

Moreno Valley College

# Follow-Up Report

[Insert logo]

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:

---

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

---

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

---

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

---

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

---

LaTonya Parker, President, Academic Senate

---

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

Table of Contents

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

DRAFT

## **Report Preparation and Timeline**

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

In March 2016, Moreno Valley College's Accreditation Liaison Officer learned that the Faculty Accreditation Writer had been selected for Study Abroad and a search for new editor began. 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 IE 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 21. 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. President's Cabinet reviewed on November 15, followed by presentations at Strategic Planning Council (November 17, December 15, and January 27, 2017), Academic Senate (November 18 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 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 the spring semester faculty FLEX day, February 10, 2017.

## **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.

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 Committee, 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 will begin meeting in November 2016 and will participate in curriculum review processes. As recommended by the Inland Healthcare Occupations Coalition, the College's Health, Human, and Public Services department will have 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 tracked in a single 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 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 since January 2014 through a major course outline modification or through deletions or 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 courses. Currently, there are 441 active CTE courses, 239 of which are current and an additional 78 of which are currently in review.

Electronically submitted curriculum updates were suspended by the college during summer 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 CTE three departments have restarted course outline updates; significant work is underway during fall 2016 in these areas.

The following two tables provide current progress updates, both aggregated by department and also separated by discipline:

Table 1 – Course Outline of Record (COR) status aggregated by department

Department	Number of courses with current CORs	Number of courses with a pending COR update	Number of courses with overdue CORs	Total number of courses
Business and Information Technology Systems (BITS)	17	33	44	94
Health, Human, and Public Services (HHPS)	107	13	11	131
Public Safety, Education and Training (PSET)	115	32	39	186
Other	0	0	30	30
<b>Total</b>	<b>239</b>	<b>78</b>	<b>124</b>	<b>441</b>

Separated by discipline

Table 2 - COR status separated and listed alphabetically by discipline

Department	Discipline	Number of courses with current CORs	Number of courses with a pending COR update	Number of courses with overdue CORs	Total number of courses
BITS	Accounting	4	2	0	6
PSET	Administration of Justice	57	27	29	113
other	Biotechnology	0	0	7	7
BITS	Business Administration	3	8	1	12
BITS	Computer Applications and Office Technology	2	2	14	18
BITS	Computer Information Systems	6	7	28	41
HHPS	Community Interpretation	4	0	1	5
HHPS	Dental Assistant	13	0	0	13
HHPS	Dental Hygiene	35	2	0	37
HHPS	Early Childhood Education	7	9	5	21
HHPS	Education	0	0	2	2
PSET	Emergency Medical Services	15	0	0	15
PSET	Fire Technology	43	5	10	58
HHPS	Healthcare Technician	0	2	3	5
HHPS	Human Services	11	0	0	11
BITS	Management	0	4	0	4
HHPS	Medical Assisting	11	0	0	11
BITS	Marketing	0	4	0	4

Department	Discipline	Number of courses with current CORs	Number of courses with a pending COR update	Number of courses with overdue CORs	Total number of courses
BITS	Photography	1	0	1	2
HHPS	Physician Assistant	26	0	0	26
BITS	Real Estate	1	6	0	7
other	Work Experience	0	0	23	23
TOTAL		239	78	124	441

**THE FOLLOWING RESEARCH IS IN PROGRESS: The courses comprising the two tables above need to be compared to all actively taught courses. After this is done, the list above may need to be modified to remove classes that are not actively taught.**

In the Public Safety Education and Training department, there are 186 courses, 115 of which are current. This progress was possible because the two full-time faculty hired in 2015 for Administration of Justice and for Fire Technology at BCTC have made course updating a top priority. In the Fire Technology program, of the 58 courses, 43 are updated, 5 are currently in the process of being updated, and 10 still need updating. In Administration of Justice, of the 113 courses, 57 are updated, 27 are pending, and 29 still need updating.

In the Business Information Technology Systems department, there are 94 courses, 18 of which are current. The majority of the courses needing updating are in the CIS discipline (6 courses current, 7 pending, and 28 courses need updating) and CAT discipline (2 courses current, 2 pending, and 14 need updating).

In the Health, Human, and Public Services department, there are 131 courses, 107 of which are current. No single discipline in this department has more than 5 courses needing updating. The Early Childhood Education program which just experienced a retirement of the only full-time faculty member. A new faculty member began in August 2016, and course updating is underway.

The two disciplines listed as “other” departments, Biotechnology and Work Experience will soon have COR updates. The Biotechnology courses will all be deleted from the college catalog. The Work Experience courses will all be updated, as a group, by incorporating the 2015 Work Experience handbook (INSERT HYPERLINK) into the Course Outlines of Record.

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.

DRAFT