**Berkeley City College**

**Updated Version**

**August 25, 2016**

**Accreditation Follow-up Report Summary**

**College Recommendation 1**

In July 2015, the Office of Institutional Effectiveness was formed to address this recommendation, as well as ensure integrated planning. The Office of IE working closely with the Roundtable Committee, as well as through the colleges governance and decision-making structure, developed and approved a document entitled Integrated Planning, Resource Allocation and Evaluation which included three key elements to address college recommendation one: 1) the Flow of Integrated Planning, Resource Allocation, and Evaluation, 2) the Integrated Planning Calendar for BCC, and 3) the Evaluation Cycle and Timeline for the Integrated Planning Process. The document is now posted on the Institutional Effectiveness website and will be used to inform the timeline for evaluation of processes related to mission review, program review, institutional planning, student learning assessment, and resource allocation.

**College Recommendation 2**

Shortly after the site visit, the Planning and Institutional Effectiveness (PIE) Committee started evaluating the learning assessment cycle in preparation for the next assessment cycle to start in fall 2015. In May 2015, the committee finalized the development of a new approach to complete all active course assessments in one cycle, moving from a two 3-year cycle approach that covered high demand classes the first three years and the remaining courses the second three years. This new approach better aligns with the Program Review cycle and will be able to better inform the Program Review process. In fall 2015, the new approach was approved and implemented in sync with the 1st year of the 2015-2018 Program Review cycle.

To ensure that SLOs were included in syllabi and matched official course outlines, the Office of Instruction started communicating the requirement to all faculty with an assignment in August 2015. This communication is repeated each term along with faculty assignment letters. Detailed directions on how to access the SLOs that match official course outlines are also provided with the communication. In spring 2016, reviews of all syllabi were conducted and follow-up letters were sent to faculty that required syllabi updates to ensure that the college met the recommendation.

**District Recommendation 1**

In January, a District OPEB Finance Team was formed and developed a conservative bond structure that provided the District the lowest interest rates possible at the time.  A long-term OPEC Action plan, to include Cash Flow Planning, was put together and endorsed by the PCCD Governing Board at the July 2016 meeting. As well, District Board policy and Administrative procedures with respect to Debt Management were revised and approved.

Overall, the District followed the 2014 audit recommendations and developed an Action Plan to fund its Other Post-Employment Audit Recommendations (OPEB), to include associated debt service.  Furthermore, PCCD received an AAA rating in May 2016, the highest credit rating possible on general obligation bonds—the first community college district in the state to receive this high rating.

**District Recommendation 2**

PCCD has resolved all ongoing deficiencies identified in the 2013 and 2014 external audit findings.  The District established an Audit Resolution Work Team and other cross-functional groups such as the Grants Administration Team.  The District Office of Finance and Administration has reworked its organizational structure to include a Senior Accountant and a Payroll Manager.  The District maintains a Corrective Action Matrix to monitor audit findings.

**District Recommendation 3**

The District and the Colleges held a series of meetings to determine total cost of ownership (TCO) needs with regard to new and modernization of facilities projects, critical deferred maintenance needs, and other projects.  In October, a TCO District Team Committee was formed and began to implement TCO Guidelines, while—at the same time—attending to deferred maintenance needs and to prioritizing new facility requests. Reports will be published from time to time in CD Direct so Colleges can see what has been accomplished.

To date, the draft TCO Guidelines (to be posted online on the Accreditation Web page after August 17) have been approved by the DFC and PBC. DFC will be discussing them once again in early Fall semester and we hope to elicit comments from all of you at Flex.

**District Recommendation 4**

Here the District documented the PBIM structure and addressed projects that were designed to refine the existing PBIM, e.g., revising Program Review, designing and implementing a Customer Satisfaction Survey to assess how the District is serving the Colleges, and assessing PBIM--all done with an eye to improving PCCD shared governance processes.

**District Recommendation 5**

As Recommendation 5 addressed our plans for retaining key leadership positions, the response narrative addressed the District Reorganization Plan and detailed various new positions that have been established and the realignment of existing positions to better serve PCCD.  Our Recommendation 5 response also documents that the completion of part time evaluations are in better shape than in previous years and that the District now has a new Staffing Plan, to include recommendations from PBC’s Ad Hoc Staff Resource Committee, to better handle staffing requests.

**District Recommendation 6**

The delineation of functions (District vs. Colleges) has been more clearly articulated with the addition of a revised Delineation of Functions Matrix (posted online on the Accreditation Web page) and the addition of the Interactive Functions’ Map (also online).  As a means to assess the District’s service to the Colleges, a Customer Satisfaction Survey was conducted and a summary of the results published.  Responses to Recommendation 6 also note that the Management Leadership District Academy Peralta (MLDAP) was established to strengthen leadership across the District.

**District Recommendation 7**

Making clear the role of the Governing Board, and accordingly, to more clearly specify the Chancellor’s responsibilities for District oversight, was the primary focus here. Our response details renewed collaboration between the PCCD Governing Board and the Chancellor beginning with setting goals and periodic evaluations of performances.  To date, two Board retreats have been held, clear lines of communication established, and a renewed commitment between the Governing Board and the Chancellor to strengthen leadership aimed at enhancing student success is being documented.

**District Recommendation 8**

Efforts to evaluate the equitable distribution of resources and the sufficiency and effectiveness of District-provided services to the Colleges provide the basis for the response to Recommendation 8.  For example, revising BAM, providing IT with new leadership, addressing funding resources integral to the TCO Guidelines, and implementing the new Staffing Plan are documented as specific ways in which the District is working to more equitably distribute resources and improve service to the Colleges.

# To review the full report and provide feedback, please access the

# Accreditation Follow-up Report – Feedback Forum

The Accreditation Follow-up Report (8/17/2016) is posted on BCC Resources for review and feedback. Please login to the site, review the report, and provide your comments in the Feedback Forum.

When providing comments, please be ready to note the page and line number to which you are referring.

## LOGIN Directions:

Go to BCC Resources at <http://eberkeley.org> and login using this information:

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