

DRAFT 4/19/10
SAN DIEGO MESA COLLEGE
ACCREDITATION SELF STUDY

CERTIFICATION OF CONTINUED COMPLIANCE WITH ELIGIBILITY
REQUIREMENTS FOR ACCREDITATION

1. Authority

San Diego Mesa College is authorized by the state of California to operate as a public community college. As such, the college is authorized under Title 5 of the Administrative Code to offer Associate in Arts and Associate in Science degrees, and appropriate approved certificates. (ER.1-1; ER.1-2; ER.1-3)

2. Mission

The College has a newly-approved mission, vision and values statement, appropriate for a public California community college that clearly defines the College's primary purposes and describes the institutional commitment to achieving student learning. The mission, vision and values statement was adopted by the San Diego Community College District Board of Trustees and is online as well as published in the catalog and other public documents. (ER.2-1; ER.2-2)

3. Governing Board

Mesa College is governed by the Board of Trustees for the San Diego Community College District. The board is responsible for the quality and integrity of the institution, for ensuring that the institution's mission is carried out, and for ensuring that the institution's financial resources are directed toward a sound educational program. The board, composed of five members elected to represent specific areas of San Diego, is sufficient in size and composition to fulfill its responsibilities. As a body charged with independent policy-making, it is capable of reflecting the interests of the public and constituents in its decisions. Board members do not have employment, family, ownership, or personal financial interests in the institution. The Board adheres to a conflict of interest policy that ensures that their impartiality in all their deliberations and decisions. (ER.3-1; ER.3-2; ER.3-3)

4. Chief Executive Officer

Mesa College's chief executive officer is Dr. Rita Cepeda. The chief executive officer is appointed to her role as President by the Board and her primary responsibility is to the institution. The Board delegates to the President the authority to administer Board policies for the College. Neither the College President nor the District Chancellor serves as chair of the Board. (ER.4-1; ER.4-2)

5. Administrative Capacity

Mesa College is staffed by a sufficient number of administrators to provide the services necessary to support the College's mission and purposes. Administrators are selected competitively and all possess the appropriate preparation and experience to fulfill their assigned roles. (ER.5-1; ER.5-2)

6. Operational Status

The College is in full and continuous operation. Students are actively pursuing the degree programs offered by the institution. (ER.6-1; ER.6-2; ER.6-3)

7. Degrees

The majority of Mesa's course offerings lead to Associate degrees and the College routinely scrutinizes course offerings to assure that they meet degree and program objectives. Students' educational goals and their progress toward them are monitored and provide evidence that a significant proportion of student enrollments are in courses leading to degree offerings. (ER.7-1; ER.7-2; ER.7-3; ER.7-4)

8. Educational Programs

Mesa College offers a large number of Associate degrees and certificates that are consistent with the College's mission. All programs are developed based on needs assessments and recommendations from discipline experts; input from industry advisory committees and transfer institutions are utilized in program development. Degree and certificate requirements are consistent with Title 5 in their extent, depth, rigor and intensity. Students completing degrees and certificates are required to demonstrate outcomes. Degree programs require a minimum of 60 credit units and are two years in length. (ER.8-1; ER.8-2; ER.8-3)

9. Academic Credit

Academic credit for coursework is awarded in accordance with Subchapter 9, Standards of Scholarship, of Title 5 of the California Code of Regulations. (ER.9-1; ER.9-2; ER.9-3)

10. Student Learning and Achievement

The Mesa College Catalog, published and updated annually, defines the requirements for every degree and certificate offered by the College. The listings include prerequisites, course numbers, names, and units, as well as descriptive program information and student learning outcomes. Longitudinal student achievement data is tracked and published in an Annual Fact Book available on the District Research and Planning website. Program Review plans and TaskStream include an assessment of students' achievement of outcomes. (ER.10-1; ER.10-2; ER.10-3; ER.10-4)

11. General Education

All Associate degrees offered by Mesa College require a general education component. General education requirements are defined by SDCCD Policy 1.5.3, which is consistent with Title 5 general education policy (Section 55806) for California community colleges and is consistent with levels of quality and rigor appropriate to higher education. The College's general education requirements are designed to ensure breadth of knowledge and promote intellectual inquiry. They include demonstrated competence in writing and computational skills and an introduction to some of the major areas of knowledge. The College's general education outcomes are defined by district policy that requires that students take courses in the major areas of knowledge and that the curriculum include overarching principles consistent with general education. (ER.11-1; ER.11-2; ER.11-3)

12. Academic Freedom

Policy XXX, approved by the Board of Trustees on XXXX, defines academic freedom for faculty, staff and students. In addition, Appendix II of the District-AFT Guild Agreement contains a statement describing faculty ethical behavior and academic freedom. Both of these statements specify that faculty, staff and students are free to examine and test all knowledge appropriate to their discipline, area of employment or major area of study. Mesa College supports and sustains a culture that protects intellectual freedom and independence. (ER.12-1; ER.12-2)

13. Faculty

Mesa College has a core of well qualified and experienced fulltime faculty to support the College's educational programs. The faculty union contract specifies clearly the responsibilities of a faculty member. Both the contract and the evaluation procedures describe the faculty's responsibilities for program and curriculum development as well as for assessment of student learning. (ER.13-1; ER.13-2; ER.13-3)

14. Student Services

Mesa College provides a wide range of student services to meet the needs of all of its students. The services are consistent with the size of the institution, the characteristics of the student population, and the mission of the institution. Student services are organized to best support as well as encourage learning and development. Point of Service data is a part of the program review process where service areas are routinely assessed. (ER.14-1; ER.14-2; ER.14-3; ER.14-4)

15. Admissions

Mesa College has adopted and strictly follows admissions policies that are consistent with the community college mission and Title 5 requirements. The policies, printed in the Catalog and class schedules, specify the qualifications necessary for admission to the institution. Admissions personnel are qualified for and understand their role relative to established policies. (ER.15-1; ER.15-2; ER.15-3; ER.15-4)

16. Information and Learning Resources

A wide range of information and learning resources are provided to support the College's mission and educational programs. The Learning Resource Center owns or licenses a large inventory of print, non-print, and web-accessible materials. Students may access library database resources through the web, whether on or off campus. All instructional programs, in whatever format and wherever they are offered, including online, may access these resources. Resources are also available through various tutorial services and dedicated campus computer labs. (ER.16-1; ER.16-2)

17. Financial Resources

The College has sufficient financial resources to support student learning programs and services and to improve institutional effectiveness. Planning takes place at both the College and the District levels and is evaluated and modified as changes require. Financial resources support the mission and provide financial stability. (ER.17-1; ER.17-2; ER.17-3)

18. Financial Accountability

As required by law, Mesa College undergoes regular financial audits in concert with the rest of the San Diego Community College District. The audits are conducted by external auditors who are certified public accountants and have no other relationship to the district or college. (ER.18-1; ER.18-2; ER.18-3; ER.18-4)

19. Institutional Planning and Evaluation

Mesa College's participatory governance structure is institutionalized in its President's Cabinet. Annually, at a retreat of this governance body that includes membership of all groups, the institution's planning and goals are assessed and new goals set for the upcoming year. Since the writing of the college's 2007 Mid Term Report and the development of its Educational Master Plan, the President's Cabinet Retreat has become the venue for continuous quality improvement relative to planning. At the past two retreats, a strategic planning framework has evolved that more accurately depicts the College's decision-making process as well as integrates its planning processes with resource allocation.

To test this model, a pilot was conducted during the fall, 2009 that was based on using research to link program review with resource allocation. The evaluation of the model included the collection of feedback from participant meetings and the administration of a post survey to review how well the process met the planning needs of the college. The results of these evaluative methods will be used during the spring 2009 to improve the planning process prior to its next implementation.

Mesa College's institutional effectiveness is regularly evaluated and tracked through a series of point of service surveys soliciting student feedback and through the collection and analysis of data on student demographics, success, persistence, degrees, certificates, and transfer. The data is incorporated into the College's planning processes, including its integrated program review model. The institutional effectiveness data and longitudinal student outcomes data is published on the District research website accessible to the public. In addition, the College recently launched its own institutional research website.

Mesa College is committed to student learning outcomes (SLOs) and their assessment. SLOs and their results continue to be reported in the program review plans for its academic programs, student services and administrative services. The college has given release time to a faculty member to co-chair our Student Learning Outcome Committee with the express task of providing guidance and assistance in the development of program and course SLO's. In addition to the SLO Committee, TaskStream, a SLO management system, was purchased with implementation and training for faculty and staff held during the fall, 2009. Using the program review hierarchy, TaskStream assists the college with the assessment of its program and service area SLOs. To date, program/service area level SLOs/AUOs have been input with assessment underway at the course and program level. (ER.19-1; ER.19-2; ER.19-3; ER.19-4)

20. Public Information

Mesa College revises and publishes its catalog annually. To insure accuracy and currency, a Catalog Subcommittee was formed in 2009. Its membership includes both college and district personnel who developed a procedure that involves review of the entire catalog by the appropriate contributors. The catalog is published in printed form and is also available in electronic format on the college's website. The catalog contains general information including demographic information about the institution; its mission, vision, values and goals; course, program, and degree offerings; academic calendar and program length; academic freedom statement; available student financial aid and learning resources; names and degrees of administrators and faculty; names of governing board members; admission requirements and procedures; policies, rules and regulations directly affecting students including fees and other financial obligations, degree, certificate, graduation and transfer requirements, academic regulations including academic honesty (Policy 3100), acceptance of transfer credits, statement of nondiscrimination, sexual harassment policy, complaint and grievance procedures. Much of this information is also published in the class schedules, the Student Handbook and the Faculty/Staff Handbook. (ER.20-1; ER.20-2; ER.20-3; ER.20-4; ER.20-5)

21. Relations with the Accrediting Commission

The Board of Trustees affirms that Mesa College adheres strictly to the eligibility requirements, accreditation standards and policies of the Commission, describes itself in identical terms to all of its accrediting agencies, communicates any changes in its accredited status, and agrees to disclose information required by the Commission to carry out its accrediting responsibilities. Moreover, the college complies with Commission requests, directives, decisions and policies, and makes complete, accurate and honest disclosures in all communications. The college also participates in accreditation training workshops. (ER.21-1; ER.21-2; ER.21-3)

Dr. Rita M. Cepeda
President, San Diego Mesa College

Date

Mr. Rich Grosch
President, Board of Trustees
San Diego Community College District

Date

Eligibility Requirements Evidence

ER.1-1	Degree Granting Approval Statement
ER.1-2	Authorization to Operate
ER.1-3	Certificate
ER.2-1	Mission, Vision, Values Statement
ER.2-2	BOT Minutes
ER.3-1	Biographical Information for Board Members (Lynn)
ER.3-2	Governing Board Bylaws (Online)
ER.3-3	Conflict of Interest Policy
ER.4-1	Biographical Information for President
ER.4-2	President's Certification
ER.5-1	Table of Organization
ER.5-2	Biographical Information for Administrative Staff
ER.6-1	Enrollment History, 2008-2009
ER.6-2	Enrollments in Degree Programs and Degrees Award
ER.6-3	Spring 2010 Class Schedule
ER.7-1	List Degrees with Course Requirements and Length of Study
ER.7-2	General Education Requirements for each degree
ER.7-3	College Designation of College Level Courses
ER.7-4	Degree Data
ER.8-1	Educational Programs
ER.8-2	Course Description with Curricular Sequence
ER.8-3	Program Location including Online
ER.9-1	Policy on Transfer and Award of Credit
ER.9-2	Catalog documentation on credit awarded
ER.9-3	Formula used to calculate credit values
ER.10-1	Catalog documentation of Student Learning Outcomes (SLOs) for Programs
ER.10-2	SLOs data from Program Review
ER.10-3	TaskStream
ER.10-4	Graduation, transfer, job placement licensure examination pass rate history
ER.11-1	General Education Courses and Descriptions
ER.11-2	Course Outlines for Language and Quantitative Reasoning Courses
ER.11-3	Evidence of Higher Education Rigor and Quality
ER.12-1	Academic Freedom Policy
ER.12-2	AFT Contract, Appendix II
ER.13-1	Faculty Roster
ER.13-2	Faculty Contract (Link)
ER.13-3	Spring 2010 Class Schedule
ER.14-1	Student Demographic Characteristics (See Online)
ER.14-2	Point of Service Survey Results
ER.14-3	List of Student Services
ER.14-4	Programs for Special Student Populations
ER.15-1	Admissions Policy
ER.15-2	Enrollment Application
ER.15-3	Student Qualifications for Admission
ER.15-4	Roles/Expectations of Admission Personnel
ER.16-1	Information and Learning Resources Profile
ER.16-2	Agreements for Access to External Resources
ER.17-1	Budgets and Financial Statements (08/09; 09/10; 10/11)
ER.17-2	External Foundation Funding Support
ER.17-3	Funding Base
ER.18-1	Budgets (08/09; 09/10;10/11)

ER.18-2	Audit Materials
ER.18-3	Financial Aid program audit
ER.18-4	Student Loan Default Rate/Relevant USDOE Reports
ER.19-1	Current Institutional Plan
ER.19-2	Planning and Resource Allocation
ER.19-3	Evaluation of Planning Process
ER.19-4	Planning and Institutional Effectiveness Supported by Decision-Making Process
ER.20-1	Catalog
ER.20-2	Student Handbook
ER.20-3	Faculty and Staff Handbook
ER.20-4	Policies re: Public Disclosure
ER.20-5	Recent print/other media advertisements
ER.21-1	Policy re: Compliance with Accrediting Commission
ER.21-2	List of Accreditations held by Institution
ER.21-3	Publications Describing these Accreditations