

Organization of the Self-Evaluation Process

From the very beginning, Cypress College approached the Accreditation Self Evaluation process as an *opportunity*. Accreditation provided the College with the *opportunity* to confirm what we did well and discover what we could do to improve. With the understanding that careful and honest introspection is an inherent element of growth and development, the College used the Accreditation process as the vehicle to evaluate Cypress College as a whole. This Self Evaluation was organized around three fundamental themes, Involvement, Discovery, and Communication.

Involvement

As accreditation of an educational institution is critical to its ongoing success, the College was committed to facilitating the involvement and commitment of all areas of the campus. It was important that all constituency groups were not only aware of the process but an integral part of it. Faculty participation began in the spring of 2015 with the selection of the Faculty Chair to work with the College Accreditation Liaison Officer (ALO) Philip Dykstra. College leadership put out a call for interested parties, interviewed candidates, and selected Dr. Liana Koepfel, from the Communication Studies Department, as Chair in the late spring. In order to fully integrate faculty leadership into the process, the College decided the four Standard Chairs should be faculty members. During the summer of 2015, the Faculty Chair and ALO recruited faculty members who agreed to volunteer. These Standard Chairs along with the Chair, ALO, President, Vice-Presidents, a Confidential Employee, Academic Senate Representatives, a Classified Employee (CSEA) representative, and a Student representative comprised the Accreditation Steering Committee. Next, a balance of Sub-Committee Chairs from administration and faculty were selected to lead the coordination of the 14 individual sub-standards.

The Chair and ALO made their first Accreditation presentation at the Opening Day meeting in the fall of 2015 when they described the upcoming opportunity and announced the Call for Accreditation Volunteers. The Opening Day announcement, coupled with email announcements, resulted in over 100 members of the campus community from all areas and constituency groups answering the call to participate. In order to maximize a variety of perspectives, the volunteers were then distributed into sub-committees across the various sub-standards. While participants were able to indicate an area of interest, the goal of the sub-committee placement was to have balanced representation of each of the groups (Faculty, Classified, Management and Adjunct) on each of the sub-committees. In this way, ownership of the analysis and ultimately the self-evaluation as a whole would be shared by all.

Discovery

Once the team members had been placed, the process of discovery began. It was important to both the College Leadership and the entire Accreditation Team that the Self Evaluation be an honest assessment of the policies, processes, and practices of the College. The endeavor was not simply to be a celebration of accomplishments but also a critical look at where the College might be falling short and have room for improvement. The process of discovery began with the identification of the critical resources who would be able to provide the Team members with the

information and evidence necessary to adequately answer the Standards. Utilizing the questions provided in the 2015 ACCJC Guide to Evaluating and Improving Institutions, the Chair and ALO identified who the appropriate Campus or District resource would be, notified the resource of the standard to be addressed, and connected the Team member with the appropriate resource(s). It was at this time that members from Cypress College, Fullerton College, North Orange Continuing Education (NOCE), and NOCCCD met to discuss the division of responsibilities of key functions that related to the Accreditation Standards. After multiple meetings the NOCCCD Functional Map was created and agreed upon by relevant parties. Over the next several months, Team members researched their standards, collected the appropriate evidence and wrote their initial drafts. In the early spring of 2016, Sub-committee Chairs collected and edited these submissions before sending the completed sub-standard drafts to the Standard Chairs for their evaluation and feedback. As part of the feedback process, Sub-Committee Chairs or Standard Chairs would return submissions to Team members for revisions/additions as needed. In the late spring of 2016, Standard Chairs submitted their drafts to the Chair and ALO who began the gap analysis in the summer of 2016.

Of course, in answering the Standards, several issues were discovered along the way. When issues were identified, the Chair and ALO were informed and then brought the identified issues to the regular Steering Committee Meetings that began in Fall 2015. Generally, issues were categorized into either quick fixes or potential QFEs. Quick fixes were those that could be addressed and completed before the Accreditation visit scheduled for Fall 2017. Other issues that were most directly linked to on-going student success, as well as considered more complex and needing long-term solutions, were identified as potential Quality Focus Essay (QFE) projects. After careful consideration, the Steering Committee identified three areas that needed attention in order to better facilitate student learning and success, Student Learning Outcomes (SLOs), Distance Education, and the Extended Day Funding Model utilized by the District.

Communication

The final component of the Self Evaluation process was communicating the progress and findings of the ongoing analysis. The Chair and ALO communicated these results through multiple venues. First, as previously mentioned, results were brought to the regular Steering Committee meetings for analysis and discussion. The Chair and ALO also made regular presentations to College leaders and the entire campus community each semester, at the Leadership Team and Opening Day meetings, respectively. In addition, the Accreditation Chair was made an Academic Senate Liaison who regularly reports at Academic Senate meetings. The ALO, as a sitting member of President's Advisory Cabinet (PAC) and the Planning and Budget Committee (PBC), would also bring issues to those regular meetings for discussion and resolution.

In addition to the regular updates at various campus meetings, the results of the Self Evaluation were communicated to the campus through an on-line feedback webpage and campus Open Forums. Beginning in the Fall of 2016, as the first drafts of the Standards were completed, the Chair and ALO made the drafts available to the campus community for comments and feedback. When each Standard was completed, it was posted to the campus feedback webpage. The webpage included both the individual drafts as well as a feedback survey tool that readers could use to make comments and ask questions regarding the report. In addition, several Open Forums

were held in late Fall 2016 and early Spring 2017 to facilitate discussion of the report and its findings. Feedback received was evaluated by the Steering Committee and adjustments to the first draft were made as deemed appropriate.

The first draft of the Self-Evaluation was presented to the NOCCCD Board of Trustees on February 14, 2017. The first draft was designed to focus on the four Standards and the analysis that had been conducted thus far. The Steering Committee discussed the feedback from the Board and made adjustments as deemed appropriate. The second draft was then posted to the campus feedback webpage as well as the College Accreditation webpage for campus and public feedback. The final campus Open Forum was held in March to provide an opportunity for any additional feedback. The second draft, including the revised Standard analysis as well as the other required elements of the Self Evaluation, was presented to the Board on April 11, 2017. After consideration of additional Board feedback, the final draft was submitted to the NOCCCD Board of Trustees for approval on May 23, 2017. In the early summer the final stage of the process, the creation of the evidence links and files, was completed before mailing the completed Self Evaluation to ACCJC and the visiting team members in July.

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Cypress College Accreditation Self Evaluation/Visit Timeline

Semester	Accreditation Self Evaluation
Spring 15	<ul style="list-style-type: none"> • ALO and President attend ACCJC Conference • Call for Self Evaluation Chair • Applications due • Self Evaluation Chair appointed by President’s Advisory Cabinet
Summer 15	<ul style="list-style-type: none"> • Steering Committee selected by Self Evaluation Chair & ALO
Fall 15	<ul style="list-style-type: none"> • Self Evaluation Chair & ALO kick-off Accreditation at Opening Day and call for participants. • College-wide call for participants on committees • Faculty presented to Academic Senate • Committees finalized • Committees establish schedules • Joint meetings (3) with Cypress College and Fullerton College Accreditation teams, and district representatives to establish process and Functional Map • Self Evaluation Chair & ALO present timeline, process, and goals at Leadership Team Meeting • Resources gather evidence
Spring 16	<ul style="list-style-type: none"> • Self Evaluation Chair & ALO present process to be followed to the Board of Trustees • Self Evaluation Chair & ALO presents process at Opening Day • Self Evaluation Chair & ALO present timeline and initial findings, and conduct Mission Statement review at Leadership Team Meeting • Committees gather info & write initial first draft reports <ul style="list-style-type: none"> ○ Reports due to Subcommittee Chairs (FEB/MAR) ○ Reports due to Standard Chairs (MAR/APR) ○ Reports due to Self Evaluation Chair & ALO (MAY/JUNE)
Summer 16	<ul style="list-style-type: none"> • Self Evaluation Chair & ALO conduct Self Evaluation gap analysis
Fall 16	<ul style="list-style-type: none"> • Self Evaluation Chair & ALO present update at Opening Day • Committee Chairs prepare first drafts • Self Evaluation Chair & ALO present timeline, feedback process, QFE and Visit expectations at Leadership Team Meeting • Self Evaluation Chair & ALO finalize first draft & post to the website for feedback • Campus (First Draft) Feedback Open Forums held (NOV 29)
Spring 17	<ul style="list-style-type: none"> • Campus (First Draft) Feedback Open Forums held (JAN 5, FEB 1) • Self Evaluation Chair & ALO present update at Opening Day • First draft distributed to Board of Trustees (FEB 14) • Review revisions & prepare second draft • Campus provides feedback on second draft

Semester	Accreditation Self Evaluation
	<ul style="list-style-type: none"> • Campus (Second Draft) Feedback Open Forum held (MAR 21) • Self Evaluation Chair & ALO finalize Second draft & presents to the Board (APR 11) • Final document presented to the Board (MAY 23) • Final document posted to College website. • Final document sent to the printer
Summer 17	<ul style="list-style-type: none"> • Self Evaluation Chair & ALO create website with evidence links • Self Evaluation sent to ACCJC (JUL 15)
Fall 17	<ul style="list-style-type: none"> • Prepare for site visit • Site visit by ACCJC (OCT 9-12)

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Organization for the Self Evaluation – 2017

Accreditation Self Evaluation Committees

Liana Koeppel (Faculty) – Accreditation Self Evaluation Faculty Chair

Philip Dykstra (Director, Institutional Research and Planning) – Accreditation Liaison Officer

Steering Committee

Accreditation Self Evaluation Faculty Chair.....	Liana Koeppel
Accreditation Liaison Officer	Philip Dykstra
Standard I Chair	Adel Rajab – Faculty
Standard II Chair	Susan Klein – Faculty
Standard III Chair	Parwinder Sidhu – Faculty
Standard IV Chair	Lynn Mitts – Faculty
Cypress College President	Robert Simpson
Academic Senate President	Bryan Seiling
Academic Senate Past President	Jolena Grande
Executive Vice President	Santanu Bandyopadhyay
Vice President	Karen Cant
Student Representative	Tanya Washington
Classified Representative	Rod Lusch
Confidential Representative	Ty Volcy

Standard I Mission, Academic Quality and Institutional Effectiveness, and Integrity

Adel Rajab Chair Faculty Science, Engineering & Math

A. Mission

John Sciacca	Chair	Manager	Health Science
Nichole Ary		Adjunct	Language Arts
Ashley Griffith		Manager	Spec Proj Dir. Student Equity
Karen Joy		Classified	Student Support Services
Keith Vescial		Faculty	Language Arts

B. Assuring Academic Quality and Institutional Effectiveness

Richard Fee	Chair	Manager	Science, Engineering & Math
Temperence Dowdle		Classified	Assessment
Carolee Freer		Faculty	Business
Armando Garcia		Adjunct	Counseling
Eileen Haddad		Classified	Research and Planning
Kristina Oganessian		Classified	Research and Planning

Stephanie Spooner		Faculty	Science, Engineering & Math
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C. Institutional Integrity

Treisa Cassens	Chair	Manager	Library
Tonya Cobb		Adjunct	Language Arts
Craig Goralski		Faculty	Social Science
Donna Landis		Classified	Catalogue and Schedule
Wes McCurtis		Classified	Sports Information
Matthew Vincent		Adjunct	Social Science
Martin Young		Adjunct	Social Science
Marc Posner		Manager	Director, Campus Communications
Eileen Haddad		Classified	Research and Planning

Standard II Student Learning Programs and Support Services

Susan Klein

Chair

Faculty

Language Arts

A. Instructional Programs

Kathy Wada	Chair	Faculty	Language Arts
Santanu Bandyopadhyay		Manager	EVP
Ashley Berry		Classified	EOPS/CARE
Monica Jackson		Manager	Distance Ed
Sarah Jones		Faculty	Language Arts
Leilani Matanguihan		Classified	EOPS/CARE
Fumio Ogoshi		Faculty	Science, Engineering & Math
Stuart Rosenberg		Faculty	Language Arts
Chelsea Troung		Classified	Student Support Services
Esmeralda Vazquez de Diriye		Adjunct	Language Arts

B. Library and Learning Support Services

Joyce Peacock	Chair	Faculty	Library
Michael Brydges		Faculty	Language Arts
Will Hare		Adjunct	Fine Arts
Elaine Lipiz Gonzales		Manager	EOPS/CARE, Manager
Kristina Oganessian		Classified	Research and Planning

C. Student Support Services

Paul DeDios	Chair	Manager	Counseling
David Booze		Manager	A&R- Registrar
DeAnn Burch		Classified	Career Center
Sarah Coburn		Faculty	Counseling - Career Center
Juan Garcia		Adjunct	Counseling - Veteran's Resource Center
Anna Marie Novisoff		Classified	Fine Arts
Richard Rams		Manager	Student Support Services
Tom To		Manager	Counseling

Standard III Resources

Parwinder Sidhu

Chair

Faculty

Social Science

A. Human Resources

Joyce Carrigan	Co-Chair	Manager	Fine Arts
Phil Dykstra	Co-Chair	Manager	Research and Planning
Arleen Acosta		Adjunct	Counseling - EOPS
Sujata Chiplunker		Faculty	Science, Engineering and Math
Michelle Esquivel		Adjunct	PE
Cynthia Hernandez-Saul		Adjunct	Science, Engineering and Math
Michelle Isturis		Manager	A&R
Barbara Kashi		Faculty	Language Arts
Marisa Lehmeier		Faculty	Counseling – DSS
Kevin Nguyen		Classified	EOPS/CARE
Barbara Woolner		Classified	Personnel Services Specialist

B. Physical Resources

Bob Riffle	Chair	Manager	Facilities
Ruth Gutierrez		Faculty	Language Arts
Marcia Jeffredo		Classified	Facilities
Albert Miranda		Manager	Physical Plant Manager
Joseph Vasquez		Classified	Facilities

C. Technology Resources

Mike Kavanaugh	Chair	Manager	Academic Computing
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Darlene Fishman		Manager	Health Science- Dir. of Nursing
Michael Flores		Faculty	Social Science
Clifford Lester		Faculty	Fine Arts
Nishad Marathe		Classified	Financial Aid
Marc Titel		Adjunct	Business
Lynette Young		Classified	Fine Arts

D. Multi-College Districts or Systems

Lisa Clark	Chair	Faculty	Career Technical Education
Wayne Chang		Adjunct	Science, Engineering and Math
Yongmi Han		Manager	International Students
Stephanie Rosati		Faulty	Career Technical Education
Grace Suphamark		Classified	Fine Arts
Jane Walker		Faculty	Health Science
Christopher West		Classified	Financial Aid

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