

Response to Commission Action Letter

College Recommendation 1:

In order to meet the standards, the ACCJC team recommends that the College, through its governance and decision-making structure, develop and publish a process to review its mission and program review, institutional planning, student learning assessment, and resource allocation processes on a regular basis, and revise as necessary. (I.A.3, I.B.3, I.B.6, I.B.7, III.C.1.b, III.C.1.c, III.C.1.d, III.C.2, IV.B.2.b).

Actions Taken to Resolve College Recommendation 1:

Develop Process to Review College Processes on a Regular Basis

In July 2015, BCC created the Office of Institutional Effectiveness (IE), Research, Planning, and Evaluation (IE) to enhance institutional effectiveness through organized planning and evaluation. In fall 2015, the Roundtable Committee, charged the Office of IE to work with the college governance and decision-making structures, to develop and publish a process to review its processes related to mission and program review, institutional planning, student learning assessment and resource allocation.

At the October 12, 2015 Roundtable meeting, the committee discussed the accreditation recommendation and initial information on the processes that already existed to evaluate our processes was shared [\[CR1.1\]](#). At the October 26, 2015 Roundtable meeting the survey used to assess the college processes was presented [\[CR1.2\]](#) and reviewed to ensure its relevancy.

In November, the Office of IE worked on developing a report to document the processes to review the following processes: Mission review, Program review, Institutional Planning, Student Learning Outcomes Assessment and Resource Allocations. At the December 7, 2015 Roundtable meeting [\[CR1.3\]](#), the final document entitled Integrated Planning, Resources Allocation, and Evaluation was presented and approved [\[CR1.4\]](#).

The Integrated Planning, Resource Allocation and Evaluation document published the following information regarding the college's processes, including, but not limited to, the process to review the college mission, program review, institutional planning, student learning assessment, and resource allocation as follows [\[CR1.4, pg. 16\]](#):

- ***College Mission - six year cycle.*** *BCC's Mission describes the intended student population and the programs and educational services that the College provides to the community as well as its commitment to achieving student learning. The Mission Statement is the benchmark for measuring institutional effectiveness.*
- ***Program Review/Annual Program Update (APU) – three year/one year cycle.*** *Through Program Review/APU, instruction programs, student support services functions, and other administrative areas review their accomplishments, assess area effectiveness, develop new or updated program improvement initiatives describing how the area will contribute to the achievement of the Goals developed through various college-wide plans. Resource requests through program review/APU serve as the foundation for annual resource allocations.*

- ***SLO/ILO** – three year cycle. Student Learning Outcomes (SLO) represent the broad skills and knowledge that students are expected to attain as a result of engaging in specific educational experiences. For each course and program, BCC conducts original research relating to SLO in order to gain insight into how effectively we are teaching and students are learning. The student learning outcomes are assessed regularly and these assessments are used to improve teaching and learning at the college <http://www.berkeleycitycollege.edu/wp/slo/>.*
- ***Resource Plans: Enrollment Management, Human Resources (Personnel Hiring Plan 1 year), Facility, Technology, and Budget Plans 3 year cycle with annual updates. These 3 year Plans are either vital components of, or closely linked to, BCC’s Education Master Plan and the Program Review/APU processes. The measureable goals and strategies developed and implemented through these plans serve as short-term measures for the Education Master Plan’s long-term goals.***

The document also provides the following table that maps the ten year Integrated Planning Calendar for the college [\[CR1.4, pg. 19\]](#).

Table 1
Integrated Planning Calendar

Plans or Programs	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
BCC Mission Statement (6-Yr cycle)												
Education Master Plan (6-Yr cycle)												
Plans or Programs	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Annual Strategic Goal (1-Yr cycle)												
Enrollment Management Plan (3-Yr cycle)												
College Human Resources Plan (3-Yr cycle)												
Staffing Hiring Plan (1Yr cycle)												
College Facility Plan (10-Yr cycle)												
College Technology Plan (3-Yr cycle)												
Budget Development Plan (3-Yr cycle/annual update)												
Marketing Plan (3-Yr cycle)												
Program Review (PRew) (3-Yr cycle)												
Annual Program Update/APU (in between PRew)												
SLO/ILO Assessment (3-Yr cycle)												
SSSP (1-Yr cycle)												
Equity Plan (6-Yr cycle/annual update)												
BSI (1-Yr cycle)												
Perkins (1-Yr cycle)												
CalWORKs (1-Yr cycle)												
DSPS Program and Budget Plan (1-Yr cycle)												
EOPS/CARE Plan (1-Yr cycle)												



In addition the document breaks down the process to evaluate the processes in an annual calendar that notes the planning process evaluation timing as follows [\[CR1.4, pg.20\]](#):

Table 2
Calendar of BCC Integrated Planning Process and Resource Allocation for 2015-2016

2015-16	15-Jul	15-Aug	15-Sep	15-Oct	15-Nov	15-Dec	16-Jan	16-Feb	16-Mar	16-Apr	16-May	16-Jun
BCC Mission												
Education Master Plan												
BCC Annual Strategic Goal												
Enrollment Management Plan												
College Human Resources Plan												
College Facility Plan												
College Technology Plan												
Budget Development Plan												
Marketing Plan												
Program Review												
Annual Program Update												
SLO/ILO												
SLO/ILO Assessment												
SSSP												
Equity Plan												
BSI												
Perkins												
DSPS												
EOPS/CARE												
CalWORKs												

KEY:

Development
Shared Governance
Finalize
Program/Budget Plan Due
Planning Process Evaluation
Purchasing due for Fund 01 on April
Purchasing due for categorical prog

Publish Process to Review College Processes on a Regular Basis

The College has published the Integrated Planning, Resources Allocation and Evaluation Report on the College's Institutional Effectiveness, Research, Planning and Evaluation Home page [\[CR1.5\]](#). In addition, the college has posted its annual calendar of BCC Integrated Planning Process and Resource Allocations for 2016-2017 is posted on the shared governance website [\[CR1.6\]](#) and used to inform the evaluation process and timeline to be used by the college's leadership.

RECOMMENDATION 1: COLLEGE RESPONSES	
Evidence	Title of Evidence Document
1	October 12, 2015 Roundtable Minutes
2	October 26, 2015 Roundtable Minutes
3	December 7, 2015 Roundtable Minutes
4	Integrated Planning, Resources Allocation, and Evaluation Document
5	Office of Institutional Effectiveness website
6	Shared Governance Website