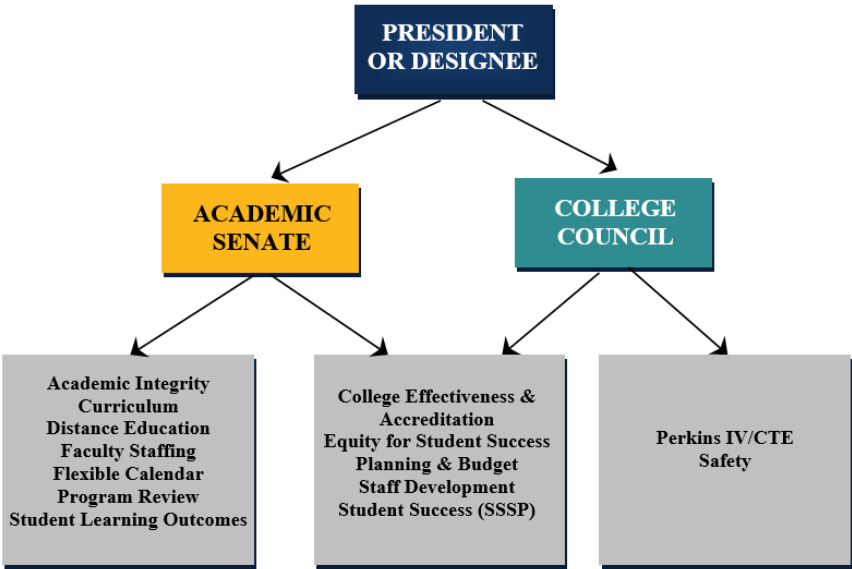
Yuba College
Organizational Structure
2018-2019

September 17, 2018



Planning Flow Charts

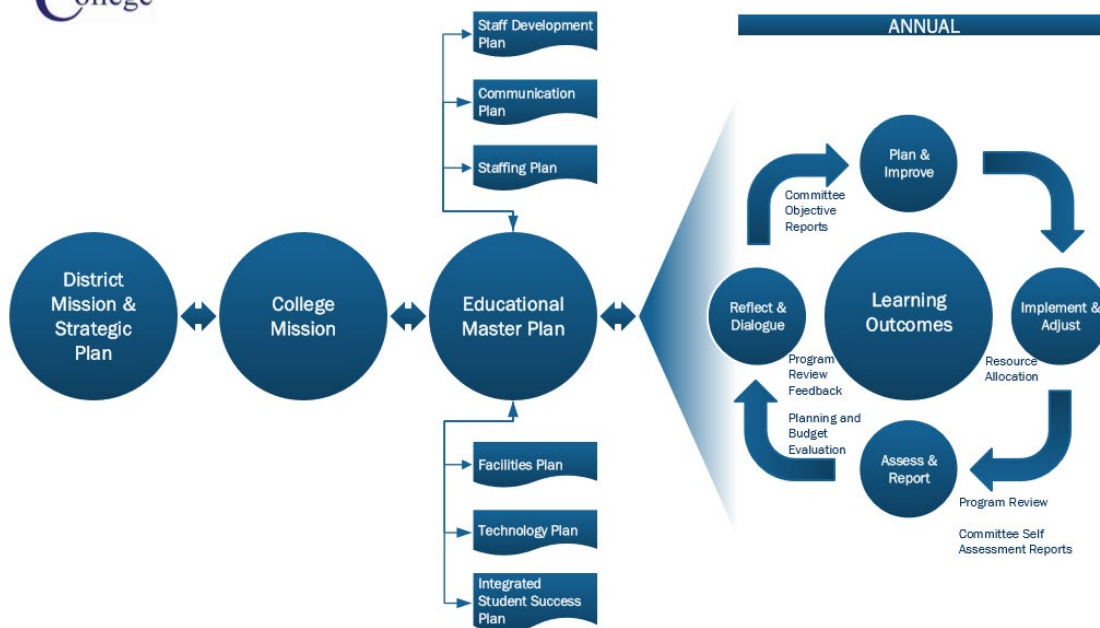
Governance Chart



Integrated Planning Model



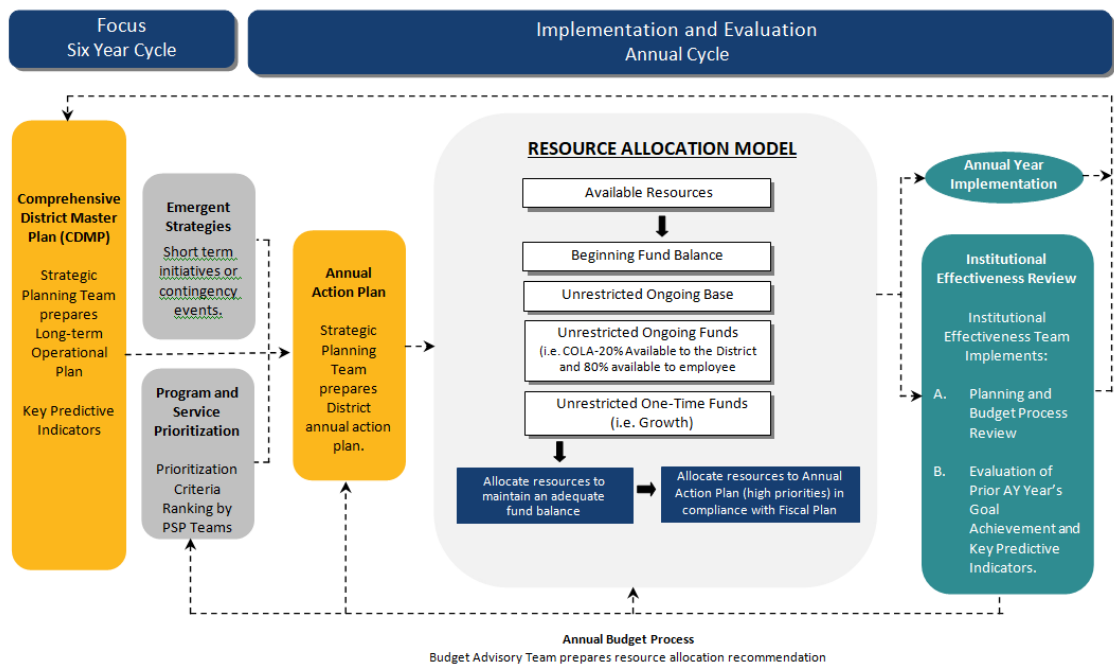
Integrated Planning Model



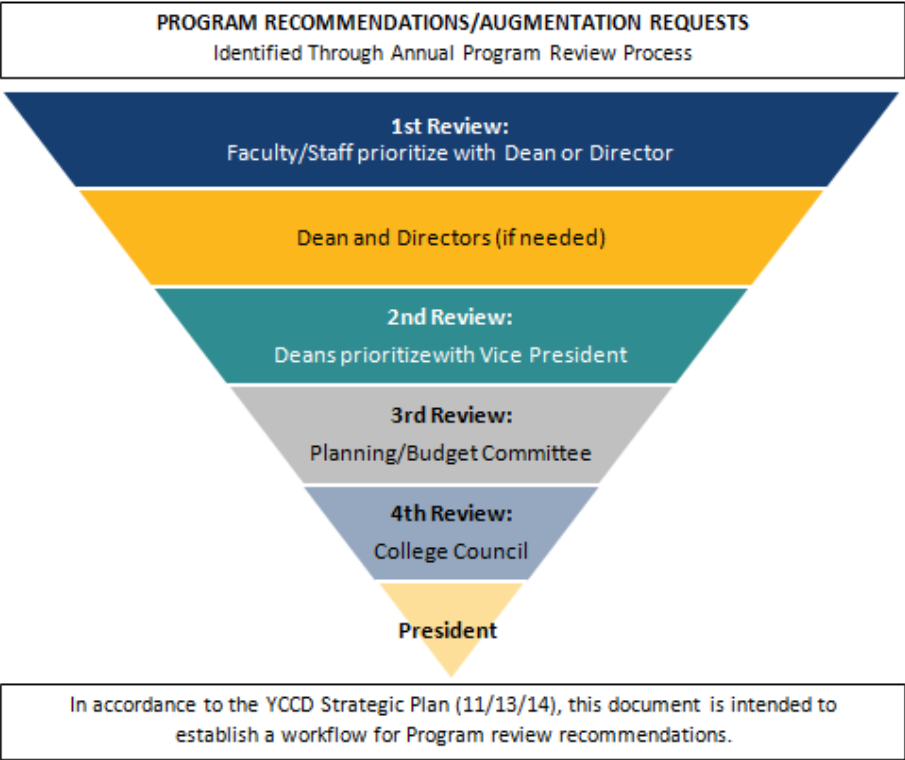
25 August 2017

District Resource Allocation Process

Yuba Community College District Resource Allocation Process



Budgetary Resource Requests (BRR)



College Map





Yuba College
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