

FOLLOW-UP REPORT



ACCREDITATION 2020

FOLLOW-UP REPORT • OCTOBER 2021





Riverside City College
Follow-up Report

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

October, 2021


Follow-Up Report Certification

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

From: Gregory Anderson, Ed.D., President / Chief Executive Officer
Riverside City College
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Riverside, CA 92506-1299

I certify there was broad participation/review by the campus community and believe this report accurately reflects the nature and substance of this institution.

Signatures:

 _____ Wolde-Ab Isaac, Ph.D., Chancellor Riverside Community College District	10/19/2021 Date
 _____ Gregory Anderson (Oct 20, 2021 12:35 PDT) Gregory Anderson, Ed.D., President / Chief Executive Officer Riverside City College	10/20/2021 Date
 _____ Mary Figueroa, President Riverside Community College District Board of Trustees	10/19/2021 Date
 _____ Kristine Di Memmo, Ed.D., Int. Vice President of Planning and Development and ALO Riverside City College	10/21/2021 Date
 _____ Mark Sellick, Ph.D., President Riverside City College Academic Senate	10/22/2021 Date
 _____ Julie Taylor, Vice President Riverside City College, California School Employees Association Chapter 535	10/25/2021 Date
 _____ Albert Jaramillo (Oct 25, 2021 07:28 PDT) Albert Jaramillo, President Associated Students of Riverside City College	10/25/2021 Date

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Statement on Report Preparation

Background

The Accrediting Commission for the Community and Junior Colleges (ACCJC) in its June 29, 2020 action letter reaffirmed the accreditation of Riverside City College (RCC) for seven years with a requirement that the College submit a Follow-Up Report by the first of October, 2021 ([FR1-Action Letter](#)).

The letter identified one recommendation for which the College must demonstrate compliance with the Standards:

Standard III.A.5 (College Requirement 1): *In order to meet the Standard, the Commission requires that the College systematically evaluate employees at stated intervals.*

Per federal regulations the College is required to address the compliance requirement within two years and document alignment with the Standard in the Follow-Up Report.

Report Preparation

The accreditation liaison officer (ALO) and vice president of Academic Affairs, Dr. Carol Farrar prepared the initial draft of the RCC 2021 Follow-Up Report under the guidance of the college president, Dr. Gregory Anderson in August 2020. The president appointed Dr. Farrar as the ALO in July 2019, and after her resignation in December 2020, appointed Dr. Kristine Di Memmo, interim vice president of Planning and Development as ALO as of January, 2021. As the new ALO, Kristine Di Memmo finalized the Follow-Up Report in preparation for its submission to the Commission.

In August 2020, the College began drafting the Follow-Up Report in conjunction with the review of the employee evaluation process. The ALO worked with those individuals at the District and the College with oversight for employee evaluations to ensure that process improvements aligned with Standard III.A.5 were accurately documented. Throughout the 2020-2021 academic year, a master list of employees, by classification, hire date and evaluation date were compiled, and disaggregated by division for analyzation. Each administrator then updated their respective lists to ensure all team members were being evaluated by the anniversary of their hire date, or through the established protocols set forth by Board Policy ([FR3-BP/AP 6150](#)).

During the 202-2021 academic year, the ALO and the faculty leadership met to discuss the Follow-Up Report draft and provided regular status updates to college governance and planning groups. The Follow-Up Report draft was completed in August 2021 and shared college-wide in accordance with the Accreditation Follow-Up Report Preparation Timeline ([FR2-Timeline](#)). The final draft of the report was reviewed by the Educational Program and Oversight Committee on August 16, 2021 ([FR9 – EPOC Minutes](#), [FR11 – EPOC Agenda](#)), and subsequently approved on September 13, 2021. Riverside Community College District Board of Trustees approved the Follow-up Report on October 19, 2021.

District contributors to the report preparation included:

1. Interim Vice Chancellor, Human Resources and Employee Relations
2. Director, Human Resources and Employee Resources
3. Interim Vice Chancellor, Educational Services and Strategic Planning

College contributors to the report preparation included:

1. President
2. Vice President, Academic Affairs (ALO through December 31, 2020)
3. Vice President, Planning and Development (ALO beginning January 1, 2021)
4. Vice President, Business Services
5. Vice President, Student Services
6. Educational Planning and Oversight Committee Faculty lead
7. Professional Development Coordinator
8. Faculty Development Coordinator

Response to the College Recommendation for Compliance

Following a review of RCC's Institutional Self Evaluation Report (ISER) and evidentiary materials the Commission provided the following recommendation for compliance:

In order to meet the Standard, the Commission requires that the College systematically evaluate employees at stated intervals (III.A.5).

The College's recommendation specifically aligns with Standard III.A.5, which states:

The institution assures the effectiveness of its human resources by evaluating all personnel systematically and at stated intervals. The institution establishes written criteria for evaluating all personnel, including performance of assigned duties and participation in institutional responsibilities and other activities appropriate to their expertise. Evaluation processes seek to assess effectiveness of personnel and encourage improvement. Actions taken following evaluations are formal, timely, and documented.

RCC's 2021 Follow-Up Report provides analysis and evidence that demonstrates that the College has addressed the recommendation by identifying and resolving the associated deficiencies. Moreover, the Report describes how the College has integrated these improvements into college operations to ensure that the Standard is met and the changes are sustained to maintain compliance.

College Response

Following receipt of the Commission's action letter, the ALO consulted with individuals at the College and the District who oversee the implementation of employee evaluation policies and procedures including Board Policy/Administrative Policy 6150: Employee Evaluations ([FR3-BP/AP 6150](#)).

Beginning in July 2020, the College reviewed the status of evaluations for all classes of employees and evaluated the employee evaluation process. Based on this evaluation, the College

identified gaps and opportunities to improve the established process and ensure compliance with the Standard.

The college executive team met to review current processes and propose safeguards to ensure the timely completion of employee evaluations ([FR4-PLT notes](#)). Each of the vice presidents led efforts for improvements regarding their faculty, staff and management. The vice president of Business Services then took the process improvements to the Human Resources Committee (HRC). The HRC reviewed the refined process in the fall of 2020 ([FR5-HRC Minutes](#)), and will annually conduct an assessment of the process.

The College’s Evaluation Process Improvements document details action steps, timelines, and responsible parties to ensure that management, faculty, and classified staff are regularly evaluated at established intervals ([FR6a-Process Improvements Faculty](#), [FR6b-Process Improvements Management and Classified](#)). The Process Improvements overlay existing employee evaluation policies and add an additional layer of accountability at the College through enhanced communication and monitoring.

The Resource Development and Administrative Services (RDAS) Leadership Council which assumes strategic responsibility for Standard III reviewed the Evaluation Process Improvements and approved the document on October 26, 2020 ([FR7-RDAS Minutes](#)). On November 9, 2020 the evaluation process improvements were approved at the Educational Planning and Oversight Committee and implemented by the College ([FR8-EPOC Minutes](#)).

During the 2020-2021 academic year, the College utilized the local process to complete pending and regularly scheduled evaluations. The following table provides an update on pending evaluations by employee class.

Table 1. Employee Pending Evaluations Status

Employee Class	# of Pending Evaluations 2019-2020	% of Pending Evaluations 2019-2020	# of Pending Evaluations 2020-2021	% of Pending Evaluations 2020-2021
Full-Time Faculty	3	2%	0	0%
Part-Time Faculty	201	43%	*	*
Management	29	70%	12	26%
Classified	96	33%	45	17%

“*” Evaluation period adjusted due to COVID, per CTA MOU ([FR10 – CTA MOU](#))

As a result of targeted interventions to improve communication and monitoring, employees at the College are systematically evaluated at stated intervals in accordance with Board Policy/Administrative Policy 6150: Employee Evaluations. The College is in compliance with Standard III.A.5. The integration of these changes into college operations through the strategic planning processes, annual assessments, and continued communication will ensure that these improvements are sustained and ongoing.

Evidence

- FR1 [ACCJC Action Letter](#)
- FR2 [Accreditation Follow-Up Report Preparation Timeline](#)
- FR3 [BP/AP 6150: Employee Evaluations](#)
- FR4 [PLT Notes](#)
- FR5 [HRC Minutes – September, 2020](#)
- FR6a [RCC Evaluation Process Improvements – Faculty](#)
- FR6b [RCC Evaluation Process Improvements – Management and Classified](#)
- FR7 [RDAS Meeting Minutes – October 26, 2020](#)
- FR8 [EPOC-ASC Meeting Minutes - November 9, 2020](#)
- FR9 [EPOC-ASC Meeting Minutes – August 16, 2021](#)
- FR10 [CTA MOU – Evaluations due to COVID](#)
- FR11 [EPOC- ASC Meeting Agenda – September 13, 2021](#)