

## Addressing Our Next Two Items

Last week's Accreditation in Action addressed our action plans for Outcomes/Assessment, Evaluations and the inconsistencies of our Mission Statement. In this issue we'll address the work currently being done in Recruitment of Vacant Positions and in Distance Education.

### Recruitment of Vacant Positions

If you are not currently serving on a hiring committee, chances are one or more of your colleagues are serving on the many hiring committees that have been in place for the last month. The External Evaluation Team had concerns with the number of vacant positions in the Business and Financial Affairs division. We do too, and we have been in active recruitment for the following positions:

- Vice President of Business and Financial Affairs
- Facilities Director
- Internal Auditor
- Payroll Director
- Executive Director of the Southwestern College Foundation (not part of the BFA division)

#### Action Plan:

All of the positions listed above are in active recruitment. Dr. Nish expects to bring forward candidates for Vice President of Business and Financial Affairs and Executive Director of the Southwestern College Foundation for approval at the Dec. 15 Governing Board meeting. Hiring committees for the facilities director and payroll director are already reviewing applications. And the hiring committee for the internal auditor has had its first meeting. The minimum qualifications for the internal auditor position were recently changed to expand the pool of qualified candidates.

### Distance Education Issues

The District self-identified two areas in distance education that should be addressed and included them in an Actionable Improvement Plan (AIP). The issues the District identified in distance education were training and effective contact compliance. The External Evaluation Team reviewed our AIP and agreed we needed to address effective (substantive) contact, but also included authentication and accessibility to meet Section 508 guidelines.

#### Action Plan:

A draft workplan has been developed by Distance Education Coordinator Tracy Schaelen, Academic Senate President Patti Flores-Charter, Instructional Support Services Dean Dr. Mink Stavenga and Vice President Kathy Tyner to address the deficiencies. The plan includes launching an online teaching certification course which requires instructors to demonstrate the ability to create accessible course content. Additional resources to address accessibility include finding a high-quality vendor to caption course content.

To address authentication, the District is working to ensure student activities take place inside the college-approved Content Management System (Blackboard) or require unique login credentials for each student. To do that, the District is developing guidelines regarding publisher materials and encouraging faculty to create their own content and assessments.

Regarding the effective (substantive) contact, the online teaching certification course will include requirements and methods for regular effective contact. Additionally, the distance education plan recommends investing in technology to increase instructor presence and interaction, including software to create video announcements, video feedback and site licenses that facilitate discussions using text, audio and video.

*Next week we'll address policies and procedures that need to be developed and approve and total cost of ownership issues in facilities and maintenance.*