Progress Report

Prepared for the
Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

October 10, 2007

Gavilan College

Gavilan Joint Community College District
5055 Santa Teresa Blvd.
Gilroy, CA 95020

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Attachments:
1 - Administrative Procedure (AP) 4020.
2 - Budget Request Form
3 - Program Review Guidelines – Instructional Programs
4 - Program Review Guidelines – Non-Instructional Programs Attachment
5 - Budget Request Flow Chart – Program Review to Final Budget
   5a-Reference Sheet for Budget Request Flow Chart
   5b-Descriptions and Narrative Information
6 - Program Review to Strategic Plan
7 - Gavilan College Governance Process
8 - Gavilan College Idea Consideration Process
9 - AP 3250 Institutional Planning
10 -Budget Guidelines
11- College Strategic Planning Committee By-Laws
12- Institutional Effectiveness Committee Process Evaluation
   12a - Institutional Effectiveness Committee Process Evaluation Narrative

Exhibits:
1 Board of Trustees Minutes, July 10, 2007
2 President’s Council Minutes, July 10, 2007
3 Institutional Effectiveness Committee Minutes, September 7, 2007
4 Administrators/Mgrs; Academic Senate; Presidents Council Minutes
5 Academic Senate Minutes, President’s Report, August 14, 2007
6 President’s Council Minutes, August 8, 2007
7 Accreditation Task Force Minutes, August 27, 2007
8 Board of Trustees Minutes, September 11, 2007
9 Academic Senate Minutes, September 18, 2007
10 President’s Council Minutes, August 22, 2007
11 IEC Minutes, September 14, 2007
12 Accreditation Task Force Minutes, September 17, 2007
13 President’s Council Minutes, September 26, 2007
Statement of Progress Report Preparation

In response to the formal notification of the Accrediting Commission’s request to submit a Progress Report by October 15, 2007, Gavilan College developed an aggressive timeline to address Recommendation 1.

Dr. Steven Kinsella shared the Commission’s notification with the administrative team at its end of year meeting on July 6, 2007 and with the Academic Senate at its August, 2007 meeting. The initial draft of the Progress Report was compiled by the administrative team with input from the Institutional Effectiveness Committee members during July and August, 2007. The draft of the report was presented to the Board of Trustees at its August meeting. The college’s Accreditation Task Force reconvened on August 27, 2007 to review the work plan and the initial draft of the report and to propose changes as appropriate. The proposed changes were held until faculty returned for the start of the academic year when the full force of the governance process was employed to review the changes, amend and further refine the processes. In September, the changes to the administrative procedures and processes used by the Institutional Effectiveness Committee were routed through the Institutional Effectiveness Committee, the Academic Senate, and the President’s Council. Modifications were made as appropriate. Exhibits 1 through 13 are included as supporting documents of the shared governance process that was followed to solicit input and implement corrective action. A succeeding draft version was presented to the Board of Trustees at its September 2007 meeting.

The final version of the Progress Report and the administrative procedural process changes were submitted to the Board of Trustees for approval on October 9, 2007.
Progress Report Timeline

July/August 2007
- Review Accreditation Commission Letter with Board of Trustees (Exhibit 1)
- Review Accreditation Commission Letter with President’s Council (Exhibit 2)
- Review Proposed Action to Modify IEC Process with IEC (Exhibit 3)
- Draft Proposed Changes to Modify IEC Process (Attachment 1)
- Create where necessary Budget Request Form to connect Program
- Review to Unit Plans (Attachment 2)
- Discuss Accreditation Letter with Campus Constituency Groups (Exhibit 2, 4, and 5)

August 2007
- Draft AP 4020 to Academic Senate (Exhibit 5)
- Draft AP 3250 to Academic Senate (Exhibit 5)
- Draft AP 4020 Changes to President’s Council (Exhibit 6)
- Draft AP 3250 Changes to President’s Council (Exhibit 6)
- Accreditation Task Force Review and Approve Work Plan (Exhibit 7)

September 2007
- Draft Report Submission to Board of Trustees (Exhibit 8)
- Draft Report to Academic Senate (Exhibit 9)
- Draft Report Submission to President’s Council (Exhibit 10)
- Final AP 4020 Changes Approved by IEC (Exhibit 11)
- Final AP 4020 and 3250 Changes to Academic Senate (Exhibit 9)
- Final Progress Report/Procedural Changes Review to Task Force (Exhibit 12)
- Final Progress Report/Procedural Changes to President’s Council (Exhibit 13)

October 2007
- Final Submission to the Board of Trustees
- Submission to Accreditation Commission
Certification of the Progress Report
October 10, 2007

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

From: Gavilan Joint Community College District
      5055 Santa Teresa Boulevard
      Gilroy, California 95020

This Progress Report is submitted per the requirements of the Accrediting Commission.

We certify that there was broad participation by the campus community, and we believe that the Progress Report accurately reflects our response to date to the recommendations of the 2007 Accreditation Visiting Team.

[Signatures]

President, Board of Trustees, Mark Dover

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Superintendent/President

Dr. Victor Klimsley
Interim Vice President of Instruction

Fran Lopez
Accreditation Liaison Officer

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ACCREDITATION TASK FORCE

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(Vacant)
Student Trustee