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# Certification of Continued Compliance with Eligibility Requirements for Accreditation

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*Las Positas College strives to be California's premier Community College, setting the standard through opportunities for developing knowledge, skills, values, and abilities that foster engaged and contributing members of the society.*

# Certification of Continued Compliance with Eligibility Requirements for Accreditation

- 1. Authority:** Las Positas College has the authority to operate as a degree-granting institution based on its accreditation by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Commission of Recognition of Postsecondary Accreditation and the U.S. Department of Education. This authority is published on page 6 of the College Catalog, and it can be found in several places on the College website as well. In addition to ACCJC accreditation, the College participates in the specialized accreditation of Surgical Technology and Paramedics.<sup>10, 11</sup>
- 2. Mission:** The current Las Positas College mission statement was revised and Board-approved in 2013. The mission is regularly reviewed and has been recently revised to reflect the commitment of the College to meet the educational needs of the students and of the community. The mission statement is published in the College Catalog and is on the College website.<sup>12, 13</sup> The College mission is concordant with the mission of the District.<sup>14</sup> In addition to a mission statement, Las Positas College has both a vision and a values statement, all of which, in total, form the basis for planning.
- 3. Governing Board:** The Chabot/Las Positas Community College District is governed by a Board of Trustees that consists of seven members elected by the county at large and two non-voting student trustees elected by the students of the two colleges.<sup>15</sup> The community-elected trustees represent the entire district (Castro Valley, Dublin, Hayward, Livermore, Pleasanton, San Leandro, Sunol and Union City) and are elected for four-year staggered terms. The student trustees serve a one-year term. The function of the Board is to hire and evaluate the chancellor, determine policies, establish rules and regulations, and oversee the use of financial and other resources to ensure they are used to provide a sound educational program consistent with the mission and goals of the District. The President of the Board of Trustees is one of the community-elected trustees selected by the trustees on an annual basis each December. The Board of Trustees has a mission statement as well as Board Priorities which are coordinated with the District Mission Statement and the two campuses.<sup>16</sup>

The Board of Trustees invites public interest in the activities of the Board. Agendas of each Board meeting are published in local newspapers and agendas and minutes are posted on the District website. Every Board meeting agenda includes an item for Statements from the Public on Non-Agenda Items. Members of the Board of Trustees have no employment, family, ownership, or personal financial interests related to either the colleges or the District. The Board has and enforces a conflict of interest policy.<sup>17</sup>
- 4. Chief Executive Officer:** The Las Positas College President serves as the chief executive officer for the College and is responsible for the development of all programs and services and for the administration and operation of the College. The President is hired by, and reports to, the Chancellor and approved by the Board of Trustees. The current CEO, Dr. Barry Russell, was hired in 2013 after a nationwide search. The President does not sit on the Board of Trustees for the District as a voting member but attends and participates in all District board meetings as the College's representative.

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<sup>10</sup> College Catalog, page 6

<sup>11</sup> LPC Accreditation page

<sup>12</sup> College Catalog, page 4

<sup>13</sup> LPC Mission Statement

<sup>14</sup> District Mission Statement

<sup>15</sup> Makeup of the Board of Trustees

<sup>16</sup> Board Mission Statement

<sup>17</sup> Board Policy 2710

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5. **Administrative Capacity:** Las Positas College has a Vice President of Academic Services, a Vice President of Student Services, and a Vice President of Administrative Services, all of whom effectively manage the College's programs and services. In addition, there are three academic services deans, two student services deans, a Director of Research and Planning, and an Early Childhood Development Program Director. All administrators are selected using relevant California State minimum qualifications and District guidelines and have the education and experience needed to perform their assigned duties.
6. **Operational Status:** The institution has operated continuously since 1988 and has been fully accredited since January 7, 1991. The College enrolls approximately 9,000 students. The College offers a comprehensive range of associate degrees, transfer degrees, certificates, basic skills courses, and career and technical programs.<sup>18</sup>
7. **Degrees:** Las Positas College offers 46 certificate programs and 50 associate degree programs: 25 Associates of Arts degrees, 7 Associate of Arts Transfer degrees, 15 Associate of Science degrees, and 3 Associate of Science Transfer degrees. Forty-six percent of Las Positas College students have a stated goal of receiving an associate's degree and transferring, 7 percent have a goal of receiving an AA or AS without transferring, and 15 percent have a goal of transferring without receiving a degree.
8. **Educational Programs:** Las Positas College degree programs are congruent with its mission to provide a learner-centered education and with its values statement reflecting academic excellence. Programs are based on recognized higher education fields of study and conform to nationally recognized standards for content, length, quality, and rigor. Student learning outcomes are specified for programs with degrees and / or certificates. Degree programs, including major requirements, specific area requirements, and general education requirements are designed to include 60 units of credit or two full-time years of enrollment.
9. **Academic Credit:** Credit for all coursework is awarded based on the Carnegie unit, a standard generally accepted in degree-granting institutions of higher education. When the College Curriculum Committee approves a course, the awarding of credit is carefully reviewed for compliance with the California Education Code of Regulations Title V. Appropriate information about course credit is provided in the College Catalog with specific course unit information found under Course Descriptions Information.<sup>19</sup>
10. **Student Learning and Achievement:** The student learning outcomes for each degree and certificate program are published in the College's catalog addendum. The student learning outcomes for each course are consistent with the objectives on the course outline of record. Student learning outcomes for courses and programs are also available on the College's Student Learning Outcomes webpage. Courses associated with degree/certificates include assessment methods that demonstrate that students who complete Las Positas College degree/certificates achieve the stated outcomes. Core Competencies that include general education courses have been developed and are also included on the Student Learning Outcomes website. A course's stated student learning outcomes are identical through all modes of delivery. The College assesses student achievement through such measures as course success rates, persistence, degrees and certificates earned, and number of students transferring to the California State University and University of California.

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<sup>18</sup> College Catalog, pages 3-4

<sup>19</sup> College Catalog, pages 57 and 59

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11. **General Education:** Las Positas College requires that all students receiving an AA or AS degree satisfactorily complete the College and general education requirements, basic competency requirements, and specific area requirements, in addition to the requirements of the student's major. All general education requirements are listed in the Catalog.<sup>20</sup> Las Positas College's general education philosophy, as described in the Catalog, is that students will be introduced to areas of knowledge that will broaden their understanding and hone their skills and aptitude.<sup>21</sup> Additionally, Las Positas College requires proficiency in American cultures and mathematics.

General education requirements include:

- a. Language and Rationality
- b. Mathematics (Proficiency)
- c. Natural Sciences
- d. Humanities
- e. Social and Behavioral Sciences
- f. Wellness (AA) / Kinesiology (AS)
- g. American Institutions (AA)
- h. American Cultures (Proficiency)

Each course that meets these requirements has defined learning outcomes noted as core competencies. The courses that meet these requirements have the rigor that is appropriate for degree-applicable courses.

12. **Academic Freedom:** The College supports academic freedom, viewing it as fundamental to the protection of instructors' rights in teaching and students' rights in learning. The Faculty Association contract addresses academic freedom as evident in a memorandum of understanding signed May 8, 2013.<sup>22</sup> The College adheres to the Chabot/Las Positas College District statement on academic freedom found in Board policy 4030.<sup>23</sup>

Any issue involving the alleged violation of academic freedom on campus follows the procedures of academic due process as provided for the students, faculty, or the College, whichever is appropriate.

13. **Faculty:** Las Positas College has 102 full-time faculty and 233 part-time faculty. The College has additional part-time faculty hired specifically to support the Administration of Justice program. All faculty, whether full-time or part-time, meet at least the minimum requirements established by the Board of Governors for California Community Colleges. The full-time faculty is sufficient in size and experience to support all of the institution's educational programs. The statement of faculty responsibilities is posted on the Academic Senate website and also noted in the Faculty Association contract and the Faculty Handbook.

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<sup>20</sup> College Catalog, pages 45-46

<sup>21</sup> College Catalog, page 5

<sup>22</sup> MOU: Academic and Free Speech Rights

<sup>23</sup> Academic Freedom Statement

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14. **Student Services:** Las Positas College provides a wide range of student services including counseling, orientation, assessment, financial aid, transfer and career information, health services, and disabled student services. Each of the student services has established service area outcomes (SAOs), and these are regularly assessed through the program review process. The purpose of all student services is to help students successfully meet their educational goals.

15. **Admissions:** Las Positas College is an open-access institution. The College admission policy is published in the College Catalog and clearly states the qualifications for admission to the College and its programs in accordance with the California Education Code of Regulations Title V.<sup>24</sup>

16. **Information and Learning Resources:** Las Positas College maintains a full-service library for student use. The LPC Library offers a wide range of print material including books, periodicals, and newspapers, as well as access to a vast array of electronic databases. The Library also has a resource-sharing agreement with the library at Chabot College. Items are transferred between libraries when requested by faculty or students. The LPC Library encourages use of and provides instruction in LINK+, an interlibrary loan platform used by local Bay Area public libraries. Also, the Library has a formal arrangement with California State University East Bay that enables Las Positas College students to check out materials from the University library by presenting a valid Las Positas College student identification card.

There are several academic support resources on campus including the Integrated Learning Center, the Tutorial Center, the Reading and Writing Center, the Computer Center, and several computer and discipline labs where students and faculty have Internet access. The Teaching and Learning Center provides training, support, and resources to faculty and staff on a variety of instructional technology topics with the ultimate goal of enhancing student learning.

17. **Financial Resources:** The Chabot/Las Positas Community College District is funded by local property taxes and state apportionment. The District develops a budget, which is Board approved. The annual District budget serves as a financial plan for all District entities and is broadly distributed. District budgets are available on the District website.<sup>25</sup> The annual budget identifies revenues, their sources and amounts, and a detailed description of budgeted revenue and expenditures by fund. Using a District allocation process, the District distributes a portion of funds to Las Positas College, and the College independently develops an operating budget to support and improve student learning programs and services. In addition, Las Positas College is the recipient of several grants, which enhance the ability to provide program and services for students and staff. The College is financially stable.

18. **Financial Accountability:** The Chabot-Las Positas Community College District undergoes an annual external audit by an independent audit firm of certified public accountants using generally accepted audit standards. The accountants present and explain the audit at a Board of Trustees meeting. Las Positas College is included in the audit as a sub-unit. Audits for the last two years are available to the public with all other annual reports on the District website. In addition, Las Positas College complies with all federal, state, and county financial standards and regulations which apply to its operations.

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<sup>24</sup> [College Catalog, page 7](#)

<sup>25</sup> [District Budgets](#)

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19. **Institutional Planning and Evaluation:** Las Positas College has a clear, transparent, and accountable planning and budget cycle, with program reviews containing student learning outcomes assessment as a foundational element. In addition, the College has assessed progress made to reach College goals, and the resulting data is used to improve institutional effectiveness.

20. **Public Information:** The Las Positas College Catalog is available in print and on the web. The catalog contains all of the following information in precise, accurate, and current entries:

Official name, address, telephone number, and website address of the College	Requirements for: Admissions
Educational mission	Student fees and other financial obligations
Course, program, and degree offerings	Degrees, certificates, graduation, and transfer
Academic calendar and program length	Major policies affecting students, including:
Academic freedom statement	Academic regulations, including academic honesty
Available financial aid	Nondiscrimination
Available learning resources	Acceptance of transfer credits
Names and degrees of administrators and faculty	Grievance and complaint procedures
Names of Board of Trustees	Sexual harassment
	Refund of fees

Many of these and other policies and procedures are to be found in the Schedule of Classes, the Student Handbook, the Faculty Handbook, and District Rules and Regulations.

21. **Relations with the Accrediting Commission:** Las Positas College adheres to the eligibility requirements and accreditation standards of the Commission and describes itself in identical terms to all agencies. The College communicates any changes in its accredited status and agrees to disclose all information required by the Commission to carry out its accrediting responsibilities. In addition, the College quickly and accurately responds to any commission queries, directives, and policies.

## STATEMENT OF ASSURANCE

We hereby certify that Las Positas College continues to meet the eligibility requirements for accreditation.