



ACCREDITATION SUPPLEMENTAL REPORT

Submitted by:
Southwestern College
900 Otay Lakes Road
Chula Vista, CA 91910

Submitted to:
Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

June 2017

CERTIFICATION OF SWC ACCREDITATION SUPPLEMENTAL REPORT

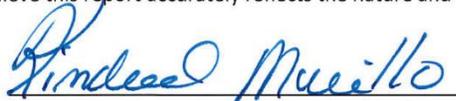
Date: May 26, 2017

To: Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges

From: Kindred Murillo, Ed.D., Superintendent/President
Southwestern College
900 Otay Lakes Road, Chula Vista, CA 91910

This Supplemental Report is submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC) for the purpose of assisting in determining the institution's accreditation status. The information documents activities related to Southwestern College's Follow-Up Report that have taken place from March to May 2017.

I certify that this report has been prepared with broad participation/review by the campus community and believe this report accurately reflects the nature and substance of this institution.



Kindred Murillo, Ed.D., Superintendent/President

5/23/17

Date



Tim Nader, President, Governing Board

5/25/17

Date



Linda L. Gilstrap, Accreditation Liaison Officer

5/25/17

Date



Andrew Rempt, President, Academic Senate

5/25/17

Date

TABLE OF CONTENTS

Introduction	3
Response to Recommendations	
One	3
Two	3
Three.....	4
Four.....	5
Six	6
Seven	6
Ten.....	7
Eleven	7
Thirteen	7
Fourteen	8
Fifteen.....	9
ACCJC One	9

ACCREDITATION SUPPLEMENTAL REPORT — March-May, 2017

INTRODUCTION

*The purpose of the Supplemental Report is to provide the Accrediting Commission for Community and Junior Colleges (ACCJC) with an update on activities related to accreditation recommendations since Southwestern College's Follow-Up Report was submitted in March 2017. The Follow-Up Report noted that certain work would be completed in spring 2017 and in order to demonstrate compliance with these items the following information represents an update on work and corresponding evidence that has continued since the Follow-Up Report and the ACCJC Evaluation Team visit in March 2017. **Specifically, the Supplemental Report provides updates on work/activities related to Recommendations One, Two, Three, Four, Six, Seven, Ten, Eleven, Thirteen, Fourteen, Fifteen, and ACCJC Recommendation One.***

RECOMMENDATION ONE: In order to meet the Standards, the team recommends that the college ensure there is only one mission statement and when the mission statement is published, the wording of the mission statement is presented consistently in all College documents, signage, posters, displays and publications, electronic and print, and that such wording matches exactly the wording approved by the Board of Trustees. (I.A.1, II.A.6.c; IVA)

March–May 2017—Work accomplished:

As evidence of the College District's efforts to demonstrate sustainability regarding the consistent presentation of the college's Mission Statement, the following publications have been created within the above reference timeframe utilizing the Documentation Review Checklist to ensure that the mission statement is consistently presented in college documents.

- Student of Distinction Awards (SODA) Program and Documentation Review Checklist (1.1)
- Hall of Fame Program and Documentation Review Checklist (1.2)

In addition, the second annual training of the Documentation Review Checklist is scheduled for September 2017 to the College Management Team and Deans' Council and is conducted by the Chief Information and Government Relation Officer. This annual effort is to reinforce this change in publication review protocol for college documents and the mission statement.

Evidence:

[1.1 2017 Student of Distinction Awards Program-Doc Checklist](#)

[1.2 2017 Hall of Fame Program-Doc Checklist](#)

RECOMMENDATION TWO: In order to meet the Standard, the team recommends the College evaluate regular and effective student contact for distance education courses to determine compliance with the College Distance Education Handbook, stated learning outcomes, and whether achievement is comparable with students enrolled in face-to-face programs. (II.A.1)

March–May 2017—Work accomplished:

As evidence of the College District's commitment to sustaining compliance with Recommendation Two, the following list of actions and evidence since March 2017 are submitted for ACCJC review.

- Curriculum Handbook including new Distance Education (DE) section approved by the Curriculum Committee on 4/27/17 (2.1)
- DE Addendum was approved by the Curriculum Committee (2.2)

Evidence:

[2.1 Curriculum Handbook 17-18](#)

[2.2 Distance Education Addendum FinalRev2](#)

RECOMMENDATION THREE: *In order to meet the Standard, the team recommends that the College implement and evaluate 508 accessibility compliance. (II.A.1)*

March–May 2017—Work accomplished:

As evidence of the College District's commitment to sustaining compliance with Recommendation Three regarding Section 508, the following list of actions and evidence since March 2017 is submitted for ease of review.

- New Heading Tool in SWC Website Editor (Curriculum used in these trainings) (3.1)
- Header Tool Trainings Schedule: lists the training schedule on the new header accessibility tool provided to all SWC web content authors (3.2)
- Technology Specialist for Accessibility and Compliance job announcement (Hiring process underway until May 1, 2017) (3.3)
- Technology Specialist for Accessibility and Compliance job description (3.4)
- 508 Accreditation Summary Final: contains the ongoing dates of all the scans completed on the SWC website (3.5)
- 508 Compliance scan conducted on 4/10/17 and WAVE scan completed 5/3/17 (3.6, 3.7)
- 508 Planning Team Agenda and Minutes from 4/11/17 (3.8)
- ITC minutes in which the new Technology Specialist position was discussed (3.9)

Evidence:

[3.1 New Header Tool in SWC Website Editor](#)

[3.2 Header Tool Trainings Schedule](#)

[3.3 Technology Specialist for Accessibility & Compliance Job Announcement](#)

[3.4 Technology Specialist for Accessibility Job Description](#)

[3.5 508 Accreditation summary Final](#)

[3.6 508 Update 05-03-17](#)

[3.7 SWCCD WAVE Scan Zero Errors](#)

[3.8 508 subcommittee meeting agenda minutes 4-11-17](#)

[3.9 Institutional Technology Committee Agenda-Minutes](#)

RECOMMENDATION FOUR: *In order to meet the Standard, the team recommends that the College evaluate and regularly review web-based applications and sites (beyond LMS), whether faculty or publisher provided, to validate student privacy and identity (at the individual level, not the course level). (II.A.7)*

March–May 2017—Work accomplished:

As evidence of the College District’s commitment to sustaining procedural changes in support of Recommendation Four regarding evaluation and regular review of web-based applications and ensuring student privacy, the following bulleted list of actions and evidence since March 2017 is submitted for ease of review.

- DE Task Force agendas and minutes (4.2)
- Academic Senate Textbook Presentation handout & State of Textbooks Presentation (4.3, 4.4)
- Academic Senate agenda and minutes (March 21, 2017 & April 11, 2017) (4.5)
- Approved Distance Education (DE) Plan 2017-2020 (4.6)
- DE Mentor Program Report (4.7)
- Copies of faculty and student textbook surveys to be sent on behalf of the Academic Senate’s Textbook Committee (4.8, 4.9)
- Surveys also serve as evidence of continuing collaboration between the Academic Senate and the DE Task Force to sustain authentication, privacy and accessibility efforts (4.8, 4.9)
- Technology Specialist for Accessibility and Compliance job description (4.10)
- Technology Specialist for Accessibility and Compliance job announcement (Hiring process underway until May 1, 2017) (4.11)
- DE Curriculum Presentation to the Academic Senate on 4/25/17; discussed new DE Addendum and how it is very different from old one; from 2 pages to 9 pages in length; much more detail; and compliance items noted throughout (4.12, 4.13, 4.19)
- Preliminary discussions of District review/approval process for non-CMS websites and applications (for FERPA, Section 508 and Title 5 mandates) (4.13)
- DE Mentor Program formalized (4.14)
- DE Faculty Training on Canvas, DE issues and Transitioning from Blackboard to Canvas (4.15, 4.16)
- Emailed instructions for completing the new SWC DE Addendum (4.17)
- Implemented DE Addendum walk-in sessions for faculty interested in putting forth DE courses for review by the Curriculum Committee in fall 2017 (4.18, 4.20, 4.21)

Evidence:

[4.2 DE Task Force Agendas-Minutes](#)

[4.3 Academic Senate Textbook Presentation Handout](#)

[4.4 State of Textbooks Senate Presentation](#)

[4.5 Academic Senate Agendas-Minutes](#)

[4.6 DE Plan 2017 FINAL 2-21-17](#)

[4.7 DE Mentor Program Report](#)

[4.8 Electronic Copy of Student Textbook Survey DRAFT](#)

[4.9 Electronic Copy of the Faculty Textbook Survey DRAFT](#)

[4.10 Technology Specialist for Accessibility February 2017](#)

[4.11 Technology Specialist for Accessibility and Compliance Job Announcement](#)

- [4.12 4-25-17 Approved Academic Senate Meeting Minutes](#)
- [4.13 Distance Education Addendum FinalRev2](#)
- [4.14 DE Mentor Program](#)
- [4.15 DE Training Opportunities](#)
- [4.16 Design 2 Align Training](#)
- [4.17 Instructions for Activating & Completing DE Addendum](#)
- [4.18 DE Launch](#)
- [4.19 Curriculum Handbook 17-18](#)
- [4.20 ED 200 DE Addendum](#)
- [4.21 MAS 141 Mexican-American History DE Addendum](#)

RECOMMENDATION SIX: *In order to meet the Standard, the team recommends that the College ensures that faculty and others directly responsible for student progress toward achieving stated student learning outcomes have, as a component of their evaluation, how they use the results of the assessment of learning outcomes to improve teaching and learning. (III.A.1.c)*

March–May 2017—Work accomplished:

As evidence of the College District’s full resolution of Recommendation Six and its commitment to sustaining compliance with this matter, the institution implemented the following actions:

On May 1, 2017 Academic Administrators’ evaluation was revised to include how the results of the assessment of learning outcomes to improve teaching and learning are used as related to achieving stated student learning outcomes. Implementation of the use of this evaluation form is effective as of the date of the Memorandum of Understanding between the College District and the Southwestern Community College Administrators Association (May 1, 2017) and will be used during Fall 2017 semester which is when the evaluation cycle occurs for Academic Administrators.

- Negotiated agreement between Southwestern Community College District and Southwestern Community College District Administrators Association (SCCDAA) [\(6.1\)](#)

Evidence:

[6.1 SLO MOU](#)

RECOMMENDATION SEVEN: *In order to meet the Standard, the team recommends that the College evaluate all personnel systematically and at stated intervals. The Team further recommends the creation of a mechanism to ensure compliance with stated evaluation guidelines. (III.A.1.b)*

March–May 2017—Work accomplished:

As evidence of the College District’s commitment to sustaining compliance with Recommendation Seven, the institution implemented the following actions:

In April 2017 NeoGov was fully implemented at Southwestern College enabling the institution to electronically track all components of employee evaluations. Tiered training for supervisors (both Academic and Classified) is scheduled for summer 2017 and will be provided on an ongoing basis.

- Evidence of NeoGov implementation (example-Human Resources Department) - demonstrates electronic tracking system for employee evaluation process [\(7.1\)](#)
- Evidence of training for NeoGov initial training for supervisors conducted at College Management Team meeting in January 2017 [\(7.2\)](#)

Evidence:

[7.1 NEOGOV Screenshot sample from Human Resources Dept](#)

[7.2 CMT Agenda-Minutes 1-17-17](#)

RECOMMENDATION TEN: *In order to meet the Standard, the institution should ensure that its mission and goals are integrated with its financial and institutional planning by ensuring realistic resource availability. (III.D.1; III.D.1.a; III.D.1.b)*

RECOMMENDATION ELEVEN: *In order to meet the Standard, the institution needs to ensure that internal and external controls have a high degree of credibility and accuracy and reflect that appropriate use of financial resources. As part of credibility, financial information must be provided in a timely manner to the institutional community. As part of assessment and improvement, the institution should respond to the evaluation and effectiveness of internal controls and financial resources. (III.D.4; ER 18, ACCJC 2013 Special Report)*

RECOMMENDATION THIRTEEN: *In order to meet the Standards [and Eligibility Requirements], the team recommends that the College create a budget that meets the short- and long-term liabilities, contingency plans, unforeseen occurrences and future obligations of the College while meeting the appropriate reserves set by board policy. In addition, the College shall implement, assess, and evaluate internal controls sufficient to mitigate risk and maintain the fiscal integrity and stability of the College. (III.D.1.c, III.D.1.d, III.D.2, III.D.2.a, III.D.2.c, III.D.2.e, III.D.3.a, III.D.3.c, III.D.3.g, III.D.3.h, III.D.4, IV.B.1.c; Commission Policy on Institutional Compliance with Title IV.)*

March–May 2017—Work accomplished:

As evidence of the College District’s commitment to sustaining the ongoing work of Recommendations Ten, Eleven, and Thirteen the institution submits the following information:

Credible, accurate, and consistent communication and operational implementation regarding information pertaining to Southwestern College’s financial resources and liabilities continue to be demonstrated through the following completed activities:

- Governing Board Presentation *Budget Assumptions* – March 14, 2017 [\(R10/R11/R13.1\)](#)
- Governing Board Workshop Presentation *Budget Priorities and Funding* – April 25, 2017 [\(R10/R11/R13.2\)](#)
- Planning and Budget Committee meeting packet for March 2017 [\(R10/R11/R13.3,](#)
[R10/R11/R13.4\)](#)
- Planning and Budget Committee meeting packet for April 2017 [\(R10/R11/R13.5\)](#)

Evidence:

[R10/R11/R13.1 Governing Board Presentation Budget Assumptions March 14 2017](#)

[R10/R11/R13.2 Budget Workshop for Governing Board 4-25-17](#)

[R10/R11/R13.3 PBC Meeting Packet 3.3.17](#)

[R10/R11/R13.4 PBC Meeting Packet 3.17.17](#)

[R10/R11/R13.5 PBC Meeting Packet April 2017](#)

RECOMMENDATION FOURTEEN: *In order to meet the Standards, the team recommends that the Board and the CEO ensure the fiscal integrity of the College by establishing a balanced budget that includes a plan for effective enrollment management. (IV.B.1.c, IV.B.2.d)*

March–May 2017—Work accomplished:

As evidence of the College District’s commitment to sustaining systemic changes in support of Recommendation Fourteen regarding fiscal integrity and a linkage to an effective enrollment management process since March 2017, a bulleted list of actions and evidence is submitted below for ease of review.

- Governing Board Report that includes budget priorities (14.1)
- Curriculum Committee discusses preliminary criteria for class maximums to address enrollment management plan and to provide guidance to Academic Senate for its Large Classroom Workshop on Friday, May 12, 2017 (14.2, 14.7)
- A two and a half hour Academic Senate Large Classroom Workshop held on Friday, May 12, 2017 provided valuable faculty input into the criteria and other relevant factors for consideration of Large Classroom capacity. It is important to note that this information is used to inform the 2017-2022 Enrollment Management Plan (14.3, 14.4, 14.6)
- Enrollment Management Presentation from the Presiding Chair of Chairs (14.10)
- Class Enrollment Maximums: Guiding Principles and Responsibilities (14.11)
- Calculations for productivity during the March-May 2017 timeframe revealed increased productivity to 14.39 from 14.22 which met/surpassed SWC’s enrollment planning goal of 14.3 (14.5)
- Continued discussion regarding enrollment management strategies within key College District committees (14.8, 14.9)

Evidence:

[14.1 GB Presentation on Budget Assumptions - March 2017](#)

[14.2 Curriculum Comm Minutes 4-13-17 Draft](#)

[14.3 Large Capacity Classroom Workshop Agenda 5-12-17](#)

[14.4 Transcription of Ideas Generated at Academic Senate Large Classroom Workshop](#)

[14.5 Productivity-Nonresident FTES](#)

[14.6 Grossmont College Large Capacity Classroom](#)

[14.7 CC Class Max Documents](#)

[14.8 Agendas-Minutes Enrollment Management Discussion](#)

[14.9 Enrollment Presentation](#)

[14.10 Enrollment Mgmt Presentation for Large Classroom Workshop](#)

[14.11 Class Enrollment Maximums Guiding Principles and Responsibilities](#)

RECOMMENDATION FIFTEEN: *In order to meet the Standards, the team recommends that the Board develop and adopt all Board policies required by law, and that it fully implement the plan to review and update all Board policies on a regular cycle. The team further recommends that the Board avoid assigning itself authority over College operations. (IV.B.1.d, IV.B.2.c)*

March–May 2017—Work accomplished:

As evidence of the College District’s commitment to sustaining the ongoing work of Recommendation Fifteen the institution submits the following information:

The remaining nine legally mandated policies and procedures are in process of the governance review cycle.

- Policy Flow Chart approved by SCC on 4.19.17 (15.1)
- Updated index of policies and procedures (15.3)

In addition to the above work for Recommendation 15, the SWC Governing Board will be holding a Self-Evaluation Workshop on June 3, 2017, in which all GB Trustees, new and returning, are trained on separation of policy-making body work vs. operations utilizing the June 2016 Governing Board self-evaluation form. The 2017 evaluation instrument will be similar. (15.2)

Evidence:

[15.1 Visio-Policy Flow 4-19-17 SCC Approved](#)

[15.2 GB Self-Eval 2016 Questionnaire](#)

[15.3 SWC Policies and Procedures Status Index \(updated 5-18-17\)](#)

COMMISSION RECOMMENDATION ONE: *In order to meet Standards, the Commission recommends that the college demonstrate widespread and consistent participation within the academic programs, which includes the Higher Education Centers, in course and program student learning outcomes assessment that results in program and institutional improvement. (II.A.1.c, II.A.2.e, and II.A.2.f)*

March–May 2017—Work accomplished:

As evidence of the College District’s commitment to attaining and sustaining systemic changes in support of Commission Recommendation One regarding work done for student learning outcomes (SLOs) since March 2017, a bulleted list of actions and evidence is submitted below for ease of review.

- Evidence samples of continuing SLO discussions for improvement of disciplines (i.e. discipline meeting minutes or notes) (CR.1)
- A 2017-2018 Academic Program Review cycle listing which disciplines will be working on Comprehensive Program Review in Fall 2017 demonstrating that another third of our academic programs will be completing the new SLO sections in the Comprehensive Report and that, thus, two thirds of our all academic programs will have completed SLO discussions in their discipline by October 2017 (CR.2)
- Approved MOU for SLO Coordinators and SLO “points” (CR.3, CR.4)
- Copy of the SLO Coordinator job announcement and job description (CR.5, CR.6)

- SCC Prioritization Process Training for 2017 ([CR.7](#))
- An electronic copy of the Master Prioritization List ([CR.8](#))
- SCC minutes for May ([CR.9](#), [CR.13](#))
- SLO Open Lab Schedule for Spring 2017 ([CR.10](#))
- Academic Senate minutes demonstrating discussion of SLOs ([CR.11](#))
- APRC discussion on SLOs and archiving data meeting 04/05/17 ([CR.12](#))

Evidence:

[CR.1 Evidence of Continuing SLO Discussion](#)

[CR.2 Draft APR Cycle 16-18 Updated 5-17](#)

[CR.3 MOU for SLO Coordinators](#)

[CR.4 MOU for SLO Points](#)

[CR.5 SLO Coordinator Job Announcement](#)

[CR.6 SLO Coordinator Job Description](#)

[CR.7 Prioritization Training at SCC 5-3-17](#)

[CR.8 Master Prioritization List 2017-18 SCC Approved](#)

[CR.9 SCC Minutes 5-3-17](#)

[CR.10 SLO Open Lab Training](#)

[CR.11 Academic Senate Meeting Minutes Demonstrating SLO Discussion](#)

[CR.12 APRC 04-05-17 Draft Minutes](#)

[CR.13 Draft SCC Minutes 5-17-17](#)