

Follow-up Report Preparation and Timeline

In January 2015, Berkeley City College (BCC) submitted its *2015 Institutional Self Evaluation of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation* to the Accrediting Commission for Community and Junior Colleges (ACCJC). This was followed by a site visit by the ACCJC to BCC from March 9-12, 2015.

On June 29, 2015, BCC received the Commission's Revision to the Comprehensive Evaluation Team's Report along with the Commission's Action Letter, which noted that ACCJC took action to "issue Warning and require the College to submit a Follow-Up Report in October 2016" due to District deficiencies. The report and action letter were made available to the public on the College's ACCJC Correspondence web page upon receipt.

Immediately after receiving the team report and action letter, BCC administrative leadership met to develop a plan to address the two college responses and eight district responses. In August 2015, the college leadership enacted the plan to address college recommendations by engaging the college community, through its existing governance structure. In addition, college leadership participated in district-wide planning to address the eight district recommendations. This *Follow-Up Report* includes responses that describe and validate BCC's and the Peralta Community College District's (PCCD) commitment to addressing ACCJC's recommendations. Addressing the

recommendations as a college community has resulted in a renewed commitment to institutional effectiveness and a more focused pursuit of goals.

BCC's Accreditation Liaison Officer (ALO) and the District Office Accreditation lead, prepared this Follow-Up Report along with various shared governance committees at both the college and district levels comprising representatives from all employee groups. Information was gathered from all college constituencies, including full- and part-time faculty, classified staff, students, and administrators.

Drafts of this report were updated regularly by the ALO. BCC's Roundtable members and the appropriate shared governance groups reviewed updates. The *Follow-Up Report* was disseminated to the BCC community on August 18, 2016, through a college wide communication at College Day and by posting to the College Accreditation website. An additional email was sent to the campus on August 22, 2016 to remind the campus to provide feedback on the report. Feedback and input verifying accuracy was compiled and sent to the ALO, who addressed minor revisions and made final edits.

The final version will be reviewed and acted upon by the Roundtable Committee at its September 12, 2016 meeting and by the three senates during their first official meeting at the beginning of the fall 2016 term. The Board of Trustees will review and take action on the final version at its September 13, 2016 meeting. This review and approval process ensures that all shared governance committees at the College and at the District levels, along with the PCCD Board, will make final approvals of the *Follow-Up Report* before the end of September 2016.

Given the above, BCC is proud to present to the ACCJC this *Follow-Up Report* to the 2015 Accreditation Self Evaluation. As noted, this report contains comprehensive responses to the two college recommendations and eight district recommendations. It includes clear, relevant supporting evidence. The contents of this report reflect the college's commitment to meeting the stated goals and its belief that meeting the goals will enhance overall institutional effectiveness.

Timeline to Address ACCJC Recommendations

Date	Group Responsible	Action
June 29, 2015	BCC Administrative Leadership Team	-Post ACCJC Evaluation Report -Post ACCJC Action Letter
Summer 2015	BCC Leadership Team	Develop a timeline and plan to address recommendations
Fall 2015	Roundtable	Develop a timeline to evaluate processes for -Mission review -Program review -Integrated Planning & Resource Allocation processes <ul style="list-style-type: none"> • Technology
	Planning for Institutional Effectiveness Committee	-Reassess and affirm SLO assessment cycle -Embed new cycle into the Program Review Process
	Office of Instruction	Communicate: -New SLO assessment cycle within Program Review Process -Notify faculty of requirement to put SLOs on syllabi -Provide faculty instructions for including official course outline SLOs on syllabi -Develop process to review SLOs on syllabi
	PCCD Accreditation Committee	Develop a plan to address District Recommendations
Spring 2016	Roundtable	Evaluate process for Program Review process
		Evaluate process for Integrated Planning and Budgeting
	Planning for Institutional Effectiveness Committee	Implement 1 st year of 3 year assessment cycle
	Office of Instruction	Implement process to review SLOs on syllabi

		and follow-up with faculty to ensure compliance
	PCCD Accreditation Committee	Implement action items and document for follow-up report
Summer 2016	BCC Leadership Team	-Draft follow-up report addressing college recommendations -Finalize plan for vetting and approval
	PCCD Accreditation Committee	-Draft follow-up report addressing district recommendation -Finalize plan for vetting and approval along with college team
September 2016	BCC Leadership Team Shared Governance Structure	Review and approve Follow-up Report
September 7, 2016	BCC Administrative Leadership Team	Present follow-up report and obtain Board Approval