



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

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January 31, 2011

Dr. Richard Duran
President
Oxnard College
4000 South Rose Avenue
Oxnard, CA 93033

Dear President Duran:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 11-13, 2011, reviewed the institutional Self Study Report and the report of the evaluation team which visited Oxnard College Monday, October 11-Thursday, October 14, 2010. The Commission acted to issue **Warning** and to ask that Oxnard College correct the deficiencies noted. The College is required to complete a Follow-Up Report by **October 15, 2011**. That report will be followed by a visit of Commission representatives.

Warning is issued when the Commission finds that an institution has pursued a course of action which deviates from the Commission's Eligibility Requirements, Accreditation Standards, or policy to an extent that raises a concern regarding the ability of the institution to meet The Standards. The accredited status of the institution continues during the warning period. However, the institution's accreditation will not be reaffirmed until the conditions which warranted Warning are resolved. Warning is being issued at this time for deficiencies identified in the team report and associated with College recommendations noted below.

The Follow-Up Report of **October 15, 2011** should demonstrate resolution of the recommendations noted below:

Oxnard College Recommendation 1: The team recommends, in order to meet Standards and reach sustainable continuous quality improvement for institutional planning, that the college further integrate long-range strategic planning inclusive of the Educational Master Plan, Facilities Master Plan, Technology Plan and District/College goals and use an institutional outcomes assessment process that leads to improved institutional effectiveness (Standards I.A.1, I.B.3, II.B.3, II.B.4, II.C.2, III.A.6, III.B.2, III.C.1, III.C.2, III.D.3, IV.A.1, IV.A.5, IV.B.2.b).

Oxnard College Recommendation 3: The team recommends that the college accelerate its schedule for the development and assessment of course, program, and institutional SLOs in order to reach proficiency by fall of 2012. The process should be faculty driven (Standards I.B.3, II.A.1.c, II.A.2.a, II.A.2.b, II.A.2.e, II.A.2.f, II.A.2.g, II.B.4, II.C.2).

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Oxnard College Recommendation 4: In order to meet Standards, the team recommends that the college enhance its program review process by implementing a multi-year approach which includes the documentation of completing a comprehensive analysis of relevant data, identifying measurable outcomes, conducting periodic assessments, and making improvements based on those assessments (Standards I.B.3, II.A.1.c, II.A.2.a, II.A.2.b, II.A.2.e, II.A.2.i, II.B.3, II.B.4, II.C.2).

Oxnard College Recommendation 5: In order to meet Standards, the team recommends that capital planning and resource allocation processes include total cost of ownership principles. (Standards II.C.1.c, III.A.2, III.A.6, III.B.2.a, III.B.2.b, III.D.1.c, III.D.2.a).

Oxnard College Recommendation 6: In order to meet Standards, the team recommends that the college ensure the effectiveness of its human resources by evaluating all personnel systematically and within intervals established by district policy (Standards III.A.1.b).

Commission Concern: The Commission noted that a recent Human Resources audit revealed a lack of minimum qualifications and/or equivalencies for a total of 110 full- and part-time faculty district-wide. The District reported it is currently engaged in the formal review and verification of degrees for all new hires and for those who lack an equivalency review at each of the colleges. The Commission requires the results of that review be included in the October 2011 Follow-Up Report from all three colleges. (Standard III.A.2)

District Recommendation 1: In order to meet the Standards, the District, in concert with the three colleges, shall develop clearly defined organizational maps that delineate the primary and secondary responsibilities of each, the college to college responsibilities, and that also incorporate the relationship of major District and college committees established to assure the integrity of activities related to such areas as budget, research, planning, and curriculum (Standards IV.B.3.a, IV.B.3.b, IV.B.3.g).

District Recommendation 2: In order to meet the Standard, the District, in concert with the three colleges, shall document evidence that a review of District Policies and Procedures that may impede the timely and effective operations of the departments of the colleges has taken place and that appropriate modifications are made that facilitate the operational effectiveness of the colleges. A calendar that identifies a timeline for the regular and consistent review of policies shall be developed (Standard IV.B.1.e).

District Recommendation 3: In order to increase effectiveness, the teams recommend that the District conduct a periodic outcomes assessment and analysis of its strategic planning and decision-making processes, leading to sustainable continuous quality improvement in educational effectiveness in support of student learning and district-wide operations (Standard IV.B.3).

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District Recommendation 4: In order to improve communication, the teams recommend that the District assess the effectiveness of its formal communications and utilize constituency and community input/feedback data to implement improvements to ensure that open and timely communication regarding expectations of educational excellence, operational planning, and integrity continues and is enhanced at all levels of the organization (Standards III.A.1.b, III.A.3, IV.B.3).

District Recommendation 5: In order to meet the Standard, the Board of Trustees shall complete an analysis of its self-assessment pursuant to Board Policy 2745 and formally adopt expected outcomes and measures for continuous quality improvement that will be assessed and reported as a component of the immediately succeeding self-assessment (Standard IV.B.1.g).

District Recommendation 6: In order to meet the Standards, the Board of Trustees shall establish and adhere to clearly written policies and corresponding procedures to ensure that decision-making is equitably and consistently administered across and within the three colleges (Standards III.A.3.a, III.A.4.c, IV.B.1.b-c).

District Recommendation 7: In order to meet the Standards, the Board of Trustees shall assess its actions in relation to its policy making role and implement a program for ongoing Board member professional development to enhance and improve the demonstration of its primary leadership role in assuring the quality, integrity, and effectiveness of the student learning programs and services delivered by the District colleges (Standards IV.A.3, IV.B.1.e-g).

I wish to inform you that 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. Oxnard College must correct the deficiencies noted by **October 2012**.

Commission Reminder: The Commission expects that institutions meet standards that require the identification and assessment of student learning outcomes, and the use of assessment data to plan and implement improvements to educational quality, by fall 2012. The Commission reminds Oxnard College that it must be prepared to demonstrate that it meets these standards by fall 2012 (Standards I.B.1, II.A.2.e, II.A.2.f, II.B.4, and II.C.2).

I have previously sent you a copy of the Evaluation Team Report. Additional copies may now be duplicated. The Commission requires you to give the Evaluation Team Report and this letter dissemination to your College staff and to those who were signatories of your college Self Study Report. This group should include the Chancellor, campus leadership and the Board of Trustees. The Commission also requires that the team report and the Self Study Report be made available to students and the public. Placing copies in the college library can accomplish this. Should you want an electronic copy of the report, please contact Commission staff.

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The recommendations contained in the Evaluation Team Report represent the observations of the evaluation team at the time of the visit. The Commission reminds you that while an institution may concur or disagree with any part of the team report, the College is expected to use the report to improve educational programs and services and to resolve issues identified by the Commission.

The College conducted a comprehensive self study as part of its evaluation. The Commission suggests that the plans for improvement of the institution included in its self study efforts be used to support the continuing improvement of Oxnard College.

Finally, ACCJC staff is available to assist the College with consultation and advice on the recommendations identified above.

On behalf of the Commission, I wish to express continuing interest in the institution's educational quality and students' success. Professional self-regulation is the most effective means of assuring integrity, effectiveness and quality.

Sincerely,



Barbara A. Beno, Ph.D.
President

BAB/tl

cc: Dr. James Meznik, Chancellor, Ventura County CCD
Ms. Erika Endrijonas, Accreditation Liaison Officer
Board President, Ventura County CCD
Dr. Jack Daniels III, Team Chair