

# Plan for Completion of ACCJC Recommendations/Requirements Follow-Up Report

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## Major Themes of the Report

4 Ps

- Process
- Players
- Plan
- Primetime

## Each Responsible Party needs to include the following criteria when writing the Follow-Up Report:

1. Who is the responsible person to write the assigned recommendation?
2. What was the process used to prepare the report?  
*(e.g., How did we involve the committees to develop and execute the action plan?)*
3. Who was involved in the report preparation, review, and approval?  
*(e.g., Each person responsible for their recommendation writes their own section, followed by administrative review, content editing followed by grammatical editing.)*
4. What is the resolution of each recommendation? (What steps have been taken to date **since August 2010** to meet the recommendations?)
5. Analyze the results achieved to date.
6. Provide evidence of the results.
7. What additional plan has been developed?
  - a. Responsible person
  - b. What is the timeline for various milestones?
  - c. What are the proposed action steps?
  - d. What are the methods for evaluation?

## Other Things to Consider

1. **Accountability (more to come)**
2. Update the Cabinet and update college community at "Open Forum with the President".  
(Management encourages staff to attend Public Forum.)
3. Sift out activities requiring faculty attendance prior to summer break (before 5/23/2011) on committees, etc.
4. Share this plan with committees.

## Purpose of the Visiting Team

1. Verify the accuracy and relevance of the report submitted by the college in response to the specific action of the Commission.
2. Determine the extent to which the institution now meets the Commission Standards cited in the recommendations.
3. Report findings and recommendations to the Commission.

## Timeline and Review Process

March 2011	<ul style="list-style-type: none"> <li>•Responsible parties draft/implement action plan for each recommendation and work with committees</li> <li>•Responsible parties flag and schedule any committee action needed which requires faculty participation prior to 5/23/2011</li> <li>•Responsible parties share updates in Cabinet , Open Forum and communicate collegewide</li> </ul>
April 2011	<ul style="list-style-type: none"> <li>•Responsible parties coordinate and work with committees to write the report for assigned recommendations</li> <li>•Continue implementing action plan</li> <li>•Responsible parties share updates in Cabinet, Open Forum and communicate collegewide</li> </ul>
May 2011	<ul style="list-style-type: none"> <li>•Responsible parties continue writing the report for assigned recommendations</li> <li>•Continue implementing action plan</li> <li>•Responsible parties share updates in Cabinet, Open Forum and communicate collegewide</li> <li>•<b>Report due to ALO* by May 31, 2011</b></li> </ul>
June 2011	<ul style="list-style-type: none"> <li>•ALO writes the draft Follow-Up Report incorporating recommendations</li> <li>•PRIE edits for grammar and formats</li> <li>•President reviews for the accuracy of the content</li> </ul>
July 2011	<ul style="list-style-type: none"> <li>•Cabinet reviews the draft Follow-Up Report and provides feedback</li> <li>•PRIE emails the draft Follow-Up Report to Management Council for review/feedback</li> <li>•Responsible parties receive the draft Follow-Up Report on July 22 and updates the report by <b>August 2, 2011 and email back to ALO</b></li> <li>•PRIE edits</li> <li>•President edits</li> </ul>
August 2011	<ul style="list-style-type: none"> <li>•Present the Follow-Up Report for Convocation for review/feedback</li> <li>•Present the Follow-Up Report for Academic Senate for review/ feedback</li> <li>•Present the Follow-Up Report for Classified Senate for review/feedback</li> <li>•Present the Follow-Up Report for PRAC for review/feedback</li> <li>•Email the Follow-Up Report for College Council for review/feedback</li> </ul>
September 2011	<ul style="list-style-type: none"> <li>•Submission of the Follow-Up Report to College Council for approval on September 15, 2011</li> <li>•Submission of the Follow-Up Report to the Board for approval on September 20, 2011.</li> </ul>
October 2011	<ul style="list-style-type: none"> <li>•Submission of the Follow-Up Report due to ACCJC on <b>October 15, 2011</b></li> </ul>

*\*Open Forum: Open Forum with the President (First Wednesday of each month 3-4pm)*

*\*ALO: Accreditation Liaison Officer*



**ACCREDITING  
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January 31, 2011

Dr. David Coon  
Superintendent/President  
College of Marin  
835 College Avenue  
Kentfield, CA 94904

Dear President Coon:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 11-13, 2011, reviewed the institutional Self Study Report and the report of the evaluation team which visited College of Marin Monday, October 25-Thursdays, October 28, 2010. The Commission took action to reaffirm accreditation, with a requirement that the College complete a Follow-Up Report. The report will be followed by a visit by Commission representatives.

The Commission asks that the Follow-Up Report be submitted by **October 15, 2011**. The Follow-Up Report should demonstrate the institution's resolution of the recommendations as noted below:

**Recommendation #1**

In order to meet standards, the team recommends that the college regularly update all institutional plans and systematically evaluate the effectiveness of all planning and resource allocation processes. The college should communicate to all college stakeholders the results of these assessment activities, and implement identified improvements on a continuous basis to support and improve student learning. Additionally, the team recommends that the college ensure that planning is linked to budgeting for the effective use of its resources. (I.B; I.B.6; I.B.7; III.D.1.a; III.D.3)

**Recommendation #2**

In order to meet the Commission's fall 2012 deadline, the team recommends that the college accelerate its efforts to identify and assess measurable student learning outcomes for every instructional, library and student support program. The team further recommends that the college incorporate student learning outcome assessment results into program planning and resource allocation for the improvement of student learning. (II.A.1.a; II.A.1.c; II.A.2.f; II.A.3.a,b; II.B.4; II.C.2)

**Recommendation #3**

In order to meet standards, the team recommends that the college allocate resources to create a sustainable infrastructure to support a distance education program that can deliver high quality curricula and support student access and success. (II.A.1.b; II.A.2.d; II.B.3.a; III.C.1)

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*At February 16, 2011 Cabinet meeting, David led the conversation on preparation of Follow-Up Report including timeline, responsibility party, review process and adequate resource support.*

*At March 2, 2011 Cabinet meeting, David led the conversation on finalizing the details of the Follow-Up Report Plan for Completion of ACCJC Recommendations.*

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*Recommendation #1:  
Responsibility Party:  
**Angelina\* (Chialin)**  
**PRAC**  
**AI**  
**Chialin***

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*Recommendation #2:  
Responsibility Party:  
**Chialin\* (Yolanda B.)**  
**SLOAC**  
**Academic Senate**  
**-\$ SLO SS coordinator (Angelina)**  
**-Bring SLO Assessment Timeline***

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*Recommendation #3:  
Responsibility Party:  
**Angelina\* (Susan A.)**  
**Distance Education Committee**  
**Technology Committee**  
**-\$***

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*\*Contact person (Backup person)*

**Recommendation #4**

In order to meet standards, the team recommends that the college strengthen the role of research through a broad institutional dialogue and critical analysis of research data, especially in light of the changing student demographics. Institutional efforts should focus on providing information based on statistical data and communicating it widely to all appropriate constituencies in order to improve institutional effectiveness. ( I.A.1.; I.B.3)

**Recommendation #5**

In order to meet standards, the team recommends that the college remedy the lack of library services, learning resources and student support services for evening, Indian Valley Campus, and online students. (II.B.3.a; II.C.1.c, ER 14, ER 16)

**Recommendation #7**

In order to meet standard, the team recommends that the college develop a facilities master plan to ensure the effective utilization and quality of physical resources which are necessary to support its programs and services. (III.B.2.b)

**Recommendation #8**

In order to meet standards, the team recommends that the college establish and communicate a sustainable technology plan for the acquisition, maintenance and replacement of its infrastructure, equipment, support and training to meet institutional needs. The team further recommends regular evaluation of this plan for its effectiveness in prioritizing and funding current and projected long term technology needs. (III.C.1.a; IIIC.1.b; III.C.1.c; III.C.1.d)

**Recommendation #9**

In order to meet standards, the team recommends that the board focus on developing policies that support the quality, integrity and effectiveness of student learning programs and services. The board should deliberate with due diligence and make timely decisions that are in the best interests of the institution. The board should act as a whole and adhere to board policy once a decision has been made, and support the superintendent/president’s authority in administering board policies and procedures. (IV.B.1; IV.B.1.a; IV.B.1.f; IV.B.1.j; IV.B.2; IV.B.2.c)

**Commission Reminder:** The Commission expects that institutions meet standards that require the identification and assessment of student learning outcomes, and the use of assessment data to plan and implement improvements to educational quality, by fall 2012. The Commission reminds College of Marin that it must be prepared to demonstrate that it meets these standards by fall 2012 (Standards I.B.1, II.A.2.e, II.A.2.f, II.B.4, II.C.2, and III.A.1.c).

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*Recommendation #4:*  
*Responsibility Party:*  
**Chialin\* (Linda B)**  
**Research Advisory Group**  
**Cabinet**

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*Recommendation #5:*  
*Responsibility Party:*  
**Angelina\* (Cathy S)**  
**Distance Education Committee**  
**Student Learning Council**  
**-S**

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*Recommendation #7:*  
*Responsibility Party:*  
**Laura\* (Al)**  
**Facility Planning Committee**

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*Recommendation #8:*  
*Responsibility Party:*  
**Al\* (Marshall)**  
**Technology Committee**  
**PRAC**  
**Instructional Equipment Committee**  
**-S**

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*Recommendation #9:*  
*Responsibility Party:*  
**David\***  
**The Board**

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**SLOAC**  
**Academic Senate**  
**“Education Quality”**

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<i>*Contact person (Backup Person)</i>
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