

Berkeley City College
Compliance with Federal Regulations and Commission Policies

Type	Compliance	Evidence	Note
Public Notification of an Evaluation Visit and Third Party Comment	BCC has made an appropriate and timely effort to solicit third party comment in advance of a comprehensive evaluation visit.	<p>BCC posted the Accreditation Self Evaluation site visit dates and the Third Party Comment form online inviting third party comments at Public Notification and Third Party Comment.</p> <p>In addition, BCC has been soliciting third party comments year-round through various methods, e.g., Suggestion Box located at the Welcome Desk and other locations on campus; President’s college-wide emails; Afternoon Tea meetings, Brown Bag Lunch and Town Hall meetings year round. Please see Spring 2015 event schedules at: “Brown Bag Lunch and Town Hall Meetings”</p>	Records showing the process that BCC utilizes to collect input from all areas will be displayed in the Team Room (e.g., Suggestion Box).
	BCC cooperates with the evaluation team in any necessary follow-up related to the third party comment.		BCC will cooperate with the Evaluation Team with any necessary follow-up related to the third party comment.
	BCC demonstrates compliance with the <i>Commission Policy on Rights and Responsibilities of the Commission and Member Institutions</i> as to third party comment.		BCC has sufficient evidence suggesting that the College demonstrates compliance with the <i>Commission Policy on Rights and Responsibilities of the Commission and Member Institutions</i> as to third party comment.

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Standards and Performance with Respect to Student Achievement	<p>BCC has defined elements of student achievement performance across the institution, and has identified the expected measure of performance within each defined element. Course completion is included as one of these elements of student achievement. Other elements of student achievement performance for measurement have been determined as appropriate to the institution's mission.</p>	<p>In 2012, BCC defined elements of student achievement performance and established institution-set standards at the college level:</p> <ul style="list-style-type: none"> • course success rates; • fall-to-fall persistence rate; • number of awards of degrees/certificates; and • number of transfers to UCs and CSUs <p>BCC submitted the student achievement measures to ACCJC through the Annual Report in 2013 and 2014.</p> <p>Please see pages 148-149 in the 2015 Berkeley City College Institutional Self Evaluation Report. http://www.berkeleycitycollege.edu/wp/accr/2015-self-evaluation-report/</p>	

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	<p>BCC has defined elements of student achievement performance within each instructional program, and has identified the expected measure of performance within each defined element. The defined elements include, but are not limited to, job placement rates for program completers, and for programs in fields where licensure is required, the licensure examination passage rates for program completers.</p>	<p>BCC has defined elements of student achievement performance within each instructional program and the expected measure of performance within each defined element. For the comprehensive data display and analysis please see</p> <p>http://web.peralta.edu/indev/accreditation/berkeley-city-college/,</p> <p>and BCC Student Achievement Report at:</p> <p>http://www.berkeleycitycollege.edu/wp/institutional-research/files/2014/12/BCC-Student-Achievement-Report-Draft.12.8.14.pdf.</p>	<p>BCC offers no programs that require the submission of job placement rates for program completers, and for programs in fields where licensure is required, or the licensure examination passage rates for program completers. BCC offers no programs which lead to licensure.</p>
	<p>BCC has set standards for programs and across the college are relevant to guide self- evaluation and institutional improvement; the defined elements and expected performance levels are appropriate within higher education; the results are reported regularly across the campus; and the definition of elements and results are used in program-level and institution-wide planning to evaluate how well BCC fulfills its mission, to determine needed changes, to allocating resources, and to make improvements.</p>	<p>BCC has set standards for all programs and across the college relevant to Manual for Institutional Self-Evaluation of Educational Quality and Institutional Effectiveness. The results are reported regularly college-wide. For example, completion, number of degree/certificate, and the number of transfer have been identified as outcome measures for BCC's 2014-15 Institutional Goals. Please see:</p> <p>http://www.berkeleycitycollege.edu/wp/roundtable/files/2014/11/2014-2015GoalsOutcomes.pdf</p> <p>and</p> <p>http://www.berkeleycitycollege.edu/bccdocs/BCToday_Winter2014.pdf</p>	

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	<p>BCC analyzes its performance as to the institution-set standards and as to student achievement, and takes appropriate measures in areas where its performance is not at the expected level.</p>	<p>BCC analyzes its performance for the institution-set standards and student achievement at both at the college and program levels frequently during committee meetings, department chair meetings, and Flex Day. Please see the sample report: BCC Student Achievement at:</p> <p>http://www.berkeleycitycollege.edu/wp/institutional-research/files/2014/12/BCC-Student-Achievement-Report-Draft.12.8.14.pdf.</p> <p>BCC takes appropriate measures in areas where its performance is not at the expected level. Sample plans to address the performance gap include:</p> <p>BCC Student Success Support Program (SSSP) Plan http://www.berkeleycitycollege.edu/wp/prm/files/2014/05/final-SSSP_Plan-10-17-2014submitted-to-the-state.pdf</p> <p>BCC Equity Plan http://www.berkeleycitycollege.edu/wp/edcomm/files/2014/11/2015-2018-BCC-Student-Equity-Plan-BOARD-APPROVED-12-19-2014.pdf</p> <p>Program Review/APU http://www.berkeleycitycollege.edu/wp/prm/2012-2015-program-review/</p> <p>Basic Skills Initiative http://www.berkeleycitycollege.edu/wp/bsi/</p> <p>CTE/Perkins http://www.berkeleycitycollege.edu/wp/cte/.</p>	

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Credits, Program Length, and Tuition	Credit hour assignments and degree program lengths are within the range of good practice in higher education (in policy and procedure).	<p>Credit hour assignments and degree program lengths at BCC are within the range of good practice in higher education, see the description in BCC's 2015 Self Evaluation Report pages 201-202 http://www.berkeleycitycollege.edu/wp/accrreditation/2015-self-evaluation-report/.</p> <p>PCCD policy and procedure addressing credit hour assignments and degree program issues include: AP 4020 http://web.peralta.edu/trustees/files/2011/04/AP-4020-Program-Curriculum-and-Course-Development.pdf.</p> AP4025 http://web.peralta.edu/trustees/files/2011/04/AP-4025-Philosophy-and-Criteria-for-the-Associate-Degree-and-General-Education1.pdf	<p>BCC follows PCCD APs by complying with and using the California Community Colleges Program and Course Approval Handbook (5th edition, 2013):</p> <p>http://extranet.cccco.edu/Portals/1/AA/ProgramCourseApproval/Handbook5thEd_BOGapproved.pdf</p>
	The assignment of credit hours and degree program lengths is verified by the institution, and is reliable and accurate across classroom based courses, laboratory classes, distance education classes, and for courses that involve clinical practice (if applicable to the institution).	<p>BCC verifies the assignment of credit hours and degree program lengths, and regularly publishes reliable and accurate information across classroom based courses, laboratory classes, distance education classes both online and in paper in the College Catalog: http://www.berkeleycitycollege.edu/wp/bccpub/bcc-catalog/</p> <p>and Class Schedules: http://www.berkeleycitycollege.edu/wp/bccpub/bcc-class-schedules/</p>	BCC does not offer courses that involve clinical practice.

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	Tuition is consistent across degree programs (or there is a rational basis for any program-specific tuition).	Tuition is consistent across degree programs at \$46 per semester unit (which is set by the State): http://web.peralta.edu/admissions/fees/	BCC does not charge program –specific tuition.
	Any clock hour conversions to credit hours adhere to the Department of Education’s conversion formula, both in policy and procedure, and in practice.		BCC does not offer clock hour courses.
	BCC demonstrates compliance with the Commission <i>Policy on Institutional Degrees and Credits</i> .	<p>Berkeley City College conforms to the commonly accepted minimum semester program length of 60 semester credit hours to earn an associate degree. Units of credit at Berkeley City College are standardized in accordance with State Title 5 regulations and the California Community College Chancellor’s Office Program and Course Approval Handbook, which require three hours of student learning per week throughout the semester for each unit of credit. This requirement is cited in Peralta Community College District Administrative Procedure 4020 (Program, Curriculum, and Course Development).</p> <p>http://web.peralta.edu/trustees/files/2011/04/BP-4100-Graduation-Requirements-for-Degrees-and-Certificates6.pdf</p> <p>http://web.peralta.edu/trustees/files/2013/12/AP-4100-Graduation-Requirements-for-Degrees-and-Certificates1.pdf</p>	BCC provides sufficient evidence to demonstrate its compliance with the Commission <i>Policy on Institutional Degrees and Credits</i> .

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Transfer Policies	Transfer policies are appropriately disclosed to students and to the public.	<p>Transfer and articulation policies are displayed online in PCCD Board Policies: http://web.peralta.edu/trustees/files/2011/04/BP-4050-Articulation2.pdf</p> <p>BCC complies with the Commission <i>Policy on Transfer of Credit</i>: http://www.accjc.org/wp-content/uploads/2013/07/Accreditation Reference Handbook.pdf, pp128-130.</p>	
	Policies contain information about the criteria BCC uses to accept credits for transfer.	<p>Transfer and articulation information and criteria are displayed online in PCCD Administrative Procedures: http://web.peralta.edu/trustees/files/2011/04/AP-4050-Articulation3.pdf</p> <p>Detailed information regarding Transfer is included in BCC College Catalog pages 50-69 on paper and online: http://www.berkeleycitycollege.edu/wp/bccpub/bcc-catalog/</p> <p>Summary information regarding Transfer is also published in BCC Class Schedule on paper and online, page 77. http://www.berkeleycitycollege.edu/bccdocs/Spring_2015_BCC_Class_Schedule.pdf</p>	

Type	Compliance	Evidence	Note
	BCC complies with the Commission <i>Policy on Transfer of Credit</i> .		BCC has sufficient evidence demonstrating that the College complies with the Commission <i>Policy on Transfer of Credit</i> .
Distance Education and Correspondence Education	BCC has policies and procedures for defining and classifying a course as offered by distance education or correspondence education, in alignment with USDE definitions.	BCC/PCCD has policies and procedures for defining and classifying a course as offered by distance education that is in alignment with USDE definitions stated in Peralta Administrative Procedure 4105: http://web.peralta.edu/trustees/files/2013/12/AP-4105-Distance-Education-rev-1-11-14.pdf	BCC does not offer correspondence education

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	<p>There is an accurate and consistent application of the policies and procedures for determining if a course is offered by distance education (with regular and substantive interaction with the instructor, initiated by the instructor, and online activities are included as part of a student's grade) or correspondence education (online activities are primarily "paperwork related," including reading posted materials, posting homework and completing examinations, and interaction with the instructor is initiated by the student as needed).</p>	<p>BCC follows accurate and consistent policies and procedures to determine distance education courses.</p> <p>http://web.peralta.edu/de/</p> <p>http://www.berkeleycitycollege.edu/wp/menu-links/distance-education/#main</p> <p>http://eperalta.org/spring2015/</p> <ul style="list-style-type: none"> · Advance Notice of Intent to Initiate DE · Advance Notice of Intent to Offer 50% or more courses in a program via DE · Evaluation of courses · Learning Outcomes · Policies to Protect Student Privacy · Provides resources and structure to accomplish outcomes <p>Student Authentication processes in Place</p> <ul style="list-style-type: none"> · Relationship to College Mission 	<p>BCC does not offer correspondence education</p>

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	<p>BCC has appropriate means and consistently applies those means for verifying the identity of a student who participates in a distance education or correspondence education course or program, and for ensuring that student information is protected.</p>	<p>BCC follows all policies and guidelines to verify the identity of a DE student and to ensure the student information is protected, please see AP 4105, IV Student Authentication: http://eperalta.org/spring2015/.</p> <p>Additional information can be found on the PCCD/BCC websites: http://web.peralta.edu/de/ http://www.berkeleycitycollege.edu/wp/menu-links/distance-education/#main http://eperalta.org/spring2015/</p>	
	<p>The technology infrastructure is sufficient to maintain and sustain the distance education and correspondence education offerings.</p>	<p>BCC/PCCD's technology infrastructure is sufficient to maintain and sustain the distance education offerings at BCC. BCC/PCCD uses Moodle as the DE platform. Detailed description about BCC DE is presented in BCC's 2015 Self Evaluation Report pages 314-315 at http://www.berkeleycitycollege.edu/wp/accreditation/2015-self-evaluation-report/.</p> <p>Technology infrastructure support can be found at: http://web.peralta.edu/de/ http://www.berkeleycitycollege.edu/wp/menu-links/distance-education/#main http://eperalta.org/spring2015/</p>	

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	BCC demonstrates compliance with the Commission <i>Policy on Distance Education and Correspondence Education</i> .		BCC has sufficient evidence demonstrating that the College complies with the Commission <i>Policy on Distance Education</i> .

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Student Complaints	BCC has clear policies and procedures for handling student complaints, and the current policies and procedures are accessible to students in the college catalog and online.	<p>BCC has clear policies and procedures for handling student complaints:</p> <p>http://web.peralta.edu/trustees/files/2011/04/AP-5530-Student-Rights-and-Grievance-Procedure.pdf</p> <p>The current policies and procedures are accessible to students in the college catalog and online:</p> <p>http://www.berkeleycitycollege.edu/bccdocs/2013_15_BerkeleyCityCollege_Catalog.pdf. Pages 281-301.</p> <p>Specific procedures include:</p> <ul style="list-style-type: none"> • AP 4231: Grade Changes and Student Grievance Procedures http://web.peralta.edu/trustees/files/2011/04/AP-4231-Grade-Changes-and-Student-Grievance-Procedure2.pdf • AP 5500: Student Standards of Conduct, Discipline Procedures and Due Process http://web.peralta.edu/trustees/files/2013/12/AP-5500-Student-Standards-of-Conduct-Discipline-Procedures-and-Due-Process.pdf • AP 5530: Student Rights and Grievance Procedure http://web.peralta.edu/trustees/files/2011/04/AP-5530-Student-Rights-and-Grievance-Procedure.pdf. 	

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	The student complaint files for the previous six years (since the last comprehensive evaluation) are available; the files demonstrate accurate implementation of the complaint policies and procedures.	Student complaint files for the previous six years are organized by year in an alphabetical order of complaints by last name. The files will be displayed in the Team Room. A file summary will be provided to demonstrate accurate implementation of the complaint policies and procedures.	
	The team analysis of the student complaint files identifies any issues that may be indicative of the institution's noncompliance with any Accreditation Standards.		BCC prepares a summary of student complaints over the last six years with issues and resolutions.
	BCC posts on its website the names of associations, agencies and governmental bodies that accredit, approve, or license BCC or any of its programs, and provides contact information for filing complaints with such entities.	BCC posts on its website the names of associations, agencies and governmental bodies that accredit, approve, or license BCC or any of its programs, and provides contact information for filing complaints with such entities at: http://www.berkeleycitycollege.edu/wp/bccpub/student-concerns-and-complaint-process/ .	
	BCC demonstrates compliance with the <i>Commission Policy on Representation of Accredited Status</i> and the <i>Policy on Student and Public Complaints Against Institutions</i> .		BCC has sufficient evidence suggesting that the College demonstrates compliance with the <i>Commission Policy on Representation of Accredited Status</i> and the <i>Policy on Student and Public Complaints Against Institutions</i> .

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Institutional Disclosure and Advertising and Recruitment Materials	BCC provides accurate, timely (current), and appropriately detailed information to students and the public about its programs, locations, and policies.	BCC provides accurate, timely (current), and appropriately detailed information to students and the public about its programs, locations, and policies via multiple platforms, online and on paper, including the College Catalog, Catalog Supplement, and Class Schedules at: http://www.berkeleycitycollege.edu/wp/bccpub/bcc-catalog/ , http://www.berkeleycitycollege.edu/bccdocs/Final_2013-2015_Catalog_Supplement.pdf , and http://www.berkeleycitycollege.edu/wp/bccpub/bcc-class-schedules/ . In addition, program specific information is published online at the BCC homepage at http://www.berkeleycitycollege.edu/wp/ ,	
	BCC complies with the Commission <i>Policy on Institutional Advertising, Student Recruitment, and Representation of Accredited Status</i> .		BCC has sufficient evidence demonstrating that the College complies with the Commission <i>Policy on Institutional Advertising, Student Recruitment, and Representation of Accredited Status</i> .

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	<p>BCC provides required information concerning its accredited status as described above in the section on <u>Student Complaints</u></p>	<p>Berkeley City College posts on its web site the names of associations, agencies and governmental bodies that accredit, approve or license the institution and its programs, and provides contact information for filing complaints with such entities. BCC provides required information concerning its accredited status at: http://www.berkeleycitycollege.edu/wp/accreditation/, and in the College Catalog 2013-15 page 2.</p> <p>The Accreditation certificate is posted on the wall of the 4th floor in the instruction administrative area on campus at 2050 Center Street.</p> <p>Accreditation status and contract information also is listed on the college's web site and in the college's two-year catalog.</p>	
Title IV Compliance	<p>BCC has presented evidence on the required components of the Title IV Program, including findings from any audits and program or other review activities by the USDE.</p>	<p>BCC communicates with students and the general public regarding its Title IV Program; comprehensive information is posted at: http://www.berkeleycitycollege.edu/wp/financialaid/.</p> <p>BCC/PCCD regularly posts findings from audit reports conducted by independent auditors online at http://web.peralta.edu/business/finance-contacts/annual-financial-reports/.</p>	<p>The independent audit reports are included in PCCD Annual Financial Report about 2/3 into the Report. For example, the Independent Auditor Report is shown beginning at page 71 in the 2013 Financial Report, and page 72 in the 2014 Report.</p>

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	<p>BCC has addressed any issues raised by the USDE as to financial responsibility requirements, program record-keeping, etc. If issues were not timely addressed, BCC demonstrates it has the fiscal and administrative capacity to timely address issues in the future and to retain compliance with Title IV program requirements.</p>	<p>PCCD/BCC has addressed all issues raised by the USDE as to financial responsibility requirements, program record-keeping, etc. In 2011, BCC was cited with two findings based upon USDE program reviews of 2008-09 and 2009-2010 award years. In April 2013, BCC resolved one finding, with both findings resolved by December 2013.</p> <p>BCC has been posting and updating Campus Crime Statistics online at: http://www.berkeleycitycollege.edu/wp/personal-safety/.</p> <p>PCCD works with all four colleges to correct all audit findings relating the Title IV Program regularly.</p> <p>The annual Corrective Action Matrix reports are posted online at: http://web.peralta.edu/business/finance-contacts/annual-financial-reports/corrective-action-matrix/.</p>	<p>BCC organizes and displays documents/reports issued by the USDE in the Team Room.</p>

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	<p>The institution's student loan default rates are within the acceptable range defined by the USDE. Remedial efforts have been undertaken when default rates near or meet a level outside the acceptable range.</p>	<p>BCC's three-year official cohort default rate has changed from 25.8% for the 2009 cohort, to 26.2% for the 2010 cohort, to 15.5% for the 2011 cohort, and down to 11.2% for the 2012 cohort. These default rates are below the Federal set acceptable rate of 30%.</p> <p>Although BCC's rate has been within the acceptable range in recent years, BCC has been working diligently to decrease loan default rates, by offering Student Loan workshops, communicating closely with loan applicants, and recipients, and posting vital information online at:</p> <p>http://www.berkeleycitycollege.edu/wp/financial_aid/federal-student-loan/.</p> <p>In addition, recently BCC contracted with NorthStar Education Services LLC to help in communicating with borrowers. BCC also reached out to other vendors, such as local banks, to provide financial literacy workshops for our students.</p>	<p>PCCD is in the process of communicating with Educational Credit Management Corporation (ECMC) to help in developing a districtwide default management plan.</p>
	<p>Contractual relationships of BCC to offer or receive educational, library, and support services meet the Accreditation Standards and have been approved by the Commission through substantive change if required.</p>		<p>BCC does not have such contractual relationships.</p>

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	BCC demonstrates compliance with the Commission <i>Policy on Contractual Relationships with Non-Regionally Accredited Organizations</i> and the <i>Policy on Institutional Compliance with Title IV</i> .		BCC has sufficient evidence to demonstrate that the College complies with the Commission <i>Policy on Institutional Compliance with Title IV</i> .