William C. Farmer, Jr.  
President’s Message  
August 28, 2008

Dear Campus Colleagues,

This is the third in a series of updates I am writing to the campus to make sure all are informed about important campus happenings and issues.

**Enrollment Update**
As of today, 23,284 students had successfully completed nearly 80,000 enrollments for Fall 2008. That represents an increase of 10.6% over last fall. The overall Full-Time Equivalent Student (FTES) enrollment for all classes is up by 8.39% compared to last year and up 9.25% in credit classes. This continues the good news we have recently received about our enrollment.

I want to thank all who have worked on enrollment management activities over the past few years. That work finally appears to be paying off. I also want to thank all of our staff in the Student Services areas who are working so hard to serve this increased number of students. As Faculty Senate President Bryan Reece said in Monday’s Coordinating Committee meeting, we need to make sure we continue our outreach efforts with our K-12 districts and continue practicing what we have done well over the last few years to enhance college opportunities for everyone.

**Catalog Production**
We had problems in producing the 2008-09 College Catalog that have led us to reprint it. Foremost among the problems was the fact that our printer went out of business during the production process and we ended up having two different printers do the inside and the cover. Then we discovered two major spelling errors on the cover as well as some other errors inside. This was also the first catalog produced from the PeopleSoft curriculum database, an effort to ensure that all versions of the catalog were consistent with each other (See Accreditation Recommendation #5 below.). We are searching for a new printer for the revised version and should have a new catalog published in a couple of weeks. If you received a copy of the 2008-09 catalog, we encourage you to return it to academic affairs once the new catalogs are published and trade it for a new version. We’ll let you know when they arrive.

Once we have the new catalogs published and available, I have asked Vice President Stephen Johnson, Dean M.L. Bettino, and Director of Public and Governmental Affairs Mark Wallace to determine why these errors happened and to develop a business process that will minimize the opportunities for them to occur again.
Accreditation Update

I hope you are aware that the recent accreditation report from the Accrediting Commission of Community and Junior Colleges (ACCJC) resulted in our being placed on warning. We are still an accredited college, but have been warned that we must address eight recommendations, four of them by March 1, 2009. The other four must be addressed by June 2010. This is a change from prior accreditation visits where colleges were given six years to comply with ACCJC standards; now we have only two years to comply. Here’s what the Commission’s letter said: “…under U.S. Department of Education regulations, institutions out of compliance with standards or on sanction are expected to correct deficiencies within a two-year period or the Commission must take action to terminate accreditation.”

Here are some clarifying comments I recently received by e-mail from ACCJC President Barbara Beno:

1. **All recommendations that were identified in the Commission’s action letter of June 2008 are regarded by the Commission as deficiencies and must be fully addressed no later than the June 2010 timeline the letter notes. The two year rule applies therefore to all of those recommendations included in the action letter.**

2. **Some of those have been identified by the Commission as needing to be fully resolved by March 2009. It will be the Commission’s choice whether to give the college additional time beyond March 2009 to fully resolve those deficiencies, but the Commission retains all authority to make an accreditation decision it sees as appropriate when it reviews the College’s work at its June 2009 meeting. The college sanction might be changed negatively as a result of failure to fully address those recommendations identified in the action letter and given a March 2009 deadline.**

Here are the four recommendations that must be addressed by March 1, 2009:

**Recommendation 2: Leadership: Communication and Participation**
In order to improve, the team recommends that the college, under the leadership of the president, establish effective methods of communication leading to the participation of all constituencies of the campus community in an on-going collegial dialogue regarding continuous improvement of student learning and institutional processes. (IB.1)(IVA.2.a)(IVB.2.e)

**Recommendation 3: Planning, Resource Allocation, and Evaluation**
Because the college has not met Recommendation 2 from the 2002 Evaluation Team Report, that recommendation is repeated here with additions relevant to the college's current deficiency with the standards cited. To meet the standards, the team recommends that the college make full use of the Office of Research and Planning to complete the development of a comprehensive planning and evaluation process that is guided by the college mission statement and integrates strategic, master, and operational planning; unit planning based on appropriate program review; and the allocation of institutional resources. Both the
planning process and a delineation of responsibilities for the implementation of the process should be communicated clearly to the entire campus community. (IA.3, IB.4)(IVB.2.b)

The team further recommends that
• the college complete the initial cycle of planning and resource allocation and evaluate the process so that each review cycle is complete and the resulting data and research can be fed back to provide continuous improvement (IIi.6),
• the college provide adequate staffing and resources to the Office of Research and Planning so that data, research, and analysis can be provided sufficient for the college to implement integrated planning, resource allocation, and evaluation; to identify student learning needs; and to assess progress toward achieving stated learning outcomes (IB.3)(IIA.1.a)(IIA2)(IVA.2.b)(IVB.2.b),
• data used to produce reports that contribute to the college's on-going self-assessment include both quantitative and qualitative information (IB.3),
• the college state its objectives in measurable terms in all its planning documents including the strategic plan and the unit plans (IB.2), and
• the college integrate planning for human resources, facilities, technology, and finances into the college plan and use the results of this evaluation to improve human resource processes, facilities utilization, the effective use of technology, and the distribution of financial resources.(IIIA.6)(IIIB.2.b)(IIIC.2)(IID.1.a)

Recommendation 6: Program Review
Because the college has not met Recommendation 4 from the 2002 Evaluation Team Report, that recommendation is repeated here. In order to meet the standards, the team recommends that the college extend the new program review process, recently revised for instruction, to other non-instructional areas of the campus with appropriate accommodation to address the unique nature of each service area. Further, it should be clear to the campus community how the process of program review is connected to the planning and budgeting process, and, ultimately, to program improvement. (IB.3) (IIA.1.a) (IIB.1)(IIB.3)

Recommendation 8: Leadership: Empowerment, Innovation, Collaboration, and Decision-Making
In order to meet the standards, the team recommends that the college, through the leadership of the president, establish a climate of empowerment, innovation and collaboration resulting in a decision-making process that provides for a substantial voice for faculty and middle managers and meaningful input for students and staff in areas that reflect their responsibility. The team further recommends that processes for decision-making be regularly evaluated to assure their integrity and effectiveness. (IVA.1) (IVA.2.a) (IVA.5)(IVB.2.a)(IVB.2.b)
The following four recommendations must be addressed no later than June 2010:

**Recommendation 1: Mission Statement**
The team recommends that the college further develop the statement of its mission to include a description of its student population and to state its commitment to student learning and to the value of diversity. (IA.1)(IA.3)(I.A.4)(IIIA.4.b)

**Recommendation 4: Student Learning Outcomes**
The team recommends that the college identify student learning outcomes for programs, certificates, and degrees; the team also recommends that the college assess student achievement of outcomes recently identified for courses and extend that assessment to outcomes for programs, certificates, and degrees; and the team further recommends that the college use these assessment results to make improvements. Finally, the team recommends that the college fully achieve the Development Level on the Rubric for Evaluating Institutional Effectiveness-Part III Student Learning Outcomes and begin movement to the Proficiency Level. (IIA.I.c.)(IIA.2.a,b,f,i)(IIA.3)

**Recommendation 5: Accurate Catalog Information**
In order to meet the standards, the team recommends that the college implement procedures and practices to ensure that catalog information is consistent and accurate regardless of how publications and information are made available. (IIA.6.c)(IIB.2)

**Recommendation 7: Human Resources Policies and Procedures**
In order to improve, the team recommends that the college update policies, procedures, forms, and guidelines in all areas under the purview of human resources to assure that those employed are appropriately qualified, hiring criteria are clear and relevant, criteria for prioritizing faculty and staff positions to be hired are in place and are followed, and fairness in all practices is clearly stated. (IIIJ.1)(IIIJ.1.a)(IIIJ.2)(IIIJ.3.a)

The management team will have an all-day retreat on September 19 to develop action plans to address all eight recommendations. Much work is already underway. Following that retreat, these draft plans will be presented to other constituent groups for input and comment.

As you can see, we have considerable work to do to ensure that Cerritos College maintains its accredited status. I am confident that we have the talent and the will to realize that outcome, and I look forward to working together to make it happen.

Sincerely,
Bill Farmer
Acting President, Cerritos College