



# Accreditation Supplemental Report (December 2014- February 2015)

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Submitted to:  
Accrediting Commission for Community  
and Junior Colleges

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## Supplemental Report: Major Developments since December 2014

The purpose of the Supplemental Report is to provide the accreditation site visit team with an update on activity related to accreditation standards since the self-evaluation was finalized in November 2014.

The College strives to continuously reflect and improve. Brief outlines are provided. Printed copies of evidence will be placed in the “Supplemental Report evidence” box in the team room and electronic copies will be posted at: <http://alameda.peralta.edu/accreditation/accreditation-documents-2015/>

### Standard I.B: Institutional Effectiveness

Actionable Improvement Plan(s)

#### IB.3

The College will expand institutional research capacity to strengthen qualitative and quantitative data analysis to inform decision making and prioritization processes.

To provide additional benchmarks and assessment tools to measure progress towards achieving goals and objectives a comprehensive student and faculty/staff satisfaction survey will be developed and administered on a systematic cycle.

### Institutional Research

<i>Activity</i>
Commenced recruitment process for a College Research Officer
Identified space for permanent research and planning office
Published College of Alameda Fact Sheet
Initiated survey of Business/Administrative Services Unit
Held three Campus Accreditation Forums- February 18th: 11-12noon; February 18th: 6-7pm; February 26th: 1-2pm
Published Campus Accreditation Resource Guide

Actionable Improvement Plan(s)

IB.6

Following the College and District Strategic Planning model, the College will continue the Educational Master Plan reflection and revision cycle in 2015.

**Integrated Planning, Budgeting and Resource Allocation**

<i>Activity</i>
Completed the final draft of the PCCD 2015 Strategic Plan: February 2015
Began faculty prioritization process based on 2014-2015 Annual Program Updates
Allocated Instructional Equipment and Library Materials funding via the Budget Advisory Committee based on department requests identified in their 2014-2015 Annual Program Updates
Held three campus/community accreditation forums and posted PowerPoint on accreditation website- February 2015
Published Campus Accreditation Resource Guide available in print and online. Posted on accreditation website- February 2015

**Board Policies and Administrative Procedures**

<i>Activity</i>
Updated Board Policy and Administrative Procedure 2105 Student Board Members: December 2015

**Standard II.A: Instructional Programs**

**Academic Programs: Transfer, Basic Skills and Career Technical Education (CTE)**

<i>Activity</i>
Created partnership with Bay Ship and Yacht Company which involves the development of a new Maritime Program at College of Alameda (COA). COA's pilot class, Maritime Painting, is scheduled Fall 2015 and will be funded through the Alameda County Workforce Investment Board. A second Maritime class, Intro to Maritime Transportation, is currently in the development process and is modeled after CSU Maritime's NAU 103 Intro to Maritime Transportation class.
Involved in six grant consortiums: Career Pathways Trust with emphasis on Advanced Manufacturing, CTE Enhancement 40% to create a Mobile Application Certificate, CTE Enhancement 40% for Netlab implementation, CTE Enhancement 40% to develop internships/joint industry advisory boards for health related occupations, CTE Enhancement 40% to create additional apprenticeship programs, and CTE Enhancement 40% to create internships/high school outreach for students in Auto Technology Programs.
Ten(10) student dancers from The College of Alameda Dance Classes (Modern Dance II and Modern Dance III), will be performing this summer in New York City
Participate in the ongoing partnership between East Bay Area Community Based Organizations and Peralta Colleges (College of Alameda and Laney College). The courses of study at College of Alameda connected to this partnership include: Violence Prevention and Public Administration and Public Law and Justice, Community Change and Urban Leadership.
Held planning meetings between College ESL Department and District Office for International Students on creating an Intensive English Program at COA.
Creating 2015 Summer Bridge Program which aligns with local high schools

Actionable Improvement Plan(s)

IIA.1b

In order to exceed Institutional Set Standards on student achievement and retention, the College will identify online and hybrid student success strategies and provide workshops to faculty and staff

**Distance Education**

<i>Activity</i>
Workshop: Student Success in Distance Education Courses: Effective Practices and Strategies that increase Student Success in DE courses at COA. January 15, 2015
Curriculum Committee began discussion of adopting best practice online course design standards from the Online Educational Initiative. February 2015
Created a District-wide Distance Education Committee, a subcommittee of the District Education Committee. December 2015

Actionable Improvement Plan(s)

IIA.2e

To continuously improve and integrate strategic planning, the College will complete the revision, begun in Fall 2014, of the program review and annual program update processes and forms.

To further align District-wide and College strategic planning to student learning outcomes assessment results, the College will complete the revision of the current SLO assessments system to enhance the linkage between student learning outcomes assessment, program planning, resource allocation and future planning needs.

**Program Review and Annual Unit Plans**

<i>Activity</i>
Compiled information on resource requests (Supplies; Equipment; Human; Facilities; Technology) from FY14/15 Annual Unit Plans
Used data compiled from unit plans to allocation State Instructional Equipment and Library Materials funding
Began Faculty prioritization process based on annual unit plan requests- January 2015
Attend (faculty and administrators) bi-weekly District Program Review Taskforce. Taskforce charged with revising Program Review documents prior to the FY15/16 academic year. Committee finalizing academic program review; then will focus on student services and administrative units.

**Standard II.B: Student Support Services**

**Student Success and Support Program (SSSP)**

<i>Activity</i>
Working with the Career Technical Educational Faculty to incorporate SSSP requirements, specifically orientation and educational planning, within their programs.
Currently in testing phase of eSARs online appointment scheduling system
Commenced recruitment for Evaluator position to assist with A&R SSSP related services
Commenced recruitment for Student Personnel Services Specialist/ Assessment
Commenced recruitment for Outreach/ Retention Specialist
Researching online products to help provide follow-up services for students on first semester of academic/ progress probation
Revised parking permit process via automation to reduce wait times for students

**Counseling**

<i>Activity</i>
In the process of hiring new Articulation Officer/ Counselor; General Counselor; EOPS Counselor
Testing eSARS online appointment system for all counseling areas

**Admissions and Records**

<i>Activity</i>
Beginning Summer 2015 revised Schedule of Classes to improve student access through production of College specific schedules, in lieu of a combined four-college interwoven schedule.
Commenced recruitment for Evaluator position to assist with A&R SSSP related services
Upgraded application platform to OpenCCCApply

**Financial Aid**

<i>Activity</i>
Commenced recruitment process for FA supervisor
Developing Get SAP (Satisfactory Academic Progress) online workshop for students who are on first semester of probation and students who have lost eligibility and are appealing (Financial Aid TV product)
Implemented FA Shopping Sheet for Veterans in Peoplesoft/ Passport system

**Student Life**

<i>Activity</i>
Cafeteria Re-opened- January 2015
Associate Students of College of Alameda Office (ASCOA) Remodel- January 2015
Building F, Student Union, renovation began- January 2015
ASCOA Welcome Day- January 20, 2015
ASCOA Martin Luther King, Jr. Celebration- January 21, 2015
ASCOA Club Rush- February 10, 2015
Black Experience in Arts- February 18, 2015
DA Cotton Pickas Film Tour- February 19, 2015
Trauma in the African American Experience- February 24, 2015
ASCOA accounting structure fully integrated into the Districtwide PeopleSoft Finance system



**Standard III.A: Human Resources**

**Professional Development**

<i>Activity</i>
Project planning for <i>Center for Innovative Teaching and Learning</i> with anticipated opening of Summer 2015
Created a pool of funds dedicated to classified staff professional development
Keynote Speaker: Kevin Powell “Equality in America: Barack Obama, Ronald Reagan, and The Ghost of Dr. King- January 14, 2015
Workshop: Multiple Measures: Improving Placement for Incoming Students John J. Hetts, Ph.D.- January 14, 2015
Faculty Diversity Internship Program- January 14, 2015
Technology Training: Smart Classroom- January 14, 2015

**Standard III.B: Facilities**

**Building C Construction Project**

<i>Activity</i>
Building construction project updated presented to Board of Trustees; project pivot, which the College will use the existing building as swing space and will not bring in modular units. December 2014
New site selection for building approved. December 2014
Veterans Resource Center/ Athletics remodel slated for February Board approval
Consultation of RFP (design/build) for the project with anticipated posting late Spring 2015.

**Standard III.C: Technology Resources**

**Technology**

<i>Activity</i>
Implemented a new Financial Aid module in PeopleSoft: December 2014
Implemented student use of the new <i>Open CCC APPLY</i> : February 2015
Commenced surveying campus for wifi upgrade

**Standard III.D: Financial Resources**

<i>Activity</i>
Updated the Budget Allocation Model (BAM). December 2014
Received an unqualified Financial Report (audit for 2013-2014). December 2014
Created a Corrective Action Matrix (CAM) in resolution of audit findings. January 2015

**Standard IV: Governance****Leadership Capacity**

Below is the status of the senior leadership positions:

Position	Status
President; Dr. Joi Lin Blake	Permanent
Vice-President, Student Services; vacant	First level interviews scheduled for February 2015
Vice-President, Instruction; Timothy Karas	Permanent
Director of Business & Administrative Services; MaryBeth Benvenuti	Permanent
Dean, Workforce Development and Applied Sciences; Dr. Charlene Perlas	Permanent
Dean, Academic Pathways and Student Success; Myron Jordan	Permanent
Dean, Special Programs; Toni Cook	Permanent
Dean; Enrollment Services; Dr. Amy Lee	Permanent
Director, Student Life; Dr. Luis Escobar	Permanent