## Getting Started – 2013 Annual Report

This document is provided to assist you in completing the ACCJC 2013 Annual Report, which will be submitted electronically. You will be using data from Fall 2012 and the two previous fall semesters to complete this report except where specified otherwise. Attached are the report questions you may use to prepare before completing the report online.

1. The Chief Executive Officer (CEO) and the Accreditation Liaison Officer (ALO) will each receive e-mail instructions with an individually assigned username and password. The Commission requires the CEO to certify that the information provided in the form is accurate and to submit the form.
2. If necessary, the password may be changed using the "Update Profile" link once the ALO has logged into the report. Please note that the ACCJC staff are not able to retrieve lost passwords if they have been changed.
3. Please do not share your login information. Instead, the ALO may create two additional accounts in the "Update Profile" to assist in completing the Annual Report.
4. Only the CEO can submit the final version of the Annual Report. The CEO will use the separate username and password sent by e-mail to submit the report.
5. You may download copies of this document from the Annual Report login screen by clicking the "Getting Started" link near the bottom of the login screen.
6. Some questions have "[Read Additional Instructions]" pop-up windows that contain important details to assist in accurately providing the requested information.
7. If you need to "skip" a question because you do not have all the information or need to validate data, a "skip" button is provided. The report form will retain any information that is entered and mark the question as "skipped" so that you will be able to more easily find it at a later time to complete and "Submit" the answer. If you need to go back to a previous question, use the "Review Prior Question" button.
8. You may edit your answers as many times as you wish until the CEO performs the "Final Submission" of the Annual Report. Upon the final submission, e-mail notifications will be sent to the ALO and the institution's CEO with a copy of the final report.
9. If a question is not applicable, please enter **n/a** in that box.
10. The report must be submitted by March 31, 2013; however, if additional time is required to obtain specific data, please e-mail Krista Johns at kjohns@accjc.org. If any changes are required after you have submitted the report, please call Krista Johns, 415-506-0234, at the Commission office.
11. If you have any questions about the form, please call or e-mail Krista Johns.

**Accrediting Commission for Community and Junior Colleges**
Western Association of Schools and Colleges

# 2013 Annual Report Questions

### Report Information

1. Confirm Your Institution:                                                     "Start Survey"

2. Name of individual preparing report:

3. Phone number of person preparing report:

4. E-mail of person preparing report:

5a. Provide the URL (link) from the college website
to the section of the college catalog which states
the accredited status with ACCJC:

[Additional information: Refer to the ACCJC Policy on Representation of Accredited Status, Policy on Public Disclosure and Confidentiality, and Policy on Rights and Responsibilities of the Commission and Member Institutions. These can be found in the Accreditation Reference Handbook online at www.accic.org in the Publications and Policies section. The college must also post program or other special accreditation in the college catalog and on the college website. The information must include name, address, telephone number, and the manner in which complaints can be made. Accreditor website information would also be helpful to post.]

5b. Provide the URL (link) from the college website
to the college's online statement of accredited
status with ACCJC:

### Headcount Enrollment Data

6. Total unduplicated headcount enrollment          Fall 2012:

                                                     Fall 2011:

                                                     Fall 2010:

7. Total unduplicated headcount enrollment in degree applicable
credit courses for fall 2012:

8.  Headcount enrollment in pre-collegiate credit courses (which do not count toward degree requirements) for fall 2012: [               ]

9.  Number of courses offered via distance education:     Fall 2012: [               ]

    Fall 2011: [               ]

    Fall 2010: [               ]

10. Number of programs offered via distance education: [               ]

11. Total unduplicated headcount enrollment in all     Fall 2012: [               ]
    types Distance Education
    Fall 2011: [               ]

    Fall 2010: [               ]

    [Additional Instructions: Provide unduplicated enrollment numbers in distance education courses. Distance Education is defined as education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. If online courses or online portions of courses are primarily for reading materials posted by the instructor and student submission of assignments and examinations, they will likely fall under the definition of correspondence education rather than distance education. The technologies may include: the Internet; oneway and twoway transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audioconferencing; or video cassettes, DVDs, and CDROMs, if the cassettes, DVDs, or CDROMs are used in a course in conjunction with any of the other technologies.]

12. Total unduplicated headcount enrollment in all types     Fall 2012: [               ]
    of Correspondence Education
    Fall 2011: [               ]

    Fall 2010: [               ]

    [Additional Instructions: Provide unduplicated enrollment numbers in correspond-dence education courses. Correspondence education means education provided through one or more courses under which the institution provides instructional materials (print or other media), by mail or electronic transmission (including transmission via learning management system), including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced within a set period of time.  Online courses or online portions of courses which primarily involve "paperwork" — such as reading textbook and other materials posted by the instructor, taking examinations, and submitting assignments— will fall within the definition of correspondence education rather than distance education. If

the online portion of a class meets the definition of correspondence education, then even if the class also meets on site, it will be considered a correspondence education course for Title IV qualification purposes. Correspondence education is not considered distance education within the USDE definition. See definition of distance education in question 11 above.]

13. Were all correspondence courses for which students enrolled       Yes / No
    in fall 2012 part of a program which leads to an associate degree?

## Student Achievement Data

14a. Successful student course completion rate for the fall 2012 semester:   [          %]

[Additional Instructions: Rate equals the number of students who receive a successful grade over the number of students who enrolled in the course.]

14b. Institution-set standard for student course completion rate:   [          %]

[Additional instructions: A "standard" is the level of performance set by the institution to meet educational quality and institutional effectiveness expectations. This number may differ from a performance improvement "goal" which an institution may aspire to meet.]

15a. Percent of students retained from fall 2011 to fall 2012 semesters:   [          %]

[Additional Instructions: Rate equals the number of students who completed a course in fall 2011 and were enrolled in a course fall 2012.]

15b. Institution-set standard for student retention percentage:   [          %]

[Additional instructions: A standard is the level of performance set by the institution to meet educational quality and institutional effectiveness expectations. This number may differ from a performance improvement goal which an institution may aspire to meet.]

16a. Number of students who received a degree in the 2011-12       [          ]
     academic year:

16b. Institution-set standard for student degree completion number:   [          ]

17a. Number of students who transferred to 4-year                 [          ]
     colleges/universities in 2011-2012:

17b. Institution-set standard for student transfer to 4-year       [          ]
     colleges/universities:

18a.    Number of students who completed certificate requirements and received a certificate in the 2011-12 academic year: ⬚

[Additional Instructions: The college defines the requirements for each of its certificate programs.]

18b.    Institution-set standard for student certificate completion number: ⬚

19a.    Does the college have any certificate programs which are not career-technical education (CTE) certificates?                Yes / No

19b.    If yes, please identify them: ⬚

20.     Number of career-technical education (CTE) certificates and degrees: ⬚

21.     Percentage of CTE certificates and degrees which have identified technical and professional competencies that meet employment standards and other standards, including those for licensure and certification:                ⬚ %

22.     2010-2011 examination pass rates in programs for which students must pass a licensure examination in order to work in their field of study:

| Program | CIP Code - 4 digits (##. ##) | Examination | Pass Rate |
|---|---|---|---|
|  |  | state/national/other | % |
|  |  |  |  |

[     Add Row     ]    [ Delete Checked Row ]

[Additional Instructions: Please list each program for which a license examination is required and the percentage of students passing, of those who took the exam.]

23.  2010-2011 job placement rates for students completing certificate programs and CTE (career-technical education) degrees:

| Program | CIP Code - 4 digits (##. ##) | Certificate or Degree | Placement Rate |
|---|---|---|---|
|  |  | certificate/degree/both | % |
|  |  |  |  |

[      Add Row      ]     [  Delete Checked Row  ]

**Student Learning Outcomes and Assessment**
> **Note: Beginning fall 2012, colleges were expected to be at the proficiency level of Student Learning Outcomes assessment (see the ACCJC Rubric for Evaluating Institutional Effectiveness, Part III, Student Learning Outcomes).**

24.  Number of courses at the institution:                                         [            ]

[Additional Information: Provide the number of active credit and noncredit courses at the college. Do not include not-for-credit offerings of the college.]

25.  Percent of all college courses with defined Student Learning Outcomes:                                         [          %]

26.  Percent of all college courses with ongoing assessment of learning outcomes:                                         [          %]

27.  Number of programs at the institution:                                         [            ]

[Additional Information: Provide the number of programs as defined by the college.]

28.  Percent of all college programs with defined Student Learning Outcomes:                                         [          %]

29.  Percent of college programs with ongoing assessment of learning outcomes:                                         [          %]

30a.  Percent of all college programs with SLO assessment results available to prospective students:                                         [          %]

30b.  URL(s) from the college website where prospective students can find SLO assessment results for programs:                                         [            ]

31.  Number of student and learning support activities at the institution:

[Additional Information: The institution defines its student and learning support activities and how they may be grouped for assessment of learning outcomes. Definition and grouping of like student or learning support activities should be based upon a determination of how the assessment will best provide information to improve services for students.]

32.  Percent of student and learning support activities with defined Student Learning Outcomes:                                                                              %

33.  Percent of student learning and support activities with ongoing assessment of learning outcomes:                                                                    %

34.  Has your institution defined General Education (GE) program Student Learning Outcomes?                                                                      Yes / No

35.  Are your institutional SLOs identical with your General Education program outcomes?                                                                          Yes / No

36.  Do your institution's GE outcomes include all areas identified in the Accreditation Standards?                                                               Yes / No

37.  Number of courses identified as part of the GE program:

38.  Number of GE courses with Student Learning Outcomes mapped to GE program Student Learning Outcomes:

39.  Percent of GE courses with ongoing assessment of GE learning outcomes:                                                                      %

40.  Has the institution defined institutional Student Learning Outcomes:                                                                         Yes / No

41.  Number of institutional Student Learning Outcomes:

42.  Percent of institutional outcomes with ongoing assessment of learning outcomes:                                                                            %

**Substantive Change Items**

> **NOTE: These questions are for survey purposes only and do not replace the ACCJC substantive change approval process. Please refer to the Substantive Change Manual regarding communication with the Commission.**

43. Number of submitted substantive change requests related to distance education and correspondence education

    Fall 2012: [        ]

    Fall 2011: [        ]

    Fall 2010: [        ]

44a. Is the institution anticipating a proposal for a substantive change in any of the following change categories? (Check all that apply)

    Mission/Objectives
    Scope and/or Name
    Nature of constituents served
    Location and/or Geographic Area
    Control and/or Legal Status
    Courses and/or Programs and/or their Delivery Mode
    Credit awarded
    Contractual relationships with a non-regionally accredited institution
    Change in sites offering 50% or more of a program, certificate, or degree
    No changes planned

44b. Explain the change(s) for which you will be submitting a substantive change proposal:

    [                                    ]

    [Insert n/a if no substantive change proposals are planned.]

**Other Information**

45a. Identify site additions and deletions since the submission of the 2011-2012 Annual Report:

    [                                    ]

    [Insert n/a if none.]

45b. List all instructional sites other than the home campus where 50% or more of a program, certificate, or degree is offered:

    [                                    ]

    [Insert n/a if none.]

46.  List all of the institution's instructional sites out of state and outside the United States:

[Insert n/a if none. Additional Information: State means any state of the United States, American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau, where the main campus of the institution is located.]

**NOTE: The Annual Report must be certified as complete and accurate by the CEO. Once all the questions have been answered by the ALO, there will be an option to send an email notification to the CEO that the report is ready for certification. The CEO will be able to login and certify the answers.**

**Only the CEO may submit the final Annual Report.**

**End of Annual Report**