

Moreno Valley College

# Follow-Up Report

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Submitted by:  
Moreno Valley College  
16130 Lasselle Street  
Moreno Valley, CA 92551

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

Submitted March \_\_, 2017

Follow-Up Report

Certification of Accreditation Midterm Report, March \_\_, 2017

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

From: Irving Hendrick, Interim President  
Moreno Valley College  
16130 Lasselle Street  
Moreno Valley, CA 92551

We certify that there was broad participation and review by the Moreno Valley College community and believe this Report accurately reflects the nature and substance of this institution.

Signatures:

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Virginia Blumenthal, President, Board of Trustees, Riverside Community College District

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Michael L. Burke, Ph.D, Chancellor Riverside Community College District

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Irving Hendrick, Ed.D., Interim President (CEO)

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Robin L. Steinback, Ph.D., Vice President of Academic Affairs, Accreditation Liaison Officer

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LaTonya Parker, President, Academic Senate

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Andrew Graham, Vice President, California School Employees Association, Moreno Valley College

Table of Contents

Report Preparation and Timeline ..... 4  
Recommendation 4 ..... 5

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## **Report Preparation and Timeline**

In May 2016, Moreno Valley College's Strategic Planning Council was approved by the College President to serve as the College's Accreditation Steering Committee.

In March 2016, Moreno Valley College's Accreditation Liaison Officer (ALO) learned that the Faculty Accreditation Writer had been selected for a Study Abroad teaching assignment and began a search for a new editor. The search was unsuccessful, so on August 1, 2016, the Dean of Instruction assumed the role of editor under the direction of the Dean of Institutional Effectiveness. The ALO, Dean of Institutional Effectiveness (IE), editor, and Interim College President developed the [timeline below](#) on August 15, 2016.

An internal draft was prepared on September 22, 2016 and shared with College leadership. The Dean of Institutional Effectiveness presented a status update to the Strategic Planning Council on September 22 and to the President's Cabinet on September 27. The first of three College forums was held on September 30. A full draft was published on the College's accreditation website on October 24. Updates to the President's Cabinet and Strategic Planning Council continued on October 25 and 27, respectively. The second College forum was held November 4. The third (final) draft was published on the college's accreditation website on November 10. The President's Cabinet reviewed the document on November 15, followed by presentations at Strategic Planning Council (November 17, December 15, and January 27, 2017), Academic Senate (November 7 and December 5), the Associated Students of Moreno Valley College (November 21), the College's Classified School Employees Association (November 22), the Riverside Community College District (RCCD) Strategic Planning Council (January 20, 2017), the RCCD Chancellor's Cabinet on January 30, 2017, and finally the Board of Trustees for final approval on February 21, 2017. A third College forum was conducted on February 10, 2017, which was attended by faculty, staff, managers, and students.

## **Recommendation 4**

In order to meet the Standard, the team recommends that course outlines of record for CTE courses be made current and a process be developed to ensure a continuous cycle of review for relevance, appropriateness, and currency (Standard II.A.2.e).

The College has made progress updating CTE course outlines of records since the 2015 Follow-Up report submitted in October 2015. This additional work was the result of a planned restoration to a two-CTE dean structure, which became effective in April 2015. The two CTE deans have been working with and leading the faculty in making current all CTE Course Outlines of Record (CORs).

The two CTE deans have communicated the need to update all CTE course outlines with all College faculty in a variety of forums: department meetings, discipline meetings, shared governance committee meetings (e.g., Academic Senate, Strategic Planning Council, Academic Planning Council, Curriculum Committee), and working individually with discipline experts.

For several disciplines (e.g., Fire Technology, Administration of Justice, Dental Hygiene) advisory committees played key roles in revising the course outlines. An advisory committee for the Business Information Technology Services programs began meeting in November 2016 and is participating in curriculum review processes. As recommended by the Inland Healthcare Occupations Coalition, the College's Health, Human, and Public Services department is having the Riverside Regional Nexus serve as its advisory committee, and this group will provide guidance and recommendations for future updates to CORs.

The College has developed a process to ensure a continuous two-year cycle of review for all CTE courses, to validate pre-requisites, ensure relevance, appropriateness, and ensure currency. To accomplish this, all CTE courses are monitored in a single tracking spreadsheet. The spreadsheet is updated periodically and shared with the Academic Administrators (e.g., the Vice President of Academic Affairs and the CTE deans) and CTE faculty frequently in department meetings. When a Course Outline of Record is updated, the spreadsheet is updated to reflect that the next course review has been scheduled two years after the most recent update. This new messaging process and frequent updates to faculty will result in all courses being identified for review well in advance of the two-year cyclical review deadlines.

In the College's October 2015 ACCJC Follow Up Report, the College reported that 193 of the existing 422 active CTE courses had been updated within two years (i.e., since January 2014) through a major course outline modification, through deletions, or through exclusions from the catalog; five courses were also added to the catalog in that timespan. Additionally, the College reported that 258 CORs had been updated within the previous four years.

Between October 2015 and October 24, 2016, the College made progress on updating CTE CORs and has also added 19 courses to the college catalog. Currently, there are 441 active CTE courses, 239 of which are current and an additional 78 of which are currently (as of

October 24, 2016) in review. In addition, because the RCCD colleges share curriculum and CORs between colleges, many of the courses require input from faculty at either Norco College or Riverside City College. Details about COR status disaggregated by department and further by discipline are available in the tracking spreadsheet.

Table 1 – Course Outline of Record (COR) status for Moreno Valley College

Number of courses with current CORs	Number of courses with a pending COR update	Number of courses with overdue CORs	Total number of courses
239 (54%)	78 (18%)	124 (28%)	441

NOTE: The data in the table above are accurate as of October 24, 2016.

Electronically submitted curriculum updates were suspended by the College during summer 2016 and early fall 2016 (June 9, 2016 through October 3, 2016) as the College transitioned from CurricUNET version 2.0 to CurricUNET META. During this time, no curriculum updates could be submitted. The Curriculum Committee conducted trainings for its members on October 11, 2016, to aid faculty with the new system. With the restoration of the online curriculum system, all three CTE departments have restarted course outline updates; significant work is underway during fall 2016 in these areas.

Conclusion

The College has implemented a process to update all Course Outlines of Record for CTE courses on an ongoing basis and is adhering to this progress. Significant work has been accomplished since the October 2015 Follow-Up Report to update all outdated Course Outlines of Record.