

DIABLO VALLEY COLLEGE

Show Cause Report Addendum

Submitted by:

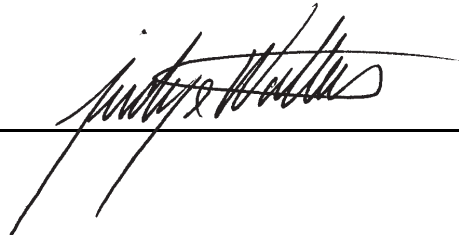
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Submitted to:

The Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges

December 17, 2009

Judy E. Walters, Ph.D.

A handwritten signature in black ink, appearing to read "Judy E. Walters", is written over a horizontal line.

Recommendation 1: Decision making roles

The team recommends that the college clarify the decision making roles of constituent groups in the establishment of the campus organizational structure and implement a participatory process to advance the mission and goals of the institution. (Standards: I.A.3, I.B.1, I.B.2, IV.A.1, IV.A.2a, IV.A.3, IV.B.2b)

In order to implement Recommendation 1 of the Evaluation Report from the ACCJC, the DVC Accreditation Oversight Task Force (AOTF) established Work Group One. The specific charge of Work Group One was to clarify decision-making roles in the organizational structure, implement participatory processes to advance the mission and goals of the college

Additional Action Plans

The college will continue to implement the new governance structure and complete the implementation of the new committees. The college will conduct a thorough evaluation during Spring 2010 to include reporting structures and identification of any redundancies or functional omissions. This evaluation will include recommendations for modifications to the new governance structure to be completed by June 30, 2010.

Actions Taken Since Team Visit

The college has made considerable progress toward implementing the committee structure as outlined in the original Show Cause Report while maintaining transparent, open, and inclusive communication. The primary governance committees that were established on September 14, 2009 are currently operating. On December 7, 2009, the Institutional Planning Committee considered and forwarded to the College Council with a recommendation for approval, the charge and function for the following committees:

- Institutional Effectiveness Committee; Enrollment Management Committee; and the Facilities Committee (Evidence A2.1.1).
- The College Council discussed these committees at a first reading at their meeting on December 14, 2009 (Evidence A2.1.2).
- In addition, the College Council held discussions on November 23 and December 14, 2009 to consider creating an Equal Employment Opportunity Advisory Committee and a Student Equity Committee and dissolving the current Cultural Diversity Committee.
- These items have been continued to the January 25, 2010 meeting of the College Council (Evidence A2.1.3).

Although all modifications to essential governance procedures have been completed, procedures covering program review, student learning outcomes and achievement, and program modification and discontinuance continue to move through the college governance process.

The following is a table showing the status of DVC committees as of December 15, 2009. This table also shows committee chairs and meeting dates. Agendas and minutes of the meetings for the newly formed committees have been included as evidence (Evidence A2.1.4).

Council, Committee, Task Force, Work Group	Reports to:	Leadership (Chair Structure)	Notes
College Council		Chair/Vice-Chair; rotating (Admin, Classified, Faculty, and permanent Student Vice Chair)	Chair: Bill Oye Co-Chair: Dennis Franco Student Vice-chair: Aleksandr Levin Approved: September 14, 2009 Meeting dates: October 5, 2009 October 26, 2009 November 23, 2009 December 14, 2009
Integration Council	College Council	Co-Chair:	Co-Chair: Sue Handy Co-chair: Keith Mikolavich Approved: September 14, 2009 Meeting dates: October 16, 2009 October 30, 2009 November 20, 2009 December 11, 2009
Budget Committee	College Council	Co-Chairs:	Co-chair: Chris Leivas Co-chair: Ray Goralka Approved: September 14, 2009 Meeting dates: October 30, 2009 November 6, 2009 November 13, 2009 December 4, 2009
Facilities Committee (Proposed new committee)	College Council	Co-chairs – to be determined	Charge presented to Institutional Planning: Dec 7 and forwarded to College Council December 14 for first reading.
Cultural Diversity Committee Dissolution of this committee January 31, 2010	College Council	Chair: Elected by Committee	Proposal presented at November 23, 2009 College Council to create an Equal Employment Opportunity Advisory Committee and a Student Equity Committee and to dissolve the current Cultural Diversity Committee. Action item on December 14, 2009 College Council –

Council, Committee, Task Force, Work Group	Reports to:	Leadership (Chair Structure)	Notes
			continued to January 25, 2009 meeting.
Enrollment Management Committee (Proposed new committee)	Vice President Student Services (VPSS) and Vice President Instruction (VPI)	Co-Chairs: Rotating (always one Administrator) TBD	Charge presented to Institutional Planning: Dec 7, 2009 & forwarded to College Council December 14 for first reading.
Foundations for College Success	VP SS, VPI, Faculty Senate, College Council	Coordinators of the Program are co-chairs	Remains the same
Information Technology Committee	College Council & Integration Council	Co-Chairs: Exec Dean of IT and Faculty	Charges, functions, and membership remain the same
Institutional Effectiveness Committee (This is a replacement committee)	Institutional Planning Committee	Co-Chairs: Administration and Faculty TBD	Charge developed and presented to Institutional Planning: November 16, 2009 Second reading on Dec. 7, 2009 Forwarded to College Council, December 14, for first reading
Institutional Planning Committee	College Council	Co-Chairs	Co-chair: Despina Prapavessi Co-chair: Emily Stone Approved: September 14, 2009 Meeting Dates: October 19, 2009 November 2, 2009 November 16, 2009 December 7, 2009
Matriculation Committee	VP SS, VPI and College Council	Chair: Dean Outreach, Enrollment Services & Matriculation	Remains the same
Safety Committee	Facilities Committee	Co-Chairs: Administration, District Police Safety Officer and Classified (new chair configuration) TBD	Remains the same
Staff Development Committee	College Council and	Facilitator: Senior Dean of Curriculum and	Remains the same

Council, Committee, Task Force, Work Group	Reports to:	Leadership (Chair Structure)	Notes
	Senior Dean of Curriculum and Instruction	Instruction; Chairperson: Selected by committee vote.	
Sustainability Committee	Committee	Co-Chairs:	Reports to Facilities Committee.
Workforce Development Committee	Institutional Planning Committee or Integrated Council	Co-Chairs: Dean of CTE and CTE Faculty	Remains the same
Accountability and Research Committee	Institutional Planning Committee	Chair: Dean of Planning, Research & Student Outcomes	Pending dissolution
Student Learning Outcomes Committee			Pending dissolution
Budget Review Committee		College President	Dissolved: October 1, 2009
Cultural Diversity	College Council	Chair: Elected by Committee	Dissolved: January 31, 2010
Instructional Council	College Council*	Co-Chairs: VP AA and Faculty	Dissolved: September 28, 2009
Leadership Council		College President	Dissolved: October 4, 2009
Budget Oversight Committee		Vice President for Finance and Administration	Dissolved: October 22, 2009
Planning Council			Dissolved: October 15, 2009

The following table shows the procedures that are currently being moved through the college's participatory governance processes.

PROCEDURE	DESCRIPTION	STATUS	NOTES
4001.07 Evidence: A2.1.5	Course Update Compliance Procedure (mandates that all courses be updated on a regular basis or be removed from the schedule of courses and ultimately the college catalog)	November 24, 2009 – Approved by the Faculty Senate Council December 14, 2009 – Presented at College Council as an information item	This is an academic and professional matter, per California Code of Regulations, Title 5. Consultation to reach mutual agreement occurred on December 15, 2009 between the president of the DVC Faculty Senate and the College President. Mutual agreement was reached on this date.
1016.01	Program Review Procedure	December 14, 2009 – Second reading by the College Council. Item will be brought	The Instructional Unit Program Review portion of this procedure is an academic and professional matter, per

		back on January 25, 2010 for action.	California Code of Regulations, Title 5.
1018.01	Student Learning Outcomes and Achievement Procedure	December 14, 2009 – Second reading by the College Council. Item will be brought back on January 25, 2010 for action.	The Instructional Student Learning Outcomes portion of this procedure is an academic and professional matter, per California Code of Regulations, Title 5.
No Number Yet	Program Modification and Discontinuance Procedure	December 10, 2009 – Curriculum Committee Task Force completes work on the Program Modification and Discontinuance Procedure February 8, 2010 – First reading at the Curriculum Committee	This is an academic and professional matter, per California Code of Regulations, Title 5.

Evidence

A2.1.1 Institutional Planning Committee Minutes – December 7, 2009

A2.1.2 College Council Agenda and Minutes – December 14, 2009

A2.1.3 College Council Agenda and Minutes – November 23, 2009

A2.1.4 College Governance Committees Agendas and Minutes

A2.1.5 DVC Procedure 4001.07, Course Update Compliance Procedure

Recommendation 2: College-wide Planning

The team recommends that the college develop and implement college-wide planning that is tied to the Strategic Plan, mission, and resource allocation that

- **Integrates all aspects of planning, evaluation, and resource allocation (Standards: IB.3, IB.4, II.A.1, II.A.2, II.B.1, II.B.4, II.C.2, III.A.6, III.C.2, III.D.1a, III.D.2g, III.D.3, IV.A.5, IV.2b)**
- **Is well defined, widely disseminated, and discussed through reflective college-wide dialogue (Standards: I.B.4, I.B.5, III.D.4, IV.A.2a)**
- **Includes faculty, staff, students, and administration from Diablo Valley College's main campus and its San Ramon Valley Center (Standards: I.B.4, II.A.1, II.B.1, II.C.1c, III.A, III.B, III.C, III.D, IV.A.1, IV.A.2, IV.A.3)**

In order to implement Recommendation 2 of the Evaluation Report from ACCJC, the DVC Accreditation Oversight Task Force (AOTF) established Work Group Two, composed of members from administration, faculty, classified and student groups.

There were two charges given to Work Group Two: Mission Statement and College-wide Planning. The specific charge of Work Group Two was to revise and/or develop and implement college-wide planning structures and processes that tie the Strategic Plan to the updated college Mission Statement and to resource allocation. These structures and processes needed to be designed to integrate all aspects of planning and evaluation; be reflective of college-wide dialogue; and include widespread participation.

Additional Action Plans

The college will finalize the Integrated Planning Model through the participatory governance process and then implement the model.

Actions Taken Since Team Visit

On December 7, 2009, the Institutional Planning Committee reviewed and discussed a draft version of the Integrated Planning Model which includes action plans, timelines for implementation, indicators of success, and needed resources (Evidence A2.2.1) . After some discussion and recommended changes, this document was forwarded to the Integration Council (IC) as part of their agenda packet for December 11, 2009 (Evidence A2.2.2). The item will be on the IC agenda for review and discussion at their meeting of January 29, 2010 (Evidence A2.2.3).

In preparation for their task of evaluating resource requests from program reviews, the Integration Council established a subcommittee at their meeting of December 11, 2009, to develop a draft set of guidelines, including an operational rubric, to be used by the full IC when prioritizing resource requests from both program reviews and college-wide plans. This draft procedure is to be presented at the IC meeting on January 29, 2010.

Evidence

A2.2.1 Institutional Planning Committee Minutes – December 7, 2009

A2.2.2 Integration Council Agenda – December 11, 2009

A2.2.3 Integration Council Minutes – December 11, 2009

Recommendation 3: Program Review

The team recommends that Diablo Valley College fully implement Recommendation 1 in the 2002 Accreditation Evaluation Report which states:

- **Implementation of a uniform process of program review which includes direct evidence of student learning and is used to inform and influence planning and resource allocation and leads to improvements in programs and services. (Standards I.B.3, I.B.4, II.A.1, II.A.2, II.B.1, II.B.4, III.A.6, II.C.2, III.D.1a, IV.A.5, IV.B.2b)**

In order to implement Recommendation 3 of the Evaluation Report from ACCJC, the DVC Accreditation Oversight Task Force (AOTF) established Work Group Three, composed of members from management, faculty, classified and student groups (flow chart of the DVC Accreditation Oversight Task Force, AOTF).

The specific charge of Work Group Three was to develop a program review process based on direct evidence of student learning and that it is used to inform and influence planning and resource allocation and, as a result, lead to improvement in the college's programs and services.

Additional Action Plans

The college will complete the program review processes for Instructional Unit Program Reviews, Student Services Program Reviews and Administrative Program Reviews. Each of these processes will be evaluated at the end of the spring 2010 term and modifications, as needed, will be implemented to enhance these processes and improve institutional effectiveness.

Actions Taken Since Team Visit

Diablo Valley College is organized around 10 instructional divisions and a counseling division. Within these 11 divisions there are 37 instructional departments (there will be 39 instructional departments effective SP2010 as the SRVC division moves from 2 to 4 instructional departments) (Evidence A2.3.1). Some of these instructional departments consist of only one instructional program (e.g. English), while others consist of multiple instructional programs (e.g. Physical Science consists of: Astronomy, Geography, Geology and Physics, each of which completed a separate Instructional Unit Program Review).

On or before November 25, 2009, a total of 45 Instructional Unit Program Reviews (IUPR) were submitted both electronically and in hard copy (Evidence A2.3.2). These 45 IUPRs represent all instructional units at the college. As a result of implementing IUPR process, the total number of IUPRs has changed slightly from an original number of 47 to 49 finally ending in 45 IUPRs.

The change in numbers is because some programs determined that their IUPR would be more representative of their program if they prepared a separate IUPR, while others combined with other instructional units. These instructional departments may or may not offer certificates and/or degrees as part of their curriculum (what are commonly referred to as 'programs') as seen

in Table showing the link between instructional programs and degrees/certificates (Evidence A2.3.3).

On December 6, 2009, electronic copies of these IUPRs were distributed to the 10 instructional divisions and the counseling division for validation (Evidence A2.3.4). Validation training workshops were conducted on November 13, December 2, 2009. Additional training workshops are scheduled during flex week in January 2010. All IUPRs will be validated on or before February 15, 2010. At that time, the IUPRs along with the Student Services Program Reviews (SSPR) and the Administrative Program Reviews (APR) will be sent to the Integration Council (IC). The IC will evaluate requests for new college resources from the program reviews as well as any requests coming from approved college-wide plans as part of college-wide planning and institutional effectiveness. The IC will prioritize all of these requests using a rubric that is currently being incorporated into a template by a subcommittee of the IC. This template will be publically discussed at the IC meeting on January 29, 2010.

Student Services programs are currently completing 5 program reviews and are on track to have validated program reviews ready by February 15, 2010.

The administrative program review process was approved at the Management Council meeting on December 9, 2009 (Evidence A.2.3.5). In addition, an administrative program review validation team was established at the November 11, 2009 Management Council meeting (Evidence A.2.3.6). Four administrative programs are currently completing their program reviews and are on track to have validated APRs by February 15, 2010. The college president decided to postpone the deadline for the completion of the APR for the Vice-President of Instruction's (VPI) office. The rationale for this decision is to incorporate horizontally as well as vertically information from the administrative offices for each instructional division and information from the 45 IUPRs. Since all instructional units will be completing their first program review under the recently revised process and the results of those IUPRs won't be available until sometime after February 15, 2010, the APR for the VPI's office will be delayed for one year.

Evidence

A2.3.1 Division and Department List

A2.3.2 Instructional Unit Program Reviews

A2.3.3 Table showing link between instructional programs and degrees/certificates

A2.3.4 Susan Lamb Email – 12/6/09

A2.3.5 Management Council minutes – December 9, 2009

A2.3.6 Management Council minutes – November 11, 2009

Recommendation 6: Curriculum Process

The team recommends that Diablo Valley College fully implement recommendation 2 from the 2002 Accreditation Evaluation Report which states, “Improvement of existing curriculum process to include a timely, systematic review and efficient procedures for course and program approval with adequate technology and staff support.” Furthermore, the team recommends that the curriculum process be fully integrated with the program review process. (Standards: II.A.2a, II.A.2e)

In order to implement Recommendation 6, DVC Accreditation Oversight Task Force (AOTF) established Work Group Four, composed of members from management, faculty, classified and student groups (flow chart of the DVC Accreditation Oversight Task Force, AOTF).

The specific charge of Work Group Four was to review and improve the existing curriculum process, with a focus on course and program approval, supported by adequate staff and technology. The process also needed to be linked to the program review process.

Additional Action Plans

The college will implement the newly adopted DVC Procedure 4001.07.

Actions Taken Since Team Visit

On December 14, 2009, DVC Procedure 4001.07 (Course Update Compliance Procedure) (Evidence A2.6.1) was presented to the College Council for information only, pursuant to DVC Procedure 1001.01 and 1009.01 (Evidence A2.6.2). College Council offered no input. This is an academic and professional matter and on December 15, 2009, the College President and the Faculty Senate President met and reached mutual agreement regarding Procedure 4001.07 (Evidence A2.6.3). As such, this procedure has now been officially adopted.

Evidence

A2.6.1 DVC Procedure 4001.07, Course Update Compliance Procedure

A2.6.2 DVC Procedure 1001.01, and 1009.01

A2.6.3 Laurie Lema’s December 2009 email

Recommendation 7: Communication and Collaboration

The team recommends that the college further improve communication to increase collaboration across organizational structures by promoting transparent decision making, honest dialogue and widespread dissemination of internal college documents. (Standards: III.B.2b, III.C, III.C.2, III.D.1a, III.D.1d, IV.A.1, IV.A.2, IV.A.2b)

In order to implement Recommendation 7 of the Evaluation Report from ACCJC, the DVC Accreditation Oversight Task Force (AOTF) established Work Group One, composed of members from management, faculty, classified and student groups.

The specific charge of Work Group One was to develop mechanisms to improve communication and collaboration.

Additional Action Plans

The college will continue to work through its new and revised structures to ensure that all members of the college community are informed of actions

The College President and the ALO will continue to work with classified staff to ensure that classified staff are informed.

Actions Taken Since Team Visit

The college has identified nine locations at which hard copies of committee agendas and minutes are housed for public review. The committees include: District Governance Council, College Council, Institutional Planning Committee, Integration Council, Budget Committee, Associated Students of DVC, Classified Senate Council and the Faculty Senate Council. The nine locations at which minutes and agendas are available include: Classified Senate Office, Faculty Senate Office, Custodial, Buildings and Grounds, Student Life Office, Staff Development, Library, Family Life Office and one location at the San Ramon Valley Campus.

On Tuesday, November 10, 2009 the ALO presented a summary of the changes that have occurred and will occur at DVC as a result of the college's response to the ACCJC Show Cause action at a regularly scheduled meeting of the Associated Students of DVC (Evidence A2.7.1).

On Thursday, November 12, 2009 the College President and the ALO met with the Classified Senate to discuss how to communicate changes to and facilitate feedback from classified staff regarding changes that have occurred and will occur as a result of the college's response to the Show Cause action (Evidence A2.7.2).

The second, third and fourth meetings of the new DVC Budget Committee (November 6, November 13 and December 4, 2009) were devoted to presentations by the Vice President of Finance and Administration to help educate the college community about how community colleges in general and DVC in particular is financed (Evidence A2.7.3).

Evidence

A2.7.1 ASDVC meeting minutes – November 10, 2009

A2.7.2 Classified Senate meeting minutes – November 12, 2009

A2.7.3 Budget Committee meeting minutes

Eligibility Requirement 10: Student Learning and Achievement

The visiting team confirmed that Diablo Valley College defines and publishes the programs of study leading to an associate degree, certificate, and program of study leading to transfer. Program expected learning and achievement outcomes, however, have yet to be developed and published. (ER 10)

In order to implement Eligibility Requirement (ER) 10 of the Evaluation Report from the ACCJC, the DVC Accreditation Oversight Task Force (AOTF) established Work Group Five, composed of members from management, faculty, classified and student groups. The specific charge of Work Group Five was to develop and publish instructional program-level student learning outcomes (SLOs) and then to develop a plan to assess them.

Additional Action Plans

The college has published the program-level SLOs in a college-addendum will be publishing them in the full college catalog for 2010-2011.

During the Spring of 2010, the college will work to align course content to program-level SLOs and then map the learning outcomes from the courses back to the programs, certificates, degrees and ultimately to the expected General Education learning outcomes.

The college will continue to assess course and program level SLOs in accordance with the assessment calendar to meet the prescribed proficiency level by fall 2012.

Actions Taken Since Team Visit

For the academic year 2009-2010 the college has identified 20% of all courses (about 220) for assessment of course-level SLOs in December and May.

Eligibility Requirement 19: Institutional Planning and Evaluation

The visiting team confirmed that Diablo Valley College has a documented Educational Master Plan, Facilities Master Plan and Technology Master Plan. However, planning processes and outcomes need to be consistent, integrated, evaluated, and updated. Technology planning is not integrated with institutional planning. The institution does not systematically assess the effective use of technology resources or use the results of evaluation as the basis for improvement. Diablo Valley College completed its last technology master plan in 2001. The plan was comprehensive and included implementation timelines over a three year period through 2004. Since that time, there has been no comprehensive and integrated effort to guide the development and implementation of technology resources over the last four years. (ER 19)

In order to address Eligibility Requirement 19 of the Evaluation Report from the ACCJC, the DVC Accreditation Oversight Task Force (AOTF) established Work Group Six, composed of two co-leads (faculty/manager), three faculty, three classified staff, three managers, one student and the accreditation liaison officer. The co-leads are also the co-chairs of the Technology Committee, which was charged to serve as a resource to Work Group Six. The specific charge of Work Group Six was to update the technology plan and integrate it with other planning processes.

Additional Action Plans

In the spring 2010, technology requests from administrative, student services and instructional program reviews will be reviewed by the Information Technology Committee and then be used to inform annual updates to the Technology Master Plan

Actions Taken Since Team Visit

The college is now utilizing the technology master plan.

District Recommendation 8: Resource Allocation

The team recommends that in order to improve its resource allocation process, the District should expedite development of a financial allocation model, including the following (Standards III.C.1, III.D.1a, III.D.2a, III.D.3, IV.B.3c):

- a) the model as a whole;
- b) funding for adjunct faculty in a way that will support the District and college intentions to increase student enrollment; and
- c) technology funding.

Additional Action Plans

The Chancellor's Cabinet will continue to work to condense the various funding formulas into one formula based upon revenue received by the District. The expectation is that new policies and procedures reflecting a one-formula allocation model based upon revenues received will be approved through the shared governance process and in place for fiscal year 2010-11.

The following planning agenda has been approved by the Chancellor's Cabinet.

Time Period	Process
Winter 2009-10	<ul style="list-style-type: none">• Vet proposed allocation model through accepted shared governance processes.
Spring 2010	<ul style="list-style-type: none">• Write appropriate policies and procedures and initiate the shared governance approval process for District policies and procedures.
Summer 2010	<ul style="list-style-type: none">• Submit for Governing Board Approval
Fiscal Year 2010-11	<ul style="list-style-type: none">• Implement new allocation model District wide.

Actions Taken Since Team Visit

Since the November 3rd update the following steps have been taken to expedite the development of the financial allocation model:

- A 2010-2011 allocation simulation was developed along with a proposal that includes implementation issues and four strategies for implementing an SB 361 allocation model (Evidence A2.8.1, page 2).
- Staff met with the District Governance Council (DGC) to develop DGC values and principles for the development of an allocation model on November 10, 2009 (Evidence A2.8.1, pp. 16-45).
- Staff met with the leadership from each college to go over the proposal and gain feedback.
 - November 12 – Contra Costa College
 - November 16 – Diablo Valley College and Los Medanos College (Evidence A2.8.1, pp. 4-14).

- The feedback and suggestions from the college leadership was included into the implementation issues, in particular concerns and procedures for district office and District wide services allocations (Evidence A2.8.1 pp. 55-70).The SB 361 College First Allocation proposal presentation was given to the DGC on December 1, 2009 and feedback was requested by January 26, 2010 from the constituencies represented on DGC (Evidence A2.8.1, pp. 46-70).
- A presentation was provided to the Governing Board on December 9, 2009. (Evidence A2.8.1, pp. 88-122).